

School Parent Association (SPA) Board Meeting

Tuesday, May 25, 2021 | 6:00-7:30 PM

Location: Zoom

Minutes

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

Staff Present: JoAnn Telles, Vanessa Halliday

Absent: Cos Trujillo & Dan Acosta

1. **Welcome:** Matt Firlik led the opening prayer.
2. **Review/Approval of Minutes:** Mario Sancho moved to approve the minutes from the May 25, 2021 meeting and Mr. Firlik seconded. All SPA Board members present voted to approve the motion.
 - a. **Action Item #1:** Publish the approved Minutes.
3. **SPA Board 2021-2022 Election Recap:** Gina Mock and Alina Fernandez were elected to fill the vacancies of departing Members, Dan Acosta and Christine Marick. The new terms officially start at the beginning of the upcoming school year, but they will join our June meeting for orientation purposes. This would require a change in the Bylaws.
 - a. **Action Item #1:** Karen Keith and Mrs. Telles to explore change(s) in Bylaws to clarify the term schedule for SPA Board members.
4. **End of 2020-2021 School Year:** There was discussion about the upcoming process that will allow families to sign up for their parent jobs for the next school year. Mrs. Telles registered with SignUp.com and asked the Board to review the draft positions and their descriptions.
 - a. **Action Item #1:** Mrs. Telles to send a link for SPA Board members to review the draft positions and descriptions and sign themselves up for the SPA Board.
5. **“Adopt a New Family” Mentor Family Program:** Kelly Fernandez coordinated this program and she has expressed interest in serving in this role for the next school year. We are going to build a committee to support her efforts. Mrs. Telles also sees the SPA Board as taking a major role in staff and family hospitality moving forward which will change the duties of Room Parents. There was discussion held about how this will all be implemented in the Fall.
6. **2021-2022 SPA Board Member “Jobs”:** Beginning next school year we will implement a new system where each SPA Board member will serve as the liaison with the SPA Board and a mentor to the Chair(s)/Coordinator of all major school initiatives. Members will be responsible for recruiting a Chair/Coordinator or serving as Chair/Coordinator themselves for these assignments if there are vacancies. Assignments are as follows:
 - a. Dining for Dollars/Gift Wrap/Jog-a-thon/Read-a-thon, Bubble Run, etc. (Mrs. Fernandez)
 - b. Gala (Mrs. Keith)

- c. Summerfest (Mr. Sancho)
 - d. New parent mentor (Mrs. Mock)
 - e. Hospitality/Parish Liaison (Cos Trujillo)
 - f. Parent Job Coordinator (Mrs. Keith)
 - g. Golf Tournament (Mr. Firlik)
 - h. Scrip (not assigned)
7. **Principal's Report:** Mrs. Telles introduced the draft list of parent jobs on SignUp.com. She will send the link to Board members and would like comments back by June 3rd so that the list can be shared with parents via Cougar News before the end of the school year.
8. **Good of the Order:** Mrs. Telles shared the current enrollment numbers. It was suggested to reschedule the June meeting so that it takes place before the school year ends. The June meeting will be held on the 14th at 6pm via Zoom.
9. **Closing Prayer:** Mrs. Telles led the closing prayer in Mr. Trujillo's absence. The meeting adjourned at 7:15pm.