

St. Anthony of Padua School-PLC COMMITTEE CHARTERS (2016-2017)

New Email for PLC Lead: ms.pattiepadilla@gmail.com

BEAUTIFICATION/MAINTENANCE: *Jeric De Leon, Julio Castro

1. Learning lab/library, (move furniture, care for A/Cs installed, area rugs, ramps outside and rubberized carpet needed, paint doorways and all A/C boards in classrooms, install a projector/whiteboard (per Jerry Thomas: Apple TV compatibility), exterior paint touched up as needed) Measurements of the wall: 20 feet x 8 feet for the big wall and 7 feet x 8 feet for the one on the left after the doorway. 27x8 total with the door.
2. Science Lab: blinds and upgrade by Shea Family Charities next year, get donations as needed
3. Tailor: White cloth: Movie Night collapsible screen
4. Landscaping, gardening, high power washer for hall floors and windows, 2x/year, clean gutters, water fountains, update restrooms (granite counter tops, tiles, faculty restrooms, sinks, etc.)
5. Paint the classroom doors: summer project (inside and outside)
6. Paint Frame of the roof above the lunch tables
7. Hall, A/C, vents fix tiles on Hall, flooring

CATHOLIC SCHOOLS WEEK/OPEN HOUSE (Jan 29-Feb 3): *Sonia Haro

Open House (Sunday, Jan 29th): Mass, Classroom Tours, Refreshments, Registration Folders, Computer lab sign ups for registration, balloons, fire trucks, face painting with sisters, entertainment, in hall, etc.

CSW: Monday, Jan 30/Student Appreciation Day; Tuesday, Jan 31/Teacher Appreciation Day; Wednesday, Feb 1/Administration Appreciation Day; Thursday, Feb 2/Parent Appreciation Day; Friday, Feb 3/Special Person's Day

CHILD CARE: * Brenda Moreno, Sarah Ray, Lucy Alejandre, Jackie Cholico, Lourdes Islas to help as needed. Robbie Castro (help garner donations like food for special events, board games, cards, art supplies, sleeping cots, etc.) Manage/Coordinate Morning and After-School Child Care; Provide Child Care available for Special School Events (Back to School Night; Monte Carlo Night; General Meetings, extended childcare during school hours, etc.)

CHRISTMAS PROGRAM (Monday, Dec 14th) & SPRING PLAY: *Ben Beltran Ben will assist Mrs. Garcia in the preparation for the Christmas Program. Parents will work with Mrs. Garcia on the planning, costume and stage set up, etc. of the Spring Play.

COMMUNITY SERVICE OPPORTUNITIES & PARTNERSHIPS: *Jennifer Galindo Bersales, *Laura Alpuche, Fatima Fodera, Bersano Sisters Research and follow up on Loyola High School students, reach out to UCLA and Fullerton (library interns to help us build our library catalog system), help find Community Service opportunities for Junior High Student to gain service hours, Girl Scouts, Lions Club, Senior Club, ICF, Senior Homes, Environmental Gardens, Growing Great, etc. Make connection in the community; Get local businesses to get to know our school; get Pizza Hut to help reward student accomplishments; LA Galaxy, AR Reading Rewards for goals reached, Target, Walmart, Six Flags, Mini golf, Wells Fargo, B of A, Vicki Marsha, Costco, Sam's Club Chuck E. Cheese, Barnes and Noble, Mimi's Café, Jamba Juice, Ruby's, Souplantation, roller rink, Boomers, etc. (discount coupons: Buy one get one free, free kids' meal with adult purchase)

DANCE COMMITTEE: (Performing Arts) Ms. Jessica Silva, Mira Costa High Students, Rosie Estrada leads Folklorico

Mira Costa High School students volunteer every Tuesday after school to provide Tap, Ballet, Jazz, and Hip Hop, depending on student interest level. First culminating event is Open House in January, then students will prep for Spring Musical in May/June. Ms. Silva coordinates the Dance Group and helps with choreography for Theater Musical. Rosie Estrada runs Folklorico as a separate after school dance program under this committee. Both dance groups charge a minimal fee for participation. Sporadic performances are TBD by instructors. Could be school performances, local parades, or at Knotts Berry Farm, local events, etc.

DEVELOPMENT: *Jenny Franco, Erick Rubalcava & Alma Reyes

1. Update and Print new Registration folders for upcoming year 2017-2018 Deadline: 1st week of January: needed for Kinder New Enrollment and Open House by end of January.
2. Open House: Jan 29 All registration folders must be updated and printed in color
3. Pass out folders at Fiesta booth in May (weekend after Mothers' Day): PLC members can work the school booth for their Mandatory 8 hours for Fiesta to help attract new students
4. Revamp and update Tuition Contract for new year, streamline process for new students and parents (give administration feedback on the pre-registration online link)
5. Development Committee put together folders (Alma to make color copies about 200 folders to start)
6. Look into Grants and focus on grant writing, reaching out to community, keep up to date on CAP info with ADLA through Frances Broderick (update alum and donor info database for annual appeal)
7. Work to promote Scrip Sense as a valuable fundraiser for school: make it attractive for parents to participate on a regular basis (Carlos Aguilar to help with this)
8. Attend Marketing workshops, work in cooperation with Marketing and Publicity PLC, hold off on MaxLA for now.
9. Project: Work on main entrance Signage/Digital Marquis (find a grant like Seaver) or target a fundraiser for \$10,000 for the new sign.
10. Meet in Fall (August 10) before each school year (before school is back in session) to discuss goals for the new year: aim to target 75th anniversary attendees to thank them and send an annual appeal to help raise funds for ST Math renewal each year (\$3000 a year, \$5000 is goal for new library catalog scanning system). Erick Rubalcava to lead the session.

FIESTA CLEAN-UP: *Aaron De Loera, Pablo Flores, Lucy Alejandre, Julio Castro

Form a group along with the Fiesta Committee to ensure that this group exists and at least 8-10 parents sign up for this as their 8 FIESTA hours accounted for upon completion. Pablo Flores to help in this effort. Junior high students in grades K-8 are encouraged to serve their community service hours this day to get credit in Religion courses, with Mr. Aaron De Loera's approval. Sign up with Patty Sanchez.

FUNDRAISING: *Geneva Varquez, & *Leah Nakayama

Oversee and manage the fundraising opportunities such as Vending machines, Scrip Sense, Chocolate Sales and Trojan Letters Drawing/Pep rallies (pending sales this year), Hawaiian Raffle coordination and promotion between church and school, Entertainment books, Gardena discount cards, Capri Sun recycling funds (Betty Ramirez), South Bay Galleria (Alejandra Ayon), Box Tops (Maritza Torres), In-n-Out/Food Trucks for Special occasions, Pump it Up or Shakey's/Chuck E Cheese days, Family Movie Night, Date Night sitting for parents, Rally different cultural groups to create events or run special bake sales or Spaghetti dinners, pancake

breakfasts benefiting the school, collect goods for a rummage sale during school year or during Fiesta (talk to Jim Torii), fashion show fundraisers in Hall, daddy-daughter Dance, (Mommy Daughter Princess dress up day, makeover: hair/makeup with photos), BBQ Chicken plates sold at Open House, Jamba Juice fundraisers, Spirit Gear (online store: e-commerce), Jog-a-Thon, Read-A-Thon, etc. Have calendar set for the year ahead.

HOSPITALITY: Pamela Jacome, Pablo Flores

Set-up and provide refreshments when appropriate for meetings and other school functions as determined by the principal. This includes, but it not limited to: first day of school coffee talk Meet and Greet, balloons for special events like Open House, Trunk or Treat, faculty/deanery/school-hosted meetings, Catholic Schools' Week, re-registration events, parent orientation meetings, Muffins with Moms, Spring Shows, Christmas shows, musicals, etc.

INTERIOR MAINTENANCE: *Lucila (Lucy) Alejandre, Mrs. Aguilar

Oversee and maintain the cleanliness of the school grounds, especially areas utilized by the children during their everyday attendance (lunch room tables, restrooms, offices) as assigned by principal. This can include classrooms, the overall physical plant for trash pick up, oversee community service clean up projects that are student-led, deep cleaning of Faculty Room, restrooms, or daycare room as needed over the summer and throughout the year.

LANGUAGE DEVELOPMENT (Spanish/Tagalog): *Tom/Julia Arteaga

Provide the children of St. Anthony the opportunity to learn another language to continue to develop their cultural awareness and marketability as they mature. This is an after-school activity run by parent volunteers, but will be made available to students for a minimal fee.

LEARNING LAB/LIBRARY: *Lourdes Islas, Jackie Cholico (Mrs. Tania Sarddar, Mariela Iraheta to support as needed)

Parents will help in coding and labeling all books to be ready for our Accelerated Reader (AR) program. Parents will also help as volunteer librarians as needed, to make sure books are returned to proper place and library is kept clean and orderly. Volunteers must become familiarized with the computerized checkout system. (Keep in mind that the library is shared space with parishioners and may be used for our annual Scholastic Book Fair, if not in Room 5.) Students and teachers will have access to both Learning Lab and Library throughout the school year. Mrs. Sarddar has offered to volunteer from 1-3pm every Tuesday at the school. Teachers have a manual to follow for policies and procedures and should supervise their classes at all times. All volunteers must be Virtus-trained and ADLA fingerprinted to help out when children are present. Volunteers are not expected to teach, lead, or take care of classes without a faculty or staff member present at all times. All volunteers should read Parent/Student Handbook and be made aware of school emergency procedures like Lockdown, Earthquake, and Fire Drills. Procedures must be practiced and followed in case of a real emergency.

MARKETING: *Tini Grey, Fatima Fodera, Paul Bay, Pattie Padilla (Social Media) no meetings needed

Update school website as needed to be sure it's accurate and user-friendly for the latest news and school events. Add pictures (only with students that have media clearance from parents), General Parent meeting slide shows, Principal Message every week from school bulletin, News and Events, update photo gallery, be present at the

school table/booth at Fiesta and at Open House. Sign up parents for email list in Learning Lab (to help us vote for Daily Breeze and GVN Best School contests), work with social media team to make sure all announcements are disbursed to parents, and encourage overall registration for new families in a timely and effective manner.

MONTE CARLO NIGHT/Annual Parent Social: * Geneva Varquez, Leah Nakayama, Sponsorship Subcommittee: Jackie Acosta and Claudia Guzman, Michele Layug, Robbie Agustin Castro to assist as needed.

Plan event and logistics, get donations, decorate, and coordinate all events before, and during Monte Carlo Night. After event, follow up with thank you letters to sponsors and donors, giving school tax ID numbers for tax purposes. School Tax ID number to be kept highly confidential. Make sure that all income and expenses are tabulated and that profit is reported back to stakeholders in the May General Parent Meeting. This is our biggest annual school fundraiser. It may be substituted with another school event like a Golf Tournament, that would also need sponsorship for the event, and would possibly require garnering multiple donations for a silent auction. We will have only one major fundraiser per year.

PUBLICITY: *ONLY Fatima Fodera (no need sign-ups)

Media liaison between school and Gardena Valley News, Daily Breeze, ADLA (Tidings), city officials, TV/news stations for any press releases to get positive info out to the community about school. Frame any newsworthy items like articles, Proclamations, etc. for the office and school. Writers and photographer needed from this committee to help with press releases, articles, take pictures of events as needed, etc. Work with School Photographer and Paul Bay, school web master.

ROOM PARENTS: *Robbie Agustin Castro

Coordinate and unite all Room Parents as they are being called on to assist with execution of class/grade specific activities. Work with parents to help classroom teachers as needed with various school events throughout the year and disburse information to all leads to disseminate to all school parents. Goal: Collect all monetary donations at the beginning of the year in a “one-time fee” to cover all activities for the year ahead (bake sales, teacher/staff bday gifts, Fiesta, Casino Night donations, etc.) to alleviate multiple “asks”.

SAFETY: * Mrs. Navia, Maria Grimaldo, and Pablo Flores

Create and update safety binders annually for our staff and parents, update escape routes with emergency exits in every classroom, update red backpacks each year, make sure walkie talkies are working at all times with extra batteries/chargers (unplug when not in use to extend shelf life), emergency lights in all rooms in case of blackouts, make sure we have enough Traffic guards on AM and PM duty, recess duty, lunch duty, security cameras working, earthquake kits in all classrooms, extra water bottles available as needed, schedule regular fire and earthquake drills, practice intruder alerts/lockdowns in different scenarios, secure gates before and after school, make sure physical plant is safe, protected, and up to code. Be in direct contact with Gardena Police, Fire Dept. city officials (water, gas, and electric company, in case of leaks or power outages). Get all stakeholders in the school a list of students with special health needs and allergies so all staff and volunteers are aware at all times. Schedule First Aid and CPR sessions every 2 years for faculty and staff, to ensure current certification. Many Parent volunteers needed for yard duty and carline schedule!! Please call office to sign up for shifts. All volunteers must be Virtus-trained and ADLA fingerprinted to help out when children are present.

Volunteers are not expected to teach, lead, or take care of classes without a faculty or staff member present at all times.

SCHOOL/CHURCH CONNECTION: *Aaron De Loera, Maria Grimaldo (parent needed)

Attend Safeguard the Children meetings with parish staff at least 3 times a year, go to parish staff meetings once a month or as needed, make connections with leaders of different church ministries, Religious Ed, Filipino Club, Lions Club, Knights of Columbus, see if they would be willing to host a breakfast sale, pancake breakfast, or spaghetti dinner with proceeds going to scholarships/tuition for school, coordinate rummage sale for Fiesta. All proceeds go to school. (ex: \$5 a small bag, \$10 a white trash bag, \$20 for a garbage bag) Meet with pastor on a regular basis to discuss school projects and schedule Hall and church for school functions through Cathy Kelly. **Ms. Grimaldo and Mr. Pablo Flores:** weekly updates in church bulletin, update the bulletin boards in the church with school happenings. Schedule hall and church reservations with Cathy Kelly, reach out to preschool and Religious Ed. Be in touch with Fiesta Chair.

SPORTS/PE/COACHING/Athletic Director (Athletic Banquet): *Mr. DeLoera

Coordinate all Sports Teams, help with PE and Athletic needs, get permits, purchase or procure equipment, represent school at sporting events, coordinate coaches and referees. Plan and Coordinate Athletic Banquet and any sports recognition events, parent volunteers needed for coaches to earn service hours. Parents needed to build our sports and PE/Athletic program!

FACULTY LIFE: *Rachelle Pasos, *Lisa Perez

Work with principal to ensure that throughout the year, students and teachers are recognized, acknowledged, and taken care of, especially on their birthdays. Get gift cards, balloons, cake, flowers for all staff members on their special day, recognize them at assembly and work with teacher/Spirit Coordinator on staff to have students make cards and present gifts at assemblies/Mass. Help with wish lists of teachers for books, school supplies, cleaning supplies. Help stock the Faculty room on a regular basis, with periodic snacks or lunches, or bare necessities, for faculty and staff (paper goods, coffee pods, creamers, etc.), coordinate during Catholic Schools' Week for Teacher Appreciation Day and in May for National Teacher Appreciation Week. Collect parent donations to offer as teacher/staff class gifts on holidays.

TECHNOLOGY: *Mr. DeLoera, Paul Bay, Manny Garcia, Andy Ly, Erick Rubalcava (parent education, social media awareness, internet safety)

Be leads for making sure technology is implemented in the classrooms and that all needs are met to make sure that parents are knowledgeable about benefits and pitfalls. Set up projectors and screens for General parent meetings in Hall and meetings in faculty room, make sure all technology and sound systems are working properly and repaired/maintained as needed. Coordinate and attend meetings for parent education, internet and social media safety, teacher parents how to become an administrator on their iPad account, making parameters for iPads at home and at school. Limit access based on research. Be knowledgeable about apps, chat rooms, social media, know all kids' accounts and tie it into Apple ID.

STUDENT LIFE: Jason Wolfe, Aaron De Loera, Alicia Navia

Parents and volunteers will help with Academic Decathlon preparation after school as volunteers. Parents can

help run a Newspaper Club, Arts and Poetry group, Chess Club, will assist in Student Government activities: this may include helping to run concession stands and snack and food sales throughout the school year: assist Student Government as needed in selling (candy grams, sell popcorn/nacho/shaved ice, Popsicle Wednesdays, etc.), selling school gear, helping to promote the Barnes and Noble/Scholastic Book Fairs, assisting with the Holy Thursday retreat (passing out pretzels/waters, serving students), coordinating movie night, Carson Mall magic show, puppet shows, schedule Imagination Machine or other free school assemblies, Art Masters, street painters, flea market/spirit gear or St. Anthony cart as a daily fundraiser, Mini Society (entrepreneurial opportunities for students to learn about finance.)