

School Parent Association (SPA) Board Meeting

Tuesday, February 23rd, 2021 | 6:00-7:30

Location: Zoom

Minutes

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

Class Representatives Present: Jessica Tabrizi (4th), Jason Christopher (TK), Kristina Villaruz (K)

Staff Present: Joann Telles, Vanessa Halliday

Absent: Rick Beck (3rd Gr Class Representative)

1. **Welcome:** Cos Trujillo led the opening prayer.
2. **Review/Approval of Minutes:** Cos Trujillo moved to approve the minutes from the January 26, 2021 meeting and Matt Firlik seconded. All SPA Board members voted to approve the motion.
 - a. **Action Item #1:** Publish the approved Minutes.
3. **Parent Class Representatives Orientation:** Mrs. Telles and Karen Keith explained the role of the Parent Class Representative (Class Rep), including reading the description of the role to the group. After discussion, it was decided that all Class Reps and SPA Board Members will send the sample email to the parents in their child's class at the beginning of the month, requesting that any questions/comments/concerns be returned by the 15th of the month. If parents wish to remain completely anonymous they may use the link in Cougar News instead of the SPA Board Class Rep process. School Administration asks that parents at least include a grade level when using the Cougar News link for better follow up and follow through on the comments. Class Reps were excused at the completion of this item.
 - a. **Action Item #1:** SPA Board and Class Reps send email out to class parents on March 1st.
 - b. **Action Item #2:** Mrs. Telles create Google Form for parents to submit their questions/comments/concerns.
 - c. **Action Item #3:** Mrs. Halliday send list of parent emails for each class to SPA Board/Parent Reps.
 - d. **Action Item #4:** Karen Keith send list of SPA Board/Class Rep for each class to the group.
4. **January 31 Open House Recap & 2021-2022 Enrollment:** Mrs. Telles reported that the event was geared to potential new families, and many current families also joined. New applicants are testing now, and Mrs. Telles is giving multiple school tours after school each Thursday. Kindergarten looks to be most impacted with current TK students staying for next year and new applications.
5. **SPA Board Bylaws:** The group discussed potential revisions to the Bylaws, and decided to continue review over the next month, with a focus on adding the Class Rep position back into the Bylaws and considering ways to include greater participation by the full parent community in SPA Board Meetings.
 - a. **Action Item #1:** Invite all school parents to join the March SPA Board Meeting to learn more about the SPA Board and start recruitment process for upcoming vote on 2 new SPA Board Members (replacing Dan Acosta and Christine Marick).
 - b. **Action Item #2:** Continue review of Bylaws.

6. **Principal's Report**: Mrs. Telles reported that Christine Marick has taken on the "At Home" Hospitality effort for this school year and is currently recruiting additional parent volunteers for the effort.
7. **Good of the Order**: SPA Board members had the chance to bring up additional items, which included clarification about this year's fundraising and auction as well as support for any school families facing health issues.
8. **Closing Prayer**: Mario Sancho led the closing prayer, and the meeting was adjourned at 7:42pm.