

St. Anthony of Padua School-PLC COMMITTEE CHARTERS **(2023-2024)**

BEAUTIFICATION/INTERIOR MAINTENANCE: *Pablo Flores, Claudia Guzman, Priscila Ortiz

Oversee and maintain the cleanliness of the school grounds, especially areas utilized by the children during their every day attendance (lunch room tables, restrooms, offices) as assigned by the 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, library, learning lab, and other shared spaces as needed. Service hours can be given to parents for the donation of cleaning supplies on the wish list for this group.

1. Library in Rm 8, (move furniture, care for A/Cs installed, area rugs, paint, exterior paint touched up as needed)
2. Landscaping, gardening, high power washer for hall floors and windows during breaks, 2x/year, clean gutters, water fountains, update restrooms (upgrades to faculty restrooms, sinks, etc.)
5. Paint the classroom doors brown: summer project (inside and outside)
6. Paint Frame of the roof above the lunch tables
7. Hall, A/C vents
8. Work with Interior Maintenance PLC and Student group Trojan Cleaners (student led group if still in effect) for school clean up days, clean soccer field

HOSPITALITY: *Francisca Gonzalez, Claudia Guzan, Amy Lucas, Elisapeta Lomu, Patty Dungo, Gabby Sese, Lorraine Manguiat

Set-up and provide refreshments when appropriate for meetings and other school functions as determined by the principal. This includes, but is not limited to: First day of school coffee talk Meet and Greet, balloon arches and festive decor for special events like Open House, Trunk or Treat, faculty meetings, Christmas socials, Catholic Schools' Week, teacher and staff appreciation days, Kinder registration/New Parent Orientation, Blue Mass, Ribbon cuttings, Special Persons' Day, Grandparents Day, Muffins with Moms, Donuts with Dads, Mandatory General Parent meetings, Spring Shows, Christmas shows, Small Class Musicals, Theater plays, etc.

CATHOLIC SCHOOLS WEEK/OPEN HOUSE (begins last Sunday of January): *Amy Lucas Palanca *Mr. Grey tini@isleentertainment.com
Open House (Sunday, Jan 28, 2024): 11am Family Mass (school choir to sing, Mrs. Grey to speak during announcements), Speakers needed for all Masses starting the weekend of CSW and the following weekend at all Masses (graduates, current students, parents, teachers, as speakers to promote Catholic education) 8th grade hosts bake sale as fundraiser, Student Government leads Classroom Tours, Refreshments (goodie bags/giveaways and retractable posters displayed, raffles for prospective families), End in office for parents to qualify for a raffle for current families giving referrals: Registration/Application Folders, balloons, entertainment in courtyard such as piano or Music Ministry, Folklorico group performs in the Hall 12:45-1:45 (loop school video tour) Face painting and photo booth Hospitality PLC to help decorate the hall with balloon arches
Open House signage posted around campus (Pablo)

Catholic Schools' Week Jan 29-Feb 2, 2024: Monday, Student Appreciation Day (Pajama Day, Chick Fil-A, no homework), gallery walk at 9am to see classroom projects; Tuesday, Teacher Appreciation Day (Free dress day, class color day and pep rally); Wednesday, Administration Appreciation Day; Thursday, Parent Appreciation Day (coffee and donuts, Frozen at Segerstrom); Friday, Special Person's Day, noon dismissal, dress up days are decided by Student Government: ex: Monday is Pajama Day, Tuesday is Color Day, Wed is Sports Day, Thursday is Future Profession Day, and Friday is Sunday Best/Formal Mass Uniform (8am Mass, brunch in Hall for 8th grade fundraiser \$5 person from 9:45-11) Daycare available after school till 6pm.

Cash Raffle Tickets and Goody Bags for CSW: Felissa Abarca, Mrs. Bustos, Gabby Sese

Plan, organize and distribute fall raffle tickets to the School and Office of Religious Education. Work on putting together goody bags for prospective families for Catholic Schools' Week and Fiesta for the school booth May 19-21, 2023.

CHILD CARE: * Pattie Padilla, Gabby Yesenia, Maria Rendon, Lupita Zepeda

Help garner donations like food for special events, games, art supplies, etc. Manage/Coordinate After-School Child Care and billing; Provide Child Care available for Special School Events (Back to School Night; Parent meetings, evening events/retreats: General Meetings, etc.)

PERFORMING ARTS: *Jessica Garcia, Belen Olloqui, Mr. Grey

Assist Mrs. Garcia in the preparation for the Christmas Program and will assist in the planning, costume and stage setup, etc. of the Spring Play.

SCHOOL CHOIR/PIANO: Jessica Garcia, Erick Rubalcava, Coordinate School Choir rehearsals and schedule. Choir to sing during some school Masses and Masses outside of school hours like Open House, First Communion, PMA Masses, Tree lighting at PMA, Cathedral events, Adoration at Sister schools, etc.

COMMUNITY SERVICE OPPORTUNITIES &

PARTNERSHIPS/SPONSORSHIPS: Julia Arteaga, Veronica Patel, Brenda Lujan

Research and follow up on Loyola High School student volunteers, Serra HS for tutors, 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 in the surrounding community, Girl Scouts, Gardena Valley Lions Club, Senior Club, ICF, Senior Homes, Environmental Gardens, Growing Great, etc. Make a connection in the community; Get local businesses to get to know our school; get Pizza Hut or John's Incredible Pizza Company to help reward student accomplishments; LA Galaxy, AR Reading Rewards for goals reached, Target, Walmart, Six Flags, Miniature 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. Martha Zambrano heads the Folklorico group

Ms. Martha Zambrano runs 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 (Christmas and MLK Day Parade), or at

Knotts Berry Farm, etc. Dancing with the Students is a program incorporated in PE/Music in 2023-2024.

DEVELOPMENT/ENROLLMENT MANAGEMENT TEAM: *, Erick Rubalcava, Mr. Carlos Aguilar, Mrs. Sarah Ray, Office Staff, DRE and Parish Staff, Bernadette Claros and Samantha Cisneros

1. Update and Print new Registration folders for upcoming year and for Kinder class Deadline: 1st week of November: needed for Kinder New Enrollment and Open House in January.
2. Open House: Jan 28, 2024 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 each new year by Dec before Early Bird Kinder registration in January, streamline process for new students and parents (give administration feedback on the online registration using FACTS system.)
5. Development Committee and office staff will put together folders with updated sheets.
6. Look into Grants and focus on grant writing, reaching out to the community, keep the database updated with alum and donor info/database for an annual appeal.
7. Work to promote raiseright.com as a valuable fundraiser for school: make it attractive for parents to participate on a regular basis (Mr. Carlos Aguilar to help with this)
8. Work in cooperation with Marketing and Publicity PLC and with Student Government officer (Commissioner of Publicity to update the bulletin boards outside office and at the church) Put inserts in parish bulletins and in back of church to promote events
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 and all permits for the street
10. Meet in Fall before each school year (sometime in August before school is back in session) to discuss goals for the new year: aim to target the 2015 75th anniversary attendees to thank them and send an annual appeal to help raise funds for ST Math renewal each year (\$3000 a year). Erick Rubalcava to lead the EMT sessions to work on a strategic plan for

the next WASC visit in 2028 and create enrollment events monthly (RE, preschools, siblings, etc.).

10. Prep school tours with students to lead for prospective families, make onesies or t-shirts for the newly baptized, or RE students making their First Holy Communion

11. Have graduates of preschool and 8th grade students about to graduate speak at RE events in English and Spanish and at the preschool events

FIESTA CLEAN-UP: * Pablo Flores, Students earning service hours in junior high (for Religion or CJSF/NJHS)

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 are accounted for upon completion. Pablo Flores to help in this effort. Junior high students in grades 6-8 are encouraged to serve their community service hours this day to get credit in Religion courses, with Mr. Richardson's approval.

FUNDRAISING MANAGEMENT: * Brenda Lujan and JC Pineda, Monica Torres, Amy Lucas

Oversee and manage the fundraising opportunities such as Scrip program, Chocolate Sales and Trojan Letters Drawing/Pep rallies for fundraisers, Holiday Raffle coordination and promotion between church and school (parish bulletins), Food Trucks (ex: In N Out/Chick Fil-A fundraisers) for special occasions, Family Movie Night at school or at a drive in or theater, Date Night babysitting for parents in the Hall, Rally different cultural groups to create events or run special bake sales or Spaghetti dinners (partner with K of C or Gardena Valley Lions Club), El Pollo Inka fundraisers, pancake breakfast benefiting the school, collect goods for a rummage sale during school year or during Fiesta (talk to Rose Moore in charge of 2023 Fiesta), fashion show fundraisers in Hall, daddy-daughter/Special Persons' 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, Silent Disco Family Socials, Fall Family Socials, etc.

FUNDRAISING ANNUAL SOCIAL: * Amy Lucas Palanca, Juan and Brenda Pineda

Plan events and logistics, get donations, decorate, and coordinate all events before, and during Special Persons' Dance/social. After the 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 event will need a Sponsorship Committee dedicated to get sponsorship for the event, and would possibly require garnering multiple donations for a silent auction (minimum of 20 baskets).

HUNDREDX FUNDRAISING (EFG): * Gabby Sese, Elvia Zabala

To generate funds for our school by providing *honest* feedback on the brands we use everyday. Track and identify class, student and family participants and to determine appropriate rewards/compensation for those who contributed to the cause the most. Report results to the office, and coordinate dates of awarding of prizes (pizza & ice cream party, free dress pass, service hours, etc)

LIBRARY: Pattie Padilla, Kelli McCabe, Mary Roberti, Claudia Garcia, Sandra Samaan, Leilani Cofield

Parents will help in coding and labeling all new books to be ready for our Accelerated Reader (AR) program. Parents will also coordinate the organization of newly donated books (Scholastic Book Fair or gently used books that are donated) and help as volunteer librarians during teachers' assigned library times, to make sure books are returned to their proper place and the library is kept clean and orderly. (Keep in mind that the library is shared space with parishioners and may be used for our annual Scholastic Book Fair). Students and teachers will have access to the Library throughout the school year on a rotating schedule. 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/cleared to help out whenever 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 the 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. Drills are done one time a month.

SOCIAL MEDIA AND MARKETING: *Tini Grey, Mrs. Grey, Paul Bay, Pattie Padilla (Social Media: Veronica Patel, Lorena Lakey)

Update the school website as needed to be sure it is accurate and user-friendly. It should have the latest news and school events. Add pictures and videos (only with students that have full 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 (to help us vote for Daily Breeze 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 #sapschoolgardena. Encourage all parents to follow us on Facebook and Twitter.

PUBLICITY/PHOTOGRAPHY: Jeah Avila, Azucena Varela, Mr. Steven Richardson, Yearbook Committee and students from Student Government: Commissioner of Publicity

Media liaison between school and Gardena Valley News, Daily Breeze, ADLA (Angelus), 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 a photographer are needed from this committee to help with press releases, articles, take pictures of events as needed, etc. Work with School Photographer and Paul Bay, our school webmaster.

ROOM PARENTS: *Lorena Lakey

Coordinate and unite all Room Parents as they are being called on to assist with execution of class/grade specific activities. Using the Room Parent Manual as a guide, work with parents to help classroom teachers as needed with various school events throughout the year. Collect all monetary donations at the beginning of the year in a “one-time fee” as a PLC Fee to cover all activities for the year ahead (class bake sale expenses, teacher/staff birthday gifts, Fiesta, Trunk or Treat etc.)

SAFETY/SECURITY: * Jeah Avila, Mr. Gabriel Reyes, Froilan Alvarez, Bernadette Claros, Claudia Garcia, Samantha Cisneros, Carlos Aguilar

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 with fresh supplies (bandages, gloves, gauze, etc.), make sure school hand radios are working at all times with extra batteries/chargers (unplug when not in use), emergency lights in all rooms in case of blackouts, make sure we have enough Traffic guards on AM and PM carline duty watching crosswalks, recess duty, lunch duty, ensure all security cameras are working properly, large trash cans and earthquake kits in all classrooms, extra water bottles available as needed, schedule regular fire and earthquake drills, intruder alerts/lockdowns in different scenarios, secure gates before and after school, make sure physical plant is safe, protected, and up to code. Direct contact with Gardena Police Dept., Fire Dept. city officials (water, gas, and electric company, in case of leaks or power outages). Get all stakeholders in school a list of students with special health needs and allergies so all staff and volunteers are aware. Schedule First Aid and CPR sessions every 2 years for faculty and staff, to ensure current certification. Many Parent volunteers are needed for yard duty schedule!! Please call the office to sign up for shifts. Must be Virtus-trained and ADLA fingerprinted. VPIN and Safeguarding the Children updated by Bernadette Claros.

TRAFFIC AM and PM Duty: Jeah Avila, Mr. Gabriel Reyes, Froilan Alvarez, Tellecheas, Delia Cisneros

Parents are needed outside to direct traffic and ensure safety during AM drop off and PM pick up on the yard. Stop signs and orange vests should be utilized. Parents can help on 163rd at the crosswalk as well and cars should not park in the red zone or block crosswalks. Students are given top priority to get to school safely.

YARD DUTY: Sarah Ray, Nancy Cortes Chavarria, Thomas Kuriki, Samantha Cisneros, Gabby Yesenia, Bernadette Claros, Maria Rendon, Lupita Zepeda, Leilani Cofield, Jeah Avila

Parents who are Virtus-trained and ADLA fingerprinted can volunteer for Yard Duty from 12-1 daily. Volunteers can sign up in the office to earn service hours. There should be no talking on cellphones, or eating during yard duty. Parents should not be there for their child only, but for all children. Those on duty may not give out disciplinary consequences but should let a staff member know about any issues and let the classroom teacher know if there is an issue that arises with their student. Injured students should be escorted or sent to the office for an accident report.

CHURCH LIAISON/SAFEGUARD THE CHILDREN: *Angelica Gomez, Lorenzo Molina, Melvin Galicia, Bernadette Claros

Attend Safeguard the Children meetings with pastor and parish staff at least 2 times a year, make connections with leaders of different church ministries, Religious Ed, 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 Goodwill drives to benefit school. Meet with the pastor on a regular basis to discuss school projects and schedule Hall and church for school functions through Jose Luis Castaneda, our parish secretary. Work with the school office to get weekly school updates in the church bulletin, update the bulletin boards in the church with school happenings. Coordinate parent/student speakers or alumni for 11am Monthly Family Masses during announcements. Work at the school table after Mass to market and promote the school.

SPORTS/COACHING/ATHLETIC DIRECTOR (Athletic Banquet): *Mrs. Veronica Patel, Mr. Jaime Cruz, Anthony Layug, Monica Rubalcava, Angelica Gomez, Thomas Kuriki, Claudia Guzman, Mario Bajenting, Elisapeta Lomu, Pernil Marthaler, Ms. Jessica Sardina

Set up meetings with coaches and attend all AD meetings, meet with parents, set expectations at the beginning of each season. Coordinate all Sports Team rosters, have a CYO coaching card, get permits for gyms or outside parks, represent school at sporting events, coordinate coaches and referees. Collect fees, design athletic sweatshirts, design and order team uniforms, coordinate practices, communicate effectively to parents about games and practices, Plan and Coordinate Athletic Banquet and any sports recognition events (including St. Sebastian Sports Project events), parent volunteers needed for coaches to earn service hours. Volunteer Parent coaches needed to build our sports program and promote Christian sportsmanship. Make sure all those representing our school are familiar with the Christian Code of Conduct and that we always hold ourselves to a higher standard as role models leading by example, when serving our children and representing our schools.

FACULTY LIFE: Pina Rimada, Angelica Gomez, Lorena Lakey, Kelli McCabe, Michelle Layug

Work with the principal to ensure that throughout the year, teachers, staff, and administrators are recognized, acknowledged, and taken care of, especially on their birthdays and special occasions. Get gift cards, balloons, 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.

TECHNOLOGY: Jessica and Manny Garcia, Carlos Aguilar, Pablo Flores

Be the 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 the Hall and meetings in the faculty room, make sure all technology is working properly and repaired/maintained as needed.

Coordinate and attend meetings for parent education, internet and social media safety, teach 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. Help with music for JAT, student events, spreadsheets

STUDENT LIFE: Mr. Steven Richardson, General Commissioner Erin Marthaler, Catapult Aides, SAP Staff

Parents and volunteers may help with tutoring students after school. Parents can help run the Yearbook Club, Academic Decathlon, work with Serra HS to provide tutoring, and can 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 Scholastic Book Fairs, selling items from assemblies (NED) assisting with the Holy Thursday retreat (passing out pretzels/waters, serving students), coordinating movie night, puppet shows, schedule free school assemblies, schedule guest speakers, street painters, encourage activities like Mini Society (entrepreneurial opportunities for students to learn about finance.)

ART/MEET THE MASTERS: Laura and Javier Marquez and Esperanza Jacobs

Volunteer training for our Meet the Masters art program led by a school parent(s) will take place 3 times a year (once per trimester) usually on Mondays in Room 16 at 6:30pm. No prior experience is required. Mrs. Marquez and Mrs. Jacobs will teach you how to instruct your child's class in an art lesson. After the class you can discuss with your child's teacher what day would work best to teach the lesson before the end of the trimester. This lesson should take only one class session to teach, and anything pending can be taken home by the students to finish. This is a fun and great opportunity to demonstrate your artistic skills or dabble in it for the first time with help from an experienced artist! In addition to being able to teach your child's class about the techniques of Art Masters like Van Gogh, Picasso, and Monet, you will be able to earn service hours for the time you took to get trained and teach! The training takes between 1 1/2 hours to 2 hours in Rm 16. Each artist's lesson requires a different set of specific supplies. The lead parents will advise what the volunteer parents need for the training and parents teaching the lesson will help prep supplies for the kids. We have enough supplies for all the students' lessons, but for the training, the school can provide the supplies. We also graciously ask for parents to bring in supplies on their own if they have at home (crayons, cotton balls, etc.) Volunteers need not be "artistic" but it's preferable if they are artistically inclined and have a passion and appreciation for the arts. However, no art experience is necessary, just a great attitude! Lessons for students should take one hour. What they don't finish can be done in class with the classroom teacher or at home. The lessons will be taught when the classroom teacher schedules it with the lead parent teacher and volunteers. Room parents should set the dates of these lessons (1 per trimester). This counts as part of the students' art grade. Each grade will be taught separately. Every class should have their own lead parent and their class parent volunteers. The classroom teacher is present the whole time while parents are teaching the students. When no parents volunteer, the classroom teacher will attend the training and teach the students. The artwork will be displayed in classrooms throughout the year, including Open House. Students can take home their masterpieces at the end of the year.

BAKE SALE/FOOD SALES: Maria Trinity Melendrez, Lorraine Manguiat, Maria Cecilia Yoshida

Organizing, Scheduling, Cooking, Supplies and clean up for Sunday Bake sales. Refer to Bake sale manual for more detailed information.

HIGH SCHOOL PREP PLC: Julia Arteaga, Mr. Steven Richardson

Helps 7th and 8th gr prep for the HSPT and gives info to parents about Catholic High Schools. Works closely with the office and junior high team and our middle school students.

GENTLY USED UNIFORM SALE: Patty Dungo-Morales

These sales take place in September and in June. Parents are needed to help wash and sort donations, and organize them for the sale. We need parents to help run the sale as well. All students are asked to donate uniforms that are gently used if they graduate, leave the school, or outgrow uniforms.

PARENT SERVICE HOUR : *Veronica Gutierrez

Records and tracks service hours submitted by parents.