



PA Informational meeting

2026–2027

August 16th

Welcome Parents, Room Parents & Event Chairs! Together, we build a thriving,
connected, and supportive school community.

Meeting Agenda



1. Welcome & Leadership

Welcome attendees, introduce PA Board members, operational chairs, and key contacts.



2. Room Parent Guide

Class funds, organizing parties, room parent communications, and hospitality events.



3. Event Chair Playbook

Initial PA meetings, budget setup, site planning, purchasing, comms, and volunteer rules.



4. Calendar & Q&A

Key dates for 2026–2027 events, checklist distribution, open floor Q&A, and wrap-up.

PA Executive Board Roster

Executive Leadership

President: Vanessa Prado
(818) 642-3475 | scjpapresident@stcyrilschool.org

Vice President: Gabriela Ceciliane
(818) 966-0292 | scjpavice@stcyrilschool.org

Communications Lead: Adrian Sanchez Del Campo
(818) 675-6695 | scjpacommunication@stcyrilschool.org

Administrative & Operations

Treasurer: Sima Seropian
(818) 822-1176 | scjpatreasurer@stcyrilschool.org

Secretary: Rosa Menart
(818) 219-6822 | scjpasecretary@stcyrilschool.org

Volunteer Coordinator: Deborah Nicolaou
(818) 590-9840 | scjpavolunteercord@stcyrilschool.org

Key Committee Leads

Role / Committee	Lead Contact(s)	Primary Responsibility
Lead Room Parent	Staci Magcase	Coordinates grade room parents & class funds
Gala	Remy Smith / Kate Cafaro	Event Chairs
Organization Committee	Claudia Fera	Inventory, supplies, decor check-in/out
Bar & Tech Leads	Jean K / Adrian Sanchez Del Campo	Event bar management, technology & website
Spirit Wear & Uniforms	Polina Abarca / Laura Cullip	Spirit wear sales & used uniform exchange

Open Committee Positions – (Need to update below)

Role / Committee	Lead Contact(s)	Primary Responsibility

Welcome Back Breakfast (Welcome Committee)

Kick Off the New School Year!

Join us for our annual Welcome Back Breakfast hosted by the Hospitality Committee (Rachelle De Loach, Karen Garcia, Tanya Boone).

-  **Community Coffee & Bites:** Reconnect with returning families and greet new parents.
-  **Meet Your Teachers & Room Parents:** Learn how to get involved right from day one.
-  **Spirit Wear & Uniforms:** Pick up official apparel and browse the uniform exchange.



Room Parent Guide



Class Fund Management: Manage designated class funds to support student classroom activities, class parties and class activities. Maintain clear digital records and transparent spending.



Classroom Parties & Celebrations: Coordinate holiday celebrations, end-of-year gatherings, and teacher appreciation activities with your grade level teacher. Collect funds from class and coordinate birthday gift and celebration for grade level teacher.



Classroom Communication: Serve as the primary liaison between teachers, the PA Board, and grade parents via GradeLink or approved class email groups.



Lead Room Parent Support: Reach out to Staci Magcase for guidance, template letters, party guidelines, and assistance throughout the school year.

Event Chair Initial PA Meetings

Planning & Alignment Meeting

The PA will schedule an **Initial Planning Meeting** well in advance of your event to cover critical fundamentals:

- Setting realistic budget and net proceeds targets.
- Theme, decor, site layout, and equipment needs.
- Volunteer staffing structure & timeline for execution.

Early Execution Strategy

Build Your Team Early: Do not do it all yourself! Divide responsibilities into manageable chunks.

Cross-Chair Coordination: Connect early with Bar/Liquor License chairs (Vanessa Prado/Jean K), Tech (Adrian), and Organization (Claudia Fera).

Site Logistics & Reservations



Reserving St. Cyril Hall: Email Theresa Garcia in the Rectory (parish@st-cyril.org) and cc the PA (scjpa@stcyrilschool.org) well in advance for setup, event time, and breakdown.



Tables & Chairs: Email Mrs. Austria (maustria@stcyrilschool.org) early with exact table/chair numbers and layout instructions for Andre (Plant Manager).



Site Plan & Waste Stations: Create a site map for booths/tables. Always include designated Trash & Recycling stations.

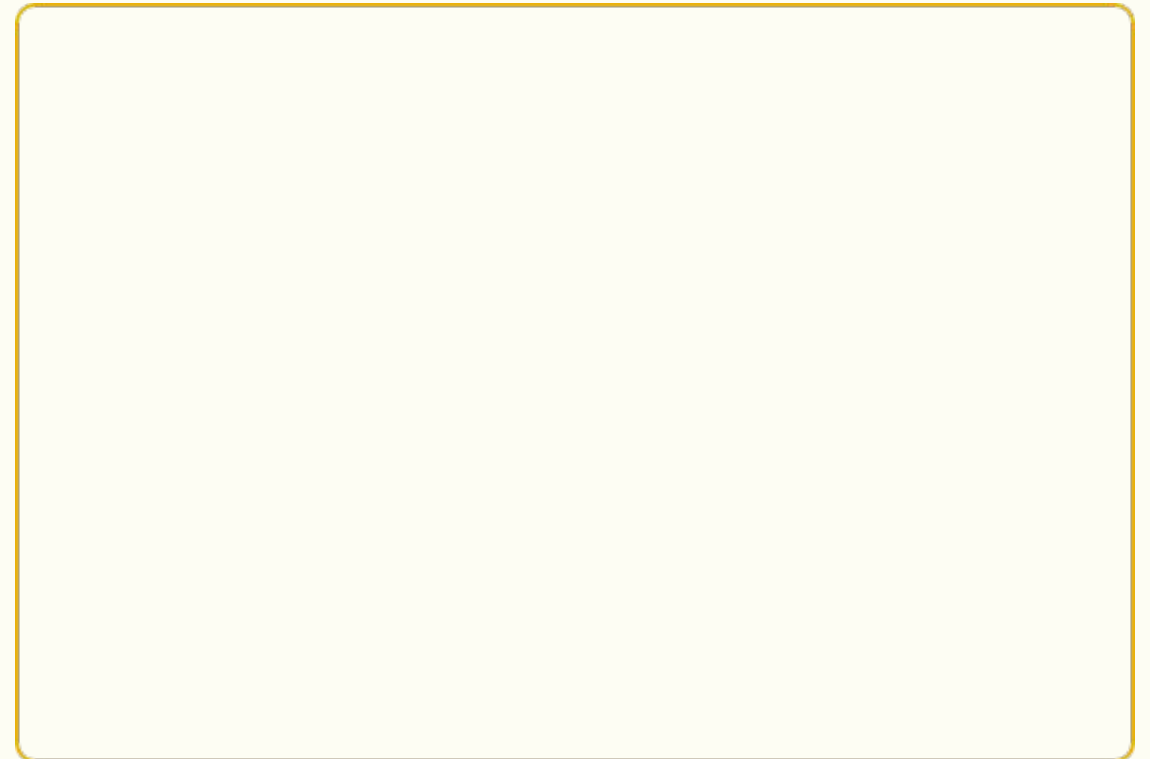


Vendors & Insurance: Outside vendors (food trucks, music, caterers) must sign an Outside User Agreement and require a 1-day insurance rider coordinated with the PA.

Purchasing Rules & Reimbursements

Smart Sourcing & Reusing

- 1. Campus Walkthrough & Reusing Decor:** Schedule a walkthrough with Claudia Fera before buying. Reuse existing tablecloths, lights, greenery, and banners.
- 2. PA Amazon Shop Integration:** Email product links to Adrian Sanchez Del Campo to post on the PA Amazon Shop so the PA earns commission.
- 3. Strict Receipt Policy:** Keep itemized receipts! Email the Reimbursement Form + receipts to Sima Seropian (scjpatreasurer@stcyrilschool.org) within 30 days. Receipts should only have items for event, please do not mix your personal items with St Cyril purchase. No receipt, no payment .



Communication & Design Guidelines

-  **Email Promotion Copy:** Keep messaging focused on *What, Where, When, and Why*. ChatGPT can be used to draft concise text. Proofread before submitting!
-  **Submission Deadline:** Send flyers (.png/.jpg, 8.5x11") and email copy to Adrian Sanchez Del Campo by **Sunday night** for inclusion in the upcoming week's update.
-  **Distribution Channels:** Each event receives inclusion in weekly emails, website calendar listing, and up to 2 standalone emails (at PA discretion).

Volunteers & Virtus Rules

Volunteer Recruitment & SignUpGenius

Coordination: Work with Volunteer Coordinator Deborah Nicolaou (scjpavolunteercord@stcyrilschool.org) to set up SignUpGenius links.

Hours Tracking: Event Chairs are responsible for logging and submitting volunteer hours to Deborah within **2 weeks post-event**.

Pro Tip: Offer Drinks, or music to increase volunteer turnout for setup and breakdown!

Mandatory Virtus & Fingerprinting

Requirement: All parent volunteers on campus **MUST** complete VIRTUS training and be fingerprinted prior to volunteering.

Recertification: Required every 4 years. Register via VirtusOnline.org (select "Los Angeles – San Fernando Region").

Contact the School Office for on-site session schedules.

Required Fundraising



School Operations \$45k



School Security



Church Donation \$5k

Event Dates & Schedule

Community Events

Event	Chairs / Contacts	Timing
Family Dinner Dance	Ronnie & Sami Eid	September 25th - 6pm
Halloween Carnival	Jazmin & Victor Zamora (Carnival)	October 30th
Santa's Workshop & Holiday Boutique	Staci Magcase, Faby Carreno	December Holiday Events
Teacher Appreciation Week	Rosa Menart, Faby Carreno	Spring Faculty Recognition

Fundraising Events

Event	Chairs / Contacts	Timing
Jog-A-Thon	Laura Oates, Caroline Triot Austin, Emily Pastoors	Fall Major Fundraiser
Spring Gala & Auction	Keisha Le'on, Albert Biscarra, Jaci Downey, Danae Tucker	Spring Major Fundraiser
Golf Tournament	TBD	Tentative / TBD

Questions & Answers

Thank you for your time, energy, and commitment to making 2026–2027 a wonderful school year!

Event Chair Checklists and Contact Roster handouts are available now.

St. Cyril Parent Association (SCJ PA)

Website: scjpa.com | **Email:** scjapresident@stcyrilschool.org