



MINUTES
CTK Parent Teacher Group Meeting
October 4, 2022
7 pm

Attendees: Christina Francis, PTG President; Mr. Joe Silveira, Principal; Mrs. Jeanne Bucci, CTK School; Carolyn Della Maggiore, PTG Secretary; Maddie Ostrander, Treasurer; Megan Lopez, Spirit Wear; Raul Ortega, Golf Tournament Chair; Megan Mirijanian, CTK Parent; Leah Barnum, CTK Parent

Absent: Connor Day, Golf Tournament Chair; Marife Woods, Jennifer Meran & Janelle Dockery, Mother-Son Co-Chairs; James Ford, Sponsorship; Jennifer Luippold, Mentorship; Alana Osipa, Social Chair; Kirsten Sawyer, Father Daughter Dance Chair; Aaron Thorne, CTK Cafe

Opening Prayer: Mr. Silveira opened the meeting by giving the opening prayer.

Introductions – New & Returning Members:

Christina Francis welcomed all of the meeting attendees and asked for introductions for those present at the meeting. Christina also announced the 2022-2023 Parent Teacher Group Board:

President - Christina Francis

Treasurer - Maddie Ostrander

Secretary - Carolyn Della Maggiore

Golf Tournament Chairs - Raul Ortega & Connor Day

Father Daughter Dance Chairs - Kirsten Sawyer & Maddie Ostrander

Mother-Son Event Chairs - Marife Woods, Jennifer Meran, & Janelle Dockery

Social Chair - Alana Osipa

Sponsorship - James Ford

Spirit Wear - Megan Lopez

Art Awareness Chair - Open Position

CTK Cafe - Aaron Thorne & Kirsten Sawyer

Mentorship - Jennifer Luippold

Principal's Report - Mr. Silveira

Mr. Silveira reported that the WASC accreditation is in progress. The school has completed Chapter 3 and they are currently working on Chapter 4. A lot of great work has gone into the project by the faculty and staff. The process has gone digital and all of the documents and evidence is captured electronically on Google Classroom. The next WASC workday is Monday, October 31. The accreditation happens in early March.



The Advisory Council now has a set of bylaws. They also have an annual strategic plan retreat. They have focused on the following pillars:

- Mission
- Technology/Innovation
- Marketing
- Finance
- Development

They are also looking at where we are and where we want to go. What capital improvements are needed?

Mr. Silveira has asked teachers, faculty and staff to create goals. He completes observations of teachers and evaluations.

This is the month of the Holy Rosary. This theme will be incorporated into liturgies and faculty and staff retreats.

This year's theme is "A call to discipleship."

There are many upcoming events that we are excited to see back in full form:

- The student leadership has worked hard on the Blessing of the Animals that will take place on Tuesday, October 5.
- The golf tournament is a great community-builder on Friday, October 21.
- There will also be a Halloween parade and contests on Friday, October 28.
- November 8 is the Walk-a-jog-a-thon (WAJAT). This event is very important to our school. Last year, we raised \$66,000. WAJAT proceeds benefit the following school activities and supplies, with some funding remaining:
 - Camp Caritas
 - Library Supplies/SORA
 - Voice harnesses for the teachers
 - 4 refillable water stations

Mr. Silveira commended the marketing team for their work on the signage for the light poles.

Parent/Teacher conferences will take place this week as will a Principal/Presidents conference on Thursday and Friday.

Mr. Silveira commented that hiring has been tough for all Catholic schools in the diocese, but he is grateful for our amazing faculty and staff.



Questions/Comments:

- Regarding any extra funding from WAJAT: Raul suggested making the media room hybrid/zoom accessible. Currently, video conferencing capabilities are limited in that room.
- Regarding any extra funding from WAJAT: Maddie suggested that the school needs new classroom furniture. The bathroom door locks also need repairs. The school is also in need of more tables (or shade) for students eating outside.

President's Report - Christina Francis

PTG Goals for 2022-2023 School Year

- Clear Understanding of PTG's role and what we do:
 - Add an additional layer of transparency by posting bylaws on the school site, sharing meeting dates, advertising our events and posting meeting minutes.
- Foster Relationship between school and parish
 - We will accomplish this by working together with the parish on combined events, masses and activities. The first such event is the Family Game Night on Friday, 10/14.

Review Bylaws: [The bylaws are available on the school's website](#). The committee has been invited to review them and will vote on the bylaws each year. They will be voted on at a future meeting.

Updates on the PTG Board: The Room Parent position is no longer handled by PTG. The school now oversees that role through Kirsten Sawyer's new role as Volunteer Coordinator. A new role will be added to PTG - Parish Liaison. The Art Awareness role is still open. Mr. Silveira suggested advertising this role in the school newsletter. Mr. Silveira also had an idea to ask one of the parishioners - Kim Bonnie - if she has any recommendations. He has worked with her in the past at other schools.

Logo: Christina shared a few new PTG logos that CTK parent, Scott Greer, is working on. The logo will be launched this year.

Meeting with other schools: Christina invited PTG Presidents from other local, Catholic schools to meet and share best practices. Presidents from St. Isidore's and St. Mary's attended. One of the ideas shared was a Back-to-School BBQ that St. Isidore's hosts one every year.

Social Media: An official PTG social media account will launch soon. These channels will help to keep parents informed about upcoming activities and ways to get involved.



Committee Reports

Spirit Wear - Megan Lopez:

Megan reported that the new spirit wear t-shirts will arrive next week. 80 red tie dye shirts were sold.

Megan plans to hold a “sidewalk sale” to clear out inventory of old shirts. This will be done after school at a TBD date. Discussed which method of payment could be used and asked if we could explore Venmo. If not, it will be a cash-only sale.

Golf Tournament - Raul Ortega:

The golf tournament will take place on Friday, October 21 at Boundary Oak Golf Course. Raul shared that 80 out of 120 spots have been sold. He anticipates that the tournament will sell out. New to this year is a post-golf dinner and dancing opportunity. Tickets are also for sale for that portion of the event.

Treasurer - Maddie Ostrander:

Maddie shared that there is \$56,381 in the PTG account. This number is high as a lot of invoices need to be paid out for golf.

Maddie also tracks finances for this year and previous years on a Google doc that has been shared with the committee.

As a note, the school took over the checkbook from PTG but reimbursements still go through Maddie.

Old Business

There was no old business.

Adjournment

The meeting adjourned at 8:20 pm.

Next Meeting

The next PTG Meeting will be Monday, October 24th, 2022 at 7 pm