

School Parent Association (SPA) Board Meeting

Monday, November 30, 2020 | 6:00-7:30 PM

Location: Zoom

Minutes

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

Staff Present: Joann Telles, Vanessa Halliday

Absent: Dan Acosta

1. **Welcome:** Christine Marick led the opening prayer.
2. **Review/Approval of 10/27/20 Minutes:** Mrs. Marick moved to approve and Mario Sancho seconded. There was discussion about the format and standard for meeting minutes to improve readability. Mr. Sancho moved to unpublish the prior minutes and reformat per the discussion. The motion was seconded by Matt Firlik. All SPA Board members in attendance voted to approve the motion to unpublish the prior minutes and reformat for future review and approval.
 - a. **Action Item #1:** Mrs. Telles and Mrs. Keith will revise the minutes for future review and provide the template for future meeting minutes.
3. **Parent Class Reps:** This program has been reinstated and the reps for each class have been assigned. Mrs. Telles shared a draft role description. Parents will be asked to submit questions 2 business days before a SPA Board meeting. Responses will be managed by Mrs. Telles to the family asking the question or to the specific class when the question is submitted anonymously.
 - a. **Action Item #1:** Mrs. Telles will review the email sample provided from a past year's Parent Class Rep and update the role description. An email template/form will be provided to each Parent Class Rep to use on a monthly basis when requesting questions from their respective classes.
4. **Parent Service Commitment:** There was discussion on how to address families who have not signed up for a parent service commitment.
 - a. **Action Item #1:** Administration will send an email to those parents that have not signed up giving them suggestions on areas where the school can use their help as well as a request for ideas on how they may want to volunteer and fulfill their commitment.
5. **Open House Events:** Mrs. Telles noted that 12 families joined the virtual event. A video providing a virtual walk-through of the campus was created for the event. Suggestions were made for a student to make a "day in the life" video as well as providing tours after mass.
 - a. **Action Item #1:** Secure additional participation from Parents, Teachers, Alumni and SPA Board members for Q&A at the January event. Participation should include parents with students of different levels.

6. **2020-2021 Fundraisers:** There was discussion about the status of this year's fundraisers. If a parent has not yet committed to a position and they volunteer to coordinate a fundraiser, that will count as their service commitment.
 - a. **Charleston Wrap**
 - i. completed
 - b. **Book Fair**
 - i. The first one was successful with 1 more to go
 - c. **Scrip**
 - i. Parents will be messaged when promotions or bonuses are available by creating a Scrip newsletter
 - d. **Box Tops**
 - i. Ongoing
 - e. **Bliss Car Wash**
 - i. Scheduled for 11/29-12/7
 - ii. An incentive program will be created to encourage participation
 - f. **Auction**
 - i. Currently scheduled for February 27, 2021
 - g. **Golf Ball Drop**
 - i. Currently scheduled for January 31, 2021 during Catholic Schools Week
 - h. **Read-a-thon**
 - i. Tentatively scheduled for April 12-16, 2021
 - i. **Drive-in Movie**
 - i. Currently scheduled for May 2021 with exact date TBD
 - j. **Dining for Dollars**
 - i. We would like to schedule one per month but we are in need of a parent coordinator.
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 closing prayer. The meeting adjourned at 7:36 PM.