



HOLY ANGELS SCHOOL

20 Reiner St. Colma, CA 94014 * Phone (650) 755-0220 * Fax: (650) 755-0258
Website: <http://www.holyangelscolma.com>

HOLY ANGELS PARENT ADVISORY COUNCIL (HAPAC)

Minutes

Monday, September 8, 2008
Science Building

Present: Sr. Leonarda Montealto, O.P., Principal; **Officers:** Gina Morabe, Chairman (4), Dexter and Queenie Vitug, Vice-Chairman (4), Val Mandapat, Past Chairman (8), Catherine Fuerte, Secretary (1), Grace Abad, Assistant Secretary (6). **Representatives:** Audrey Balingit (K), Ila Bansil (K), Chona Menchavez (1), Elwin and Maritess Cajuguiran (2), Glenn de Dios (2), Sandy Gomez (2), Ric and Marilyn Cepriano (3), Joselito and Rida Cruz (3), Helena Huerta (3), Luther and Karen Mercado (4), Sam and Cathy Yapching (5), Lorelyn Clemente (5), Romeo Natan (5), Rosalie Encenzo (6), Virginia Rivera (6), Carlito Panganiban (7), Rizalino Ricasa (7), Val Mandapat (8), Ted and Kim Cordano (8)

Guest: Father Manuel Curso, Pastor, Holy Angels Church

Absent: Ronnie and Rosanna Martin (7)

Chairman Gina Morabe called the meeting to order at 7:05 PM and welcomed Father Manny Curso.

Sister Leonarda led the opening prayer.

The June 2, 2008 minutes was approved through the motion of Romeo and seconded by Ric.

Sister Leonarda introduced the new HAPAC members from each grade level. (Kindergarten: Audrey Balingit and Ila Bansil; Second grade: Glenn de Dios and Sandy Gomez; Third grade: Helena Huerta) She also introduced the returning HAPAC members this year: Carlito Panganiban and Rizalino Ricasa.

Gina reviewed the goals and objectives of HAPAC this school year: (a) to meet or exceed fundraising goals (b) increase community awareness and outreach (c) continue to be a welcoming school and (d) limit HAPAC meetings to one hour with a maximum of 1.5 hours. Gina also passed out new covers for HAPAC binders. The front cover has the theme "Unus Pro Omnibus, Omnes Pro Uno" a Latin phrase which means "All for one, one for all". The back cover had the song "We Are Many Parts."

OLD BUSINESS

Electronic Sign: Sister Leonarda told the group that the installation of the electronic sign has been delayed because the school is still waiting for the permit from Redwood City. She said the electronic sign is necessary to improve communication with parents and the community. She said it is also a good marketing tool. Sister presented the schedule and assignments for each grade level for the barbecue sale. Profit from the barbecue sale will be used to pay for the electronic sign.

September 21	8th grade	January 18	2nd grade
October 5	6th grade	February 8	K and 1st grade
October 19	7th grade	February 22	6th, 7th, and 8th grades
November 9	5th grade	March 15	5th, 4th, and 3rd grades
November 23	4th grade	March 29	2nd, 1st and K
December 21	3rd grade		

May commented that the December 21 barbecue sale might be too close to Christmas. Helena said the November 23rd schedule is too close to Thanksgiving. Grace asked if the barbecue sale dates coincide with Family Masses. Sister said



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that we cannot change the dates. She said she will redo the schedule. Sister Leonarda thanked the following parents who have been working hard selling barbecue after masses: Emy Nicdao and Sam Yapching, coordinators and their helpers: Lorie Clemente, Ted & Kim Cordano, Lilibeth Fernando, Lina de Dios, Roland Morabe and Roberto Rivera. Gina told the group to communicate with parents and sell other items. She mentioned that Queenie has a good way of communicating with 4th grade parents. Fourth grade parents get regular updates from Queenie via email. Lorie asked if we can use the refrigerator the day before the barbecue sale to store stuff. Father Manny said it is OK as long as nobody is using it. Sister Leonarda said she will check with Father's secretary.

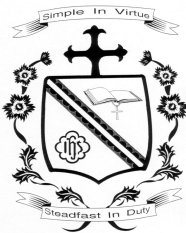
Sister Leonarda gave a brief financial report. She said that we were not doing too well with fund raising at first, that's why she called for a meeting with parents. Some fund raisers exceeded projection, some did not. We finished all fundraising events with a deficit of \$1,166,58 but this was offset by donations and matching funds that amounted to \$1,300. So we exceeded fundraising projection by \$133.42.

Sister Leonarda talked about recent school improvements. Classrooms were painted. She thanked Noel Reyes, Jose Ganiabo, Carlito Panganiban, Lorie Clemente and Kim Cordano, coordinators & their helpers: Albert Clemente, Ashley Clemente, Virginia San Felipe, Oliver San Felipe, Veronica San Felipe, and Roland and Gina Morabe. New carpets was installed by Mr. Canas, and awning was installed by Jose Gonzales with the help of Ted Cordano, Jose Ganiabo, Carlito Panganiban, Christina Payne, Edwin Ponce, Noel Reyes, Eleanor Reyes, and Erica Sanchez. Sister thanked all of our parents who worked hard during the summer to complete these projects. New social studies textbooks will be purchased soon. Broken desks and chairs were replaced. Twenty new Macbooks were purchased through grants. The technology and special needs rooms were renovated and a new projector will be purchased for teachers to use. Sister was asked if the school exterior will also be painted. She said yes, especially because of accreditation visits in February and March. Ted asked if we are planning to do something to thank Noel Reyes who put in a lot of hours. Gina told the group to email suggestions to her.

NEW BUSINESS

Back to School Night: Sister told the group that HAPAC members will be introduced during the Back to School Night. HAPAC will sit in the organ side. After the teachers' presentation, HAPAC reps will be given time to talk to their parents. Sister told the group to talk about the followign: introduce yourself, encourage parents to help you by making suggestions on how to make our school a better school, be enthusiastic and then talk about the fiesta. Sister said that K, 8 and 1 should find another way to communicate with their parents since they already had their Back to School Night meetings.

Parish Fiesta: Sister passed handouts of booth assignments. Grades K, 1, 2: jumper, games and food. One of our parents Mr. & Mrs. Henry Zelaya-Mendoza will donate the jumper. Grades 3 and 4: Filipino food for breakfast and lunch. Sister said there should be enough food to sell until 2 pm. According to Sister, grades 3 and 4 have a donor. They have a start up fund of \$200. Grades 5 and 6: dunk booth and food. Mr. & Mrs. Rivera will sponsor the dunk booth. Grades 7 and 8: face painting, basketball and food. Kim asked the group if anyone can help with the face painting because Barbie Garcilasodelavega will be busy during fiesta. Sister told the group to think of something that would interest our parents and children. She said that the booth assignments are not "set in concrete." If parents have better ideas then use them. Gina said pick a fundraiser that will work. Carlito passed handouts of tent assignments. Holy Angels School will use the 4 tents close to the convent. Gina told the group to use the solicitation form in the binder when looking for sponsors. Gina also mentioned that sponsors can submit their special intentions to Father Manny. Gina also mentioned that sponsors get to advertise their business in the parish web site. Virginia asked for how long. Gina said one year. Since multiple grade levels are assigned to one booth, Lorie asked how the task will be divided. Gina said this should be talked about among the reps and email her the assignments. Lorie also asked if booth sponsors will get an ad in the souvenir book. Sister said yes. Romy asked if other members of the parish community will help with set up and clean up. Sister said yes. Sister read the fiesta programme. Sister reminded the group to give a name for the booth and decorate. One point will be given for every hour worked for set up and manning the booth. Minimum of 2 hours volunteer time. Two points per hour for clean up. Set up begins at 8:00 am on Saturday, Sept. 27th. Sister Leonarda stated that clean up will be easier if everyone will take care of their own booths. Every \$25 donation earns one point. Romy brought up a concern regarding husbands and wives signing in to work but only one actually works. Carlito suggested that one person should take care of sign in/sign out sheets. Points will be deducted for volunteers who don't show up. Lorie said HAPAC should wear a Holy Angels shirt.



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Ted mentioned that Barbie Garcilasodelavega coordinate an e-waste collection during the fiesta. Anyone may drop off acceptable e-waste and make a donation to Star Light Star Bright (an organization that grants wishes of dying children). Kim said Barbie will provide a list of acceptable e-waste. Sister Leonarda will send home a letter to parents regarding this. Father Curso left the meeting when discussion about the parish fiesta ended.

Duties and responsibilities of HAPAC: Sister Leonarda reminded the group that they act as liaisons to her and the teachers. She stressed the importance of respecting confidential information shared by other parents. Control rumors and verify with her first. According to Gina, as HAPAC reps we are here to provide solutions not create problems. Sister said call her first regarding problems. It is also HAPAC's job to disseminate information. HAPAC should also work with homeroom moms. Gina told the group to get to know their parents by attending birthday parties and other social events. Val said some parents talk to the HAPAC reps in other grade levels. Sister encouraged everyone to talk to teachers especially regarding academics. Gina told the group to use the Job Description handout as guide to the duties and responsibilities of HAPAC. This information is also posted on the school web site.

School Intranet: Catherine gave HAPAC members a copy of log in information for the school intranet (holyangelscolma.org). Catherine developed the school intranet using Google Apps and it will be used as a communication file sharing and collaboration tool for HAPAC members. Catherine gave an overview of the program, which consists of email, calendar, website creation tool, and Microsoft Office like applications for word processing, spreadsheet, and presentation. Catherine demonstrated how multiple people can work on the same file simultaneously and how to create forms and surveys where results are automatically saved in a spreadsheet. Catherine said that the homepage is a wiki and everyone will be collaborators. This means HAPAC members can edit the homepage. They can upload files and post information. Sister told the group that HAPAC members may schedule a tutorial with Catherine to learn more about the many features of the intranet.

Others:

- Family Mass Guidelines: Gina told the group to refer to pages 6A - 6E of the packet she sent home before the meeting.
- Sister Leonarda told the group that the meeting for parents of volleyball athletes will be on Wednesday, September 10th at 7 pm in the science lab instead of Tuesday night after the Back to School Night.
- Sister handed out copies of Handbook for Today's Catholic Family
- For Back to School Night, Sister needs 4 volunteers to distribute the programme.
- Calendar of school events were distributed
- Kim and Val gave a brief recap of the 8th grade Family Mass. Val said everyone was invited for the reception, not just the school families. Gina said it was good to see the 8th graders in their school uniform.
- Gina said the school joined the Chamber of Commerce again this year as a paying member.
- Kim talked about the Welcome reception on the first day of school. She thanked Eleanor Reyes, Virginia San Felipe, Mrs. Lomax and Gina for their help. Kim said the turn out wasn't as good as the last time. Gina suggested relocating the reception somewhere near the kindergarten classroom since most new parents are there.
- Sister Leonarda told the group that there will be another HAPAC retreat next summer. She said she will announce ahead of time so everyone can plan to attend.
- Carlito reminded the group that the 7th grade family mass will be on October 5th
- Maritess suggested that the school participate in the GoodSearch fundraising. The school can earn money by using GoodSearch as a search engine.

Closing prayer was led by Sister Leonarda.

Meeting was adjourned at 8:50 PM followed by cake for Rida's birthday