

## School Parent Association (SPA) Board Meeting

Tuesday, January 26, 2021 | 6:00-7:30

Location: Zoom

### Minutes

**SPA Present:** Mario Sancho, Matt Firlik, Karen Keith, Christine Marick,  
Dave Mock (Consultative Board Rep), Dan Acosta  
**Staff Present:** Joann Telles, Vanessa Halliday  
**Absent:** Cos Trujillo

1. **Welcome:** Karen Keith led the opening prayer.
2. **Review/Approval of Minutes:** Christine Marick moved to approve the revised Minutes from the October 27, 2020 meeting and Mario seconded. All SPA Board members in attendance voted to approve the motion. Matt Firlik moved to approve the draft Minutes from the November 30, 2020 meeting and Mrs. Marick seconded. All SPA Board members in attendance voted to approve the motion.
  - a. **Action Item #1:** Publish the approved Minutes.
3. **January 31 Open House:** 20 families have registered for the virtual open house. The schedule of sessions as follows:  
10:00-10:30 (Mrs. Keith will speak)  
10:25-10:45  
11:25-11:45  
11:45-12:00 (Mrs. Marick will speak)
4. **SPA Board Bylaws:** The Bylaws need to be reviewed and updated in accordance with our new direction for the SPA Board. It was suggested that everyone review the current Bylaws and bring their comments to the next meeting.
  - a. **Action Item #1:** Email the current Minutes to the Board members.
  - b. **Action Item #2:** Administration and Board members will review the Bylaws in preparation for the February SPA Board meeting.
5. **Parent Class Reps:** The Board reviewed the new role and sample communication document. We will conduct a quick orientation with the new Parent Class Reps prior to announcing to the entire parent body. There was discussion about how and when Parent Class Reps will participate in SPA Board meetings. This will be defined with the update to the Bylaws. Mario Sancho made a motion to approve the Parent Class Representatives written description. Following a second by Mrs. Marick, all SPA Board members in attendance voted to approve the motion.
  - a. **Action Item #1:** Include the Parent Class Reps structure with the update to the Bylaws.
  - b. **Action Item #2:** Conduct orientation.
6. **Parent Service Commitment:** Since the survey that was sent to parents in the Fall asking for their service commitment was conducted, approximately 30% of parents do not have assigned "jobs". This is largely due to several jobs not being available this year due to Covid restrictions. There was discussion about ideas on how to engage this remaining 30% of parents (i.e. ask if parents could assist the Parish in any way, Convent clean-out, etc.).

7. **Remaining Fundraisers/Events:**

- Virtual Bingo – Feb. 5: Virtual bingo was suggested for a fun community event to end Catholic Schools Week. We enlisted the help of alumni parent, Gil Rivera to serve as our MC/bingo caller.
- Auction – Mar. 27: Several parents have been enlisted to assist. A Save the Date will be sent out in 3 weeks.
- Alumni database: It is important to develop an alumni database to maintain communication with our alumni and invite their support for events and initiatives.
- Read-a-thon – April: TBD
- Golf Ball Drop – May: This will take place at the end of the day on a Friday and we will have a drive-in movie or similar event the next day.
- Dining for Dollars – Feb. 2-3: The first one this school year will take place at Jaxon’s Chix Tenders.
  - a. **Action Item #1:** Continue looking for the alumni database that was started by previous staff.

8. **Principal’s Report:** There was nothing further to report.

9. **Good of the Order:** A suggestion was made for an event in June where families can pre-order tri tip and then pick it up in a drive-through fashion at the school. The suggestion of adding margaritas was also made. There was a lot of interest in this idea and discussion about how it could possibly be a “drive-through mini Summerfest”. It was also suggested that this may be a 2-day event.
- a. **Action Item #1:** Explore the idea of this event and enlist help from parents to lead the effort.

There was discussion about several families whose children are distance learning feeling disconnected. This is shared by all families as well as teachers. A suggestion was made to distribute care packages.

- b. **Action Item #2:** Explore the idea of care packages for all families.

10. **Closing Prayer:** Mr. Firlik led the closing prayer. The meeting adjourned at 7:35pm.