

PWC Board Meeting Minutes September 7th
Meeting Commences 8:04am

Welcome: **Patty Musitano- President -**

Blessing given and Welcome

Dropoff: Encourage parents to come early for dropoff-- new way seems better so far
Festival and Volunteering-- get your vaccination cards to Nurse A

Missing a name tag-- let Roxanne know

Parish needs volunteers for the Advent Event - Sunday after Thanksgiving

We do not have a Christmas event planned, yet, waiting to see what we will and will not
be able to do this year.

Festival Committee update given in WAnda Ahmadi's absence:

So far we have raised \$173,000 for patronage

Great job,

Yvonne Skilling pointed out that Patronage

2019 \$125,000

2020- \$225,000

Class donations - we want 100% from each class

Auction items and parties in full swing!

Health and safety for the festival being reviewed constantly

Volunteer booth shifts opening on Wednesday- Friday

Please contact Evelyn Lane to volunteer

Please contact Jessie Spillane for the booth building help/volunteers

A private event was created for the Thursday night before Festival for the 2020 and
2021 classes -- they can bring a date, a friend ride rides, etc

Attendance: Vanessa McLean- Secretary

Monika Merchan is excused due to work/meeting on Tuesday. Summer Salazar is home
today, notes given and updated below

School Update: Crystal Pinkofsky

Busy September -- Student Council candidates are giving speeches this Friday, to be
live streamed on Zoom or YouTube. Posters are awesome and the kids are excited.

Monday, September 13th-- Back to School Night - will be virtual this year.

Links will be provided in next weeks Principal emails.

All school back to school night news and then each family will log in to their kids classes
Starts at 6:30pm

Thursday, September 16th-- Picture Day in JCPC-- all students should be in school uniforms, youngest grades first and work our way up to the older grades

FESTIVAL Weekend-- Sept 24- 26th

Parents volunteering in the booths-- wearing masks-- want ppl to come and have fun for the full 3 days

Monday, Sept 27th-- NO SCHOOL- breakdown of Festival
September 27th-- Father Gil's birthday!

Student safety, we are getting our directives on keeping the kids healthy, we are in a good position and want to remain that way to keep our doors open. We have heard of a few Catholic schools being shut down due to Covid cases
3 covid cases in the same grade or class- we would need to shut down.

So far so good on morning drop off

Parish update: **Fr. Gil** - Not in attendance

Treasurer: Allison Woods/Freddy Szita

Opening Budget: \$452,919.33

Closing Budget: \$150,201.07

Discuss Budget increases

BUDGETS ARE ALLOCATED TO EACH EVENT and for donation to the school. If we go over budget on events we have to take from other places, so just try your best to stay within your budgets.

Will be working on the holiday events once we know what will be able to happen this fall/winter. Price increases, please reach out to Allison if you need to add more to the budget for any reason. Submit for reimbursement please send to Allison, or, submit in folder to SPA office.

Prices have risen about 25% more than they have been in the past, we will be having less events this year, so it may even out moreso. Want to be fair with budgets so ask if you need something.

A few questions arose- what about High School Night- what goes into that budget? February Mothers luncheon, what is budget for these events -- the budgets are set at the beginning of the year-- we don't know what the events will look like so its' hard to know what the budgets will look like, so ask and it can mostly be worked out.

Report on July 2021 financials - change is year end donation, 8th grade graduation and dance expenses, lingering faculty year-end gifts, hospitality, and corresponding expenses. Merged all to Quikbooks online. Journal entries for aging checks since 2014, cleaned up items. Working with the parish finance council in the event of any audits. End of the year we like to give to the school and the parish
Each meeting- Allison asked to approve-- Katrina and Jess Approved motions
Audit- we need to watch the budgets, we want to make sure we don't have any issues.

Freddy-- Amazon Smile \$341 (109 families), Ralphs \$515 (44 families)
Jersey Mike's link is live
Panda day coming up

Please reach out to learn how to use these great places for SPA to make some additional funds-

General:

- 1) Traffic : encourage folks to arrive early to drop off. That is the easiest solution.
- 2) Covid proof of vaccination- required to volunteer- required for festival- please deliver to Nurse A at: nursesoffice@sp-apostle.org
- 3) Inform Roxane if you still need a name tag
- 4) Back to School night- volunteers to help set up and take down No longer needed because will be on zoom.
- 5) Volunteers for Advent wreath help for parish-Wreath Making- Does PWC want to work with Sue and Mary Ann on this, some clean up is needed and supplies will be bought, please contact MaryAnn.
- 6) Christmas event? Once we get through festival we will be focused on the holidays- please give some thought to what event we can do for a holiday celebration, come with ideas to the October meeting.

Festival Update: Wanda Ahmadi: Absent given by Patty.

Festival Dates September 24, 25, & 26th

Yvonne Skillings (1st VP):

Plans for high school night

Patronage

2019 \$125,000

2020- \$225,000

Parking passes

High school night coming up, TBD on virtual (scheduled for Oct 25th) leaning toward having the kids come here-- attended by 6, 7 and 8th graders, school coordinates the high schools to come visit --- open house

Mothers luncheon in february

Figure out who the guest speaker will be to have come to engage - a Brene Brown type speaker

Jackie Kim (2nd VP):

Amazing New Parent Mixer- kudos to Jackie, Lindsay and Elinor for the beautifully decorated reception and was welcoming to the new parents.

August 18th - great event-- had about 120 ppl come, great mix of new families, PWC, room parents, and school admin showed up to welcome everyone

Back to School night- Since Back to School night is now via zoom, there will be no parent reception

Festival news-- health and safety protocols, there will be more information coming out and steps they will take to ensure the event is as safe and healthy as possible.

Information about signing up for booth shifts--

Parents have to send in vaccination cards

Hospitality booth to be giving out wrist bands this year "health check wrist bands" ppl need to bring vaccine card or negative covid test.

Keep wrist band for the whole festival, and will also be needed to get into the beer and wine area.

Shifts sign ups will go out tomorrow (Wednesday am)-- keep the signups open from wed-friday

A few booths are pre populated-- Treasury Room- run by Yvette McFerson and open to PWC volunteers

Discussions ongoing about health and safety at the festival - information to be sent out to school

Erin Heimbold & Jennifer Collins (Head Room Parents):-

Main focus is streamlining communication, we will send out less emails as year continues

Check grade pages, this will hold pertinent information

Room parents have been amazing--

Lands End - Uniform delivery is backed up until Feb/March

Can the kids do black basketball shorts for the time being, can we approve one and send out to parents?

Flexibility with skirt heights and other uniform issues

Lindsay Doody & Elinor Klein (Hospitality)-

New parent mixer

Back to school Coffee- great turn out

Faculty retreat lunch -we need to remember to include vegetarian and gluten free meals for all faculty events.

Thank you for the back to school coffee

Faculty retreat lunch – need options for faculty, vegetarian options

Apostles attic – restocking what is in there

Julie Asbury Gordon (Corresponding Secretary)

Birthdays

Recent events

Adorable Gifts for Faculty retreat!

Father Gil's birthday day after festival—gift for him make special

We will be celebrating Coach Keith's retirement on Friday night of the festival.

I'm looking into getting him a sentimental commemorative gift from the PWC such as a plaque or best Coach trophy with the dates of his time at Saint Paul's.



Jo Daniel (Parliamentarian):

Nothing to report

Summer Salazar (Communications) and Jane Sung (Volunteers/Communications):

Website cleaned up-- all has been updated
Weekly newsletters started
Clarify communication a little – grade specific will be sent to erin and jen
Updating the sign up geniuses
Another survey for traffic and other
Will need to sync with Enrique (IT) to update the dashboard on the PWC site as its been blocked from weekly postings
Going forward we will also include grade links on pages.
Have Room Parents communicate about Hot Lunches and upcoming deadlines in this weeks newsletter.

Vanessa Stern (Historian):

Any pictures from parent night new parent
Han Wren Award 2021 recipient – we need to make the plaque – will check w/teachers
To finish out 2020 notes
Upcoming events – back to school night, high school night virtual—tricky to get pictures screen shot

Leslie Hunt Johnson (Alumni Representative):

Alumni Related-
Send out an email Thursday night before festival 6-9pm-- to have the class of 2020 and 2021 to bring a friend or a date
Apostles Attic--
Donate books for children (no adults)
Apostles—newsletter coming on Friday—to start collecting donations on Monday, alli and les will be there and put the items in storage—per section and organize before hand
Reach out- send out newsletter early aug, patronage donations, received 5 to date
Hoping for a lot of participation—happy hour 6-7pm on Friday night – plans moving forward doing decades

Elizabeth Lee (Hot Lunch):

Returning soon Oct 4th
Hot lunch starting Monday after festival – orders are up and running, all are prepackaged, except for the pizza, will come in boxes and will pass it out to the kids
Fresh lunches and jersey mikes, sending helpers that are vaccinated

Tues, set 28th—5 sandwich deliveries

Stephanie Tsai & Monika Merchan (Traffic & Safety):

#1 priority is that kids are safe. Watch out for highschoolers walking, etc/

Lloyd will be there everyday as a crossing guard for us.
After the Festival a survey will be sent out about drop off and to see if the community wants to keep this new way in place.
Parent volunteers posing as crossing guards is a potential liability
Try to come earlier if possible
Parent body to police situations and help each other out, do not park in the red zones as it blocks ppl from walking across street.
It's about being great citizens of our SPA community and need to be respectful of our neighbors too
Please no pets in the car when going through the carpool line
School pass will be implemented during pick up but is not currently

Ann Goodgame & Jess Gunderson (Outreach):

Heal the Bay- September 18th will be put in the Newsletter and called "Beach Clean Up Month"
Sandwich Builders- October 9th, 7:30 in the JCPC- they will be utilizing the same format they did last year - families make the sandwiches and drop them off and assemble on Saturday morning - Sign Up Genius will be created and circulated after Festival (week of 9/27)
Trying to go back to Assembly on Friday as a community but this is the new temporary system in place

Katrina Johantgen (Environment):

Heal the bay will need volunteers for that
Dumpster will be there for festival

Note to science teachers about how important recycling is
Home Boyz? Reform former gang members
Textile drive on the books-- donate things around the house -Apostles Attic taking
Children's Books and coffee table books

Tim Byrne (Father's Club):

Distributed SPA Dads hats at the end of the last school year
85 Dads went to the kick off event at the Luxe Hotel with a great turnout and it came out a little under budget!
Poker Night- Thursday, October 14th - trying to solidify a poker company
Golf Tournament- Braemar Country Club- Monday, November 15th
Fantasy Football (not school sponsored) \$1,600 sold out, monies earned go to PWC from Fathers Club
Burger Booth-- working out specifics, stay tuned

Suggestions: Ashley Mackel - Flower Truck LA-- they give a % back to charity

SPECIAL GUESTS:Maryann Bertolucci:

CALENDAR

September

- 7th PWC meeting
- 10th FYI Middle school student council election
- 13th Back to School Night-2nd VP
- 16th School Mass -8th grade
Due to COVID only 2 grades are permitted at a time.
- 16th FYI Picture Day
- 18th Heal The Bay, 9am-12m
- 23rd Special Pre-Festival private event for class of 20 and 21
- 24th, 25, 26th FESTIVAL
- 27th No school

October

- 4th Mass Blessing of the Animals 7th grade
- 5th PWC meeting
- TBD Dad's Poker Night
- 9th Sandwich Builders
- 14th 8th Grade parent Meeting- 8th grade room parents
- 17th Sunday Mass 8th grade- Festival thank you
- 25th High School Night -1st VP
- 28th Picture Day Retakes

November

- 1st School Mass All Saints
- 2nd School Mass All Souls
- 1-4 Halloween Candy Drive (Treats for Troops)-picked up from campus 11/5
- 5, 6th Apostle's Attic
- TBD Sandwich Builders
- 8th PWC Meeting
- 15-18th Parent Teacher Conference-Hospitality
- 15-18 St Joseph's Center Food Drive Collection -Center will pick up bags 11/19
- 28th Parish Wreath Making

29th Christmas Adopt-a-Family Launch on 11/29 -St J Center will collect from campus 12/15

December

4th Sandwich Builders

6th PWC Meeting

11th Parish Lessons and Carols-(Seniors/ cookies) at this event instead

SPA Christmas event **TBD-**

No Senior Luncheon/Kindergarten singing is allowed due to COVID. The parish is not permitted to have the children and seniors together at this time. Prayers for improvement as this is a favorite event.

15th Faculty Christmas Luncheon 11am-1:30pm Hospitality

16th School Christmas Pageant 6-7pm

24th Parish Christmas Pageant Mass

January

3rd PWC Meeting/School resumes

6th School Mass Epiphany

7th Junior High Dance -School

13th 8th Grade School Photos

17 No School

23rd Parish-Feast of St. Paul the Apostle guest speaker for mass

25th School Mass-Feast of St. Paul-4th grade- Hospitality (cookies)

30th Pancake Breakfast/Catholic Schools week begins/Open house- Dad's Club

February

3rd School Mass -Feast of St. Blaise

6th Mother's luncheon-1st VP

7th PWC meeting

21 No school

March

1st In n Out truck

2nd School mass 8th grade

4th End of trimester II

7th PWC meeting

11th No School (commonly referred to as ski weekend)

17th Spring Sing I-HRP, Parliamentarian

18th No school

April

- 4th PWC Meeting
- 13th School mass Stations of the Cross
- 14th Prayer Service
- 15-22 Spring Break
- 25th Classes resume
- 29th Junior High Dance-School

May

- 1st Alumni Dinner (Class of 2018)-Alumni Chair
- 2nd PWC Meeting
- 5th Spring Sing II-HRP, Parliamentarian
- 6th May Crowning 1st Grade
- 12th New Parent Mixer 7pm courtyard
- 14-15 FYI First Communions
- 19th FYI Middle School Student council speeches and elections 8-10 am JCPC
- 20th No School (commonly referred to as campout weekend)
- 26th 8th grade retreat, dinner and movie-8th grade room moms

June

- 1st PWC - double meeting
- 2nd Disneyland 8th grade trip
- 3rd 8th grade graduation practice
- 6th 8th Grade graduation and dance -Graduation committee
- 9th Kindergarten graduation
- 10th School mass - last day of school

President-Patricia Musitano PRESENT
1st Vice-President- Yvonne Skillings PRESENT
Treasurer - Allison Woods PRESENT
2nd Vice-President - Jackie Kim PRESENT
Assistant Treasurer - Frederique Szita PRESENT
Alumni - Leslie Hunt Johnson PRESENT
Communications - Summer Salazar Absent
Corresponding Secretary - Julie Asbury Gordon PRESENT
Environmental - Katrina Johantgen PRESENT
Executive Advisor - Monique Mamikunian Absent
Father's Club - Tim Byrne P
Festival Chair - Wanda Ahmadi Absent
Head Room Parents - Erin Heimbold & Jennifer Collins P

Historian - Vanessa Stern P
Hospitality - Lindsay Doody & Elinor Klein P
Hot Lunch - Elizabeth Lee P
Inventory - Catherine Choi-Lohara P
Outreach - Ann Goodgame & Jess Gunderson P
Parliamentarian - Jo Daniel P
Recording Secretary - Vanessa McLean P
Reservations - Roxana Shekoyan P
Traffic & Safety - Stephanie Tsai Present & Monika Merchan Absent
Volunteer/Asst. Comm - Jane Sung P