



St. John Catholic School

Educational Ministry of St. John The Baptist Parish



UPCOMING EVENTS

Monday, April 8th
PTG Nominations due

Thursday, April 11th
6:00pm
PTG Meeting

Tuesday, April 16th
7:30am
Student of the Month
Breakfast

Tuesday, April 16th
8:00am
Student of the Month
Assembly

Thursday, April 18th
Noon Dismissal

**Friday, April 19th –
Friday, April 26th**
Easter Break
No School

Dear Shamrock Family,

Springtime Prayer

For flowers that bloom about our feet,
For tender grass, so fresh, so sweet,
For song of bird, and hum of bee,
For all things fair we hear or see,
Father in heaven, we thank Thee!

For blue of stream and blue of sky,
For pleasant shade of branches high,
For fragrant air and cooling breeze,
For beauty of the blooming trees,
Father in heaven, we thank Thee!

Attentively,
Ms. Paige Child

PTG ELECTIONS

PTG is now accepting nominations for PTG Board positions for the 2019-2020 school year. If you would like to nominate yourself or someone else please email your position nominations to info@sjcsedu.org by April 8th. Voting will take place during the PTG meeting on April 11th. You must be present to vote. Please review the list of positions attached to this newsletter.

SCRIP FUNDRAISING

THIS IS THE LAST SCRIP ORDER THAT WILL COUNT TOWARDS YOUR 2018-2019 FUNDRAISING OBLIGATION!!

SAVE THE DATE:

Sunday, April 13, 2019 from 3 pm to 8:30 pm and Sunday, April 14th from 7 am-2 pm, the Members of St. Gerard Women's Club of St. John's Church are having their Annual Easter Bake Sale and Raffle. There will be a Continental Breakfast offered on Sunday, April 14th starting at 8:30 am. It is a great weekend celebration with lots of delicious baked goods, raffle prizes and "jewelry table", with all proceeds going to St. John's Church.

For more information call Cheryl Hoffmann, 510-278-2906 or Mary Barranco, 510-278-5315.

HELP NEEDED WITH SEE'S CANDIES FUNDRAISER!!!

If you are available next week, we're looking for someone to pick up See's Candies in San Leandro on Tuesday 4/9 (you will need a truck or van) Also we need people to help sort and distribute See's Candies on Wednesday 4/10. Please contact Mr. Enos at denos@csdo.org as soon as possible.



MOTHER SON TAKE OVER

GAME ON

APRIL 13TH, 2019

11:00 AM - 2:00 PM

SJCS PLAYGROUND AREA

GAME TRUCK, LASER TAG

AND LUNCH PROVIDED!

\$35 PER COUPLE

\$5 EACH ADDITIONAL SON



St. John the Baptist Easter Children's Mass

April 21, 2019

Students in grades Kindergarten through Eighth at St John School, are encouraged to take an active role in the **Easter Sunday Children's Mass at 10:00 am, on April 21st, 2019.** Students can participate in the choir, as readers, being a greeter and handing out bulletins after Mass or in the offertory procession.

Those wishing to be readers or in the choir, must attend a rehearsal on Saturday, April 13th at 9:30 am in the church.

On Easter Sunday, all who are participating, should arrive at church by 9:40 am. Greeters and offertory presenters will be instructed then.

To sign up, please complete the lower portion of this form and return to St John School **by Friday, April 5, 2019.** Keep the upper portion for your reference. There will not be any other reminders.

St John Easter Sunday Children's Mass Sign up

For April 21, 2019 – 10:00 am

Child Name: _____ Grade: _____
please print

Students: please check only one category:

____ Choir ____ Reader (Gr. 6 or older) ____ Greeter ____ Offertory

Parent Name: _____ Phone: _____



Shamrock Shop



Visit our new website:

www.sjcsshamrockshop.weebly.com

You cannot pay for orders on this site or order from this site directly. You will need to fill out the order form by clicking the link on the home page. All payments must be submitted to the school office on or before the order due date each month. Once you complete the order form below, please print your confirmation email and submit it to the office with payment.

Checks made out to SJCS or cash accepted.

Submit orders to the office ATTN: Kristen Elliott
Questions? kelliott@cndo.org

Order Due Date: April 12th

Deliver Date: May 3rd



More designs, colors and styles available on the website!

St. John Catholic School
2018-2019 **Yearbook**

On Sale NOW!

COST

Orders placed from March 11, 2019- April 30, 2019- **\$30**

Orders placed from May 1, 2019-May 15, 2019- **\$35**

How to place an order:

Go online and make a payment

www.schoolannual.com

1. Click Parents: buy your students yearbook (it is PURPLE)
2. Enter your school name in the search bar and click the Shop The Collection Button
3. Click on the 2019 Yearbook link or photo
4. Select yearbook to make your purchase and check out

Or use the direct link: <http://jostensyearbooks.com/?REF=A00815150>

Or

Send in payment to the office **ATTN: Yearbook** with the information below. Please make checks out to

St. John Catholic School

Child's Name _____

Grade _____

Total number of yearbooks _____

Amount due \$_____

Date: _____

SCRIP ORDER 2018 - 2019

Family Name _____

Name & Grade of oldest child _____

******Orders Due by April 11, 2019.**

| Entertainment | % | \$ | QTY | Net \$ |
|-------------------------------|------|-------|-----|--------|
| Century Theaters | 4% | \$25 | | |
| Century Theaters Single Admit | 10% | \$11 | | |
| Gas | % | \$ | QTY | Net \$ |
| Arco | 1.5% | \$50 | | |
| | 2.5% | \$250 | | |
| 76 | 1.5% | \$25 | | |
| | | \$100 | | |
| Shell | 1.5% | \$50 | | |
| | | \$100 | | |
| Grocery | % | \$ | QTY | Net \$ |
| Lucky/Savemart | 2% | \$25 | | |
| | | \$100 | | |
| Safeway | 4% | \$25 | | |
| | | \$100 | | |
| Smart & Final | 3% | \$25 | | |
| | | \$100 | | |
| Target | 2.5% | \$25 | | |
| | | \$100 | | |
| Whole Foods | 3% | \$25 | | |
| | | \$100 | | |

| Fast Food/Restaurant | % | \$ | QTY | Net \$ |
|-----------------------|-------|-------|-----|--------|
| Applebee's | 8% | \$25 | | |
| Chipotle | 10% | \$10 | | |
| IHOP | 8% | \$25 | | |
| Olive Garden | 8% | \$25 | | |
| Starbucks Coffee | 7% | \$10 | | |
| | | \$25 | | |
| Retail | % | \$ | QTY | Net \$ |
| Amazon.com | 2.25% | \$25 | | |
| | | \$100 | | |
| Old Navy | 14% | \$25 | | |
| | | \$100 | | |
| Macy's | 10% | \$25 | | |
| | | \$100 | | |
| Marshall's/TJ Maxx | 7% | \$25 | | |
| Ross | 8% | \$25 | | |
| Dick's Sporting Goods | 8% | \$25 | | |
| | | \$100 | | |
| Walgreens | 5% | \$25 | | |
| | | \$100 | | |

Please refer to www.shopwithscrip.com for a complete list of participating vendors.

| Write In Orders** (use back side of form if needed) | % | \$ | QTY | Net \$ |
|---|---|----|-----|--------|
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*Payment must be included with this form. Make checks payable to St. John Catholic School
Turn completed forms to School Office or send back in with your student.
Orders will be ready in about 1 week.*

☐ Cash ☐ Check # _____

Orders Due by THURSDAY, April 11, 2019 10:00 AM.

THIS IS THE LAST SCRIP ORDER THAT WILL COUNT TOWARDS YOUR 2018-2019 FUNDRAISING OBLIGATION!!

TOTAL \$

- ☐ I will pick up my Scrip Order at the school office ☐ I will pick up my Scrip Order at SEP
☐ Please send home Scrip Order with eldest child

Purchased By (please print) _____ Phone # _____

I understand that Scrip is like cash and St. John Catholic School is not responsible if your Scrip order is lost or stolen.

Signature _____ Date _____



St. John Catholic School

Academic Excellence, Faith Formation, and Service to Our Community since 1952
270 E. Lewelling Blvd. San Lorenzo, CA 94580 (510) 275-5632



Mission Statement: The mission of the St. John Catholic School Parent-Teacher Group is to enhance the school environment by supporting the educational, spiritual, and social experiences of students, staff, and families of SJCS; encouraging communication, volunteering, fundraising, and fellowship.

PTG Facilitator

Job Description: As leader of the St. John PTG, the Facilitator is responsible for overseeing all aspects of the PTG board. The Facilitator acts as chief spokesperson for PTG and, liaison between all components of the St. John community including parents, principal and school staff. Goal setting and the evaluation process are the primary duties of the Facilitator role. Will have served in at least one other capacity within PTG for a minimum of 2 years so that they have the experience to fill in any other role, as needed. Individuals can hold this position for a 3 consecutive year max.

Specific Responsibilities:

- Identify and set forth PTG goals and a yearly work plan to accomplish them. These goals are to be created in conjunction with the PTG Board, parents, administration and school staff and they should be in line with the school's mission.
- Conducts at least one summer PTG meeting to plan events for the upcoming school year and review proposed annual budget. Discuss changes and challenges. (Mid-July).
- Attend first staff meeting of the year for introductory purposes.
- Speak at PTG meetings to present goals/yearly plan.
- Review Job Descriptions of the PTG board to insure that they serve the changing needs of the St. John community. The Facilitator will initiate ways to improve PTG events, and the way the PTG functions, on an as needed basis.
- Provides support to the PTG board members and Event Committee Chairs as needed to meet PTG goals.
- With Treasurer and the PTG board, review monthly budgets and financial statements of PTG body.
- Leads monthly board and general PTG meetings. Establishing agenda for all meetings with input from PTG Board, Event Committee Chairs, administrators, school staff and parents.
- Provides agenda to PTG Secretary for distribution to the PTG Board and parent population.
- Meet as needed with Principal and Level Leaders to discuss pertinent issues.
- Works with PTG Secretary to organize the dissemination of PTG information to the newsletter and email list.
- Arranges for report from each Event Committee Chair before general PTG meeting or makes sure they will be in attendance.
- Oversee the annual PTG evaluation processes and from it (in conjunction with Co-Facilitator) help formulate the next year's goals.
- Attends all monthly PTG meetings.
- Participate in PTG functions.

PTG Co-Facilitator

Job Description: The role of Co-Facilitator was established to assist the PTG Facilitator in overseeing the activities and work of the PTG Board, and by doing so gaining the experience and rapport that is necessary to support the PTG Facilitator and fill in as needed. Will have served in at least one other capacity within PTG for a minimum of 1 year so that they have the experience to fill in any other role, as needed

Specific Responsibilities:

- Fulfills the duties of PTG Facilitator if for any reason they are unable to fulfill her/his obligations.
- Advises, direct and review the work of other board members and Event Committee Chairs as requested by the PTG Facilitator.
- Will support and assist event chairs for all PTG sponsored events.

- Assists PTG Facilitator in the annual PTG evaluation processes, and from this oversees the formulating of the next school year's goals.
- Perform other duties as requested by the PTG Facilitator and PTG Board.
- Maintains responsibility for all PTG owned equipment and loans equipment, out as requested, for events.
- Attends all monthly PTG meetings.
- Participates in PTG functions.

PTG Treasurer

Job Description: The PTG Treasurer's primary role is to oversee and manage the finances of the St. John PTG.

Specific Responsibilities:

- Works with PTG Board, Committee Chairs and administration to set fundraising budgets, goals and priorities based on identified needs.
- Oversees and manages finances. Collects and facilitates receipt of all funds of PTG, keeping an accurate record of receipts and expenditures, and pays out funds.
- Utilizes expense reimbursement form.
- Manages the functional/operational needs of each fundraising opportunity (i.e. Square, cash, check)
- Prepares a full financial report at the end of the school year.
- Prepares a monthly report for PTG Board and general meetings.
- Assist Facilitator in preparing annual operating budget and \$2000 startup funds for the PTG during the summer.
- Manages all sales and distribution of PE uniforms. Responsible for communication with PE uniform vendors and parents.
- Attends all monthly PTG meetings.
- Participate in PTG functions.

PTG Secretary

Job Description: PTG Secretary's main function is to document PTG meetings and coordinate dissemination of information to Level Coordinators, PTG Facebook Board Page, Parent Teacher Facebook page, and school newsletter. The PTG Secretary's primary goal will be to document and archive information for future use.

Specific Responsibilities:

- The secretary will work closely with the PTG Facilitator and school Secretary to oversee and clarify the dissemination of PTG decisions to general parent body after monthly meetings and as needed.
- Records PTG meeting minutes and publishes content as soon as possible.
- Works with Event Committee Chairs to create PTG reference documentation for future event planning and review.
- Creates and oversees the Level Coordinator distribution list to send PTG messages as requested to parents and teachers.
- Creates SignUp Genius as needed for upcoming events.
- Oversees and works closely with the Co-Facilitator and Level Coordinators, providing support as needed.
- Provides information to school newsletter and Facebook pages when available.
- Attends all monthly PTG meetings.
- Participates in PTG functions.

Level 1, 2, and 3 Coordinators

Job Description: The PTG Level Coordinator's main purpose is to coordinate the parent liaison program, which supports teachers and provides parent volunteers to individual levels as needed.

Specific Responsibilities:

- Serves as the key point of contact for teachers with the PTG.
- Identifies classroom parents for each class and updates communication for upcoming events, encourages active parent participation for PTG events and meetings.

- Supports classroom parents as needed.
- Distributes PTG information and school announcements to classroom parents as needed.
- Oversees the distribution of flyers and event invitations to assigned level.
- Participate in PTG functions. Works with PTG secretary to increase communication of need/goals to parents.
- Attends Pre K and Kindergarten Open House in collaboration with Facilitator and Co-Facilitator.
- Assist with specific level events sponsored by PTG (i.e. Movie Night, 8th grade graduation sashes)
- Prepares a monthly report for PTG meetings.
- Attends all monthly PTG meetings.
- Participates in PTG functions.

Event Committee Chair (non-board position)

Job Description: Plan and execute PTG sponsored events from conception to completion.

Specific Responsibilities:

- Plans and implements event promotion and ticket sales.
- Submits request for all needed volunteers and event information for SignUp Genius to PTG Secretary.
- Creates event flyers or invitations and submit to PTG Secretary and Co-Facilitator.
- Includes Co-Facilitator in all planning meetings surrounding the event.
- Submits budget and event plans no later than 30 days before the event.
- Completes Reimbursement Request Form and submits along with original receipts for all incurred expenses to PTG Treasurer no later than 14 days following completion of the event.
- Requests event space and logistical items from Co-Facilitator (i.e. projector screen, nacho cheese machine, popcorn machine) as needed and at least 10 days in advance.
- Arranges and prepares for report of event updates at PTG meetings or to Facilitator and Co-Facilitator in the event that they will not be in attendance,

****School administration and/or PTG may amend these guidelines in the future as needed.**

PTG Yearly Events

August

- Welcome Back BBQ (PE Uniform Sales)
- 1st Day of School Coffee Chat (PE Uniform Sales)
- 1st Day of School Activity

September

- Movie Night
- Back to School Night

October

- Casino Night *Fundraiser
- Halloween Carnival

November

- Grandparent's Day

December

- Santa Shop

January

- Catholic Schools Week
 - Open House (PE Uniform Sales)
 - Dine Out Night *Fundraiser
 - End of Catholic Schools Week Activity

February

March

- Father/Daughter Dance
- Dr. Suess Day

April

- Mother/Son Takeover

May

- Movie Night
- 8th Grade Graduation Sashes

June

- Last Day of School Activity