

School Parent Association (SPA) Board Meeting

Monday, October 27, 2020 | 4:00-5:30 PM

Location: Zoom

Minutes

SPA Present: Dan Acosta, Matt Firlik, Karen Keith, Christine Marick, Dave Mock (Consultative Board Rep), Cos Trujillo

Staff Present: Joann Telles, Vanessa Halliday, Fr. Dave

Absent: Mario Sancho

1. **Welcome & Opening Prayer:** Dan Acosta led the opening prayer.
2. **Old Business**
 - a. **Review/Approval of 9/14/20 Minutes:** Mr. Acosta made a motion to approve. Matt Firlik seconded the motion to approve.
3. **Parent Class Reps**
 - a. **New approach to improving parent/community/administration communication:**
Parent Class Reps will serve as liaisons for communicating with administration. Parents can ask questions and make suggestions directly or anonymously. Parent Class Reps will disseminate information from administration to foster more intimate conversations within the community. Mrs. Telles would like the SPA Board members to each handle one class.
 - b. **Parent Class Reps have already been assigned:**
 - c. **Suggestions for possible families for grades that remain unclaimed:** Suggestions were made.
 - d. **Action Item #1:** Mrs. Keith will take action to follow up on these suggestions and select families for each of the missing grades.
 - e. **Action Item #2:** Parent Class Rep participation process must be identified. Once finalized, the process will be sent out by Parent Class Reps to each classroom.
4. **Parent Service Commitment**
 - a. **Redefining Parent Service Commitment job descriptions for 2020-2021 school year:**
Mrs. Keith shared that Mrs. Telles would like help from the SPA Board to refine the descriptions since many jobs we have had in the past will not happen this school year.
 - b. **Current commitment status:** Mrs. Keith noted that we have only received responses from 55% of families regarding their skills/talents for volunteer positions.
 - c. **Corrective action for families failing to participate:** Reaching out to families is a priority. Mrs. Halliday asked if the Consultative Board is considering giving parents an option to pay and opt out. Mr. Mock stated that it is not a published policy and that the point of the parent service commitment is about participation and community building, not the

money. Some noted that it may be the right time now, given pandemic safety concerns, to consider giving people an option to pay to opt out.

5. 2020-2021 SPA Board Ambassadorship

a. Ongoing list of events traditionally carried out by the SPA Board:

- i. **Orientation Day:** The SPA Board coordinated balloons and a “Be the Change” sign for students to autograph.
- ii. **Parent Meeting hospitality:** N/A per Covid
- iii. **Open House:** SPA Board is usually present to assist and give tours.
 1. November Open House and a January Open House around Catholic Schools Week.
 2. Open House is for new families only with the purpose to start registering students earlier. It’s unclear as of yet whether it will be remote, on-campus, or both.
 3. Information Night to take place after the January Open House
 4. Suggested to host both virtual and in-person so that new prospects can meet more of the community online, because they likely will not be able to do so in-person.
 5. Reach out to Mr. Ronan about Servite’s virtual open house that just occurred and was a great success.
 6. Video for safety protocols for those that can’t make it on-campus. Ambassador program so that interested families can connect with current families for Q&A over Zoom.
- iv. **Teacher Appreciation Week Breakfast:** This event is likely to continue and be carried out similar to the past.
- v. **Family Mass:** Invite non-parish families to mass. Have SPA Board members at each door during monthly school mass to hand out collateral.

6. 2020-2021 Fundraisers

a. Charleston Wrap: Completed.

- i. School brought in \$11,000; a portion of sales goes toward a family’s SCRIP commitment.

b. Book Fair: One completed. One more to go

- i. First book fair raised \$450 profit.

c. SCRIP: Ongoing

- i. Most families don’t realize how easy it is to use the SCRIP app to fulfill their yearly obligation buying things they already purchase.
- ii. Mrs. Keith suggested bringing back the 50% refund. Mr. Mock noted that eliminating the bonus was approved by the Consultative Board last year. Mrs. Halliday noted that families were notified in Cougar News.
- iii. Mr. Acosta brought up perks that he feels should be discussed: sibling discount, refer-a-family discount.

d. Box Tops: Ongoing

- i. We can download SRIP and Box Tops apps. Suggested asking families hold up phones in the car line, then reward bonus tickets for compliance. Highlight on social media. Purchase a sign that can be updated everyday/week with key information.
 - ii. Most families don't realize how easy it is to use the Box Tops app to make money for the school. It was suggested that a simple communication go out about it and the SCRIP app.
- e. **Auction: In the works for February, 2021**
 - i. Planning a virtual auction event.
- f. **Dining for Dollars: In the works**
 - i. Currently no coordinator for this activity.
 - ii. Mrs. Telles is putting together a list for roles/responsibilities.
 - iii. Members agreed that this is a program we should continue.
- g. **Jog-a-thon: In the works**
 - i. Raised over \$10k last year, a majority of which came from a St. Jude donation.
- h. **Golf ball drop: In the works, maybe in conjunction with auction or Open House**
 - i. Mr. Firlik offered to chair this event.
- i. **Read-a-thon**
 - i. Looking into this by administration
- j. **Online giving day: TBD**
 - i. Members did not generally support this idea this year.
- k. **Drive-in movies: In the works**
 - i. Noted a screen/audio/projector purchase option for approx. \$5,000.
 - ii. We could hire a group and test it out first. Mrs. Keith will reach out to her production company contacts. Mr. Acosta suggested identifying other uses of the screen in case the popularity of drive-ins goes away in a year. Mr. Mock suggested renting the screen out to other catholic schools.
- l. **Virtual events (i.e. bingo/gameshow/scavenger hunt): TBD**
- m. **Car wash partner event: TBD**
- n. **See's Candies Easter candy sale: TBD**
- o. **General Updates**
 - i. For fundraisers that remain 'TBD' or 'In Progress,' Mrs. Telles would like to make sure they are spread out on the calendar.
 - ii. As long as events are outdoors and on the SAM campus, we can accommodate as many guests as possible as long as social distancing guidelines are adhered to.

7. **Principal's Report:** There was nothing further to report.

8. **Good of the Order:** There was nothing further to report.

9. **Closing Prayer:** Mrs. Telles led the group in closing prayer. The meeting adjourned at 5:38pm.