

## School Parent Association (SPA) Board Meeting

Wednesday, August 11, 2021 | 4:30-6:00 PM

Location: Zoom

### Minutes

**SPA Present:** Matt Firlik, Karen Keith, Gina Mock, Dave Mock (Consultative Board Rep) & Cos Trujillo

**Staff Present:** JoAnn Telles

**Absent:** Alina Fernandez & Mario Sancho

1. **Welcome & Opening Report:** Gina Mock led the opening prayer.
2. **Welcome Back BBQ:** Mrs. Telles asked the SPA Board to plan and execute a BBQ in place of the traditional Ice Cream Social as a way to welcome back returning families and introduce all of our new families to the community. The BBQ will include hamburgers & hot dogs, drinks and a DJ for entertainment. Mrs. Telles reported that enrollment continues to grow with continued interest in tours and we are nearing 280 students. Cos Trujillo suggested hiring a caterer for future events.
  - a. **Action Item #1:** Mr. Trujillo & Mrs. Keith to continue BBQ planning and assign volunteer duties.
  - b. **Action Item #2:** SPA Board Members to assist with setup and execution of BBQ.
3. **New Families:** There is a big effort underway to welcome new families that is led by Mrs. Mock and Kelly Fernandez. Mrs. Fernandez is assigning a mentor to each of the 32 new families who will reach out to make sure that they are welcomed and informed. New families are invited to arrive at the BBQ at 4pm with returning families arriving at 5pm. Mrs. Mock is working on an informational flyer to distribute to new families. Mrs. Telles asked the SPA Board for observations and suggestions for the configuration of car line, and she will continue working with the staff to finalize the plan for this school year.
  - a. **Action Item #1:** Mentors to contact each new family.
  - b. **Action Item #2:** Mrs. Telles to write a “new family newsletter” to be distributed monthly.
  - c. **Action Item #3:** Mrs. Mock to prepare a new family flyer to be printed and distributed at the BBQ.
4. **Teacher Welcome Hospitality:** This year will be different in that the SPA Board is responsible for Teacher hospitality throughout the year with Mr. Trujillo leading this effort. Mrs. Keith suggested that we “stock the lounge” with snacks, drinks & treats as a welcome back surprise.
  - a. **Action Item #1:** Mr. Trujillo and Mrs. Keith to coordinate stocking the lounge.
5. **Parent Jobs:** Mrs. Keith reported on the status of parent job signups and the effort to reach out to all families who have not yet selected a position. There is a \$500 buyout option this year.

- a. **Action Item #1:** Mrs. Keith, Mrs. Telles and new family mentors to follow up with all families who haven't selected a parent job.
6. **1st Day of School:** Hospitality on the first day of school falls under the purview of the SPA Board. Mrs. Telles would like us to do balloons again as well as continental breakfast. Mrs. Keith will provide an open air photo booth. Mrs. Telles shared this year's school theme with the group as "Every breath I take I breathe in you". Mr. Firlik wants to have some sort of presence that morning to help advertise the golf tournament.
  - a. **Action Item #1:** SPA Board Members to help with setup and service.
  - b. **Action Item #2:** Mr. Trujillo will arrange for coffee & water.
  - c. **Action Item #3:** Mrs. Keith to contact the Chau family for donuts.
  - d. **Action Item #4:** Mrs. Keith to coordinate balloon decor.
7. **Golf Tournament:** Mrs. Mock suggested placing a golf tournament flyer on the Church bulletin board. She suggested establishing a bulletin board at the Church to help advertise school events and display school work and accomplishments. Mrs. Keith noted that Mr. Canal's parent job this year is to be the Church/School Liaison, so he would be a good conduit to help make that happen. Mr. Firlik shared an update on the tournament planning. Mr. Firlik and Kim Manzo are doing a great job leading this effort!
8. **Back to School Night/Parent Meeting:** Back to School Night will take place on Sept. 7 (TK-4th) and Sept. 8 (5th-8th) with the all-parent meeting taking place on Sept. 8. SPA Board is responsible for hospitality at the parent meeting. Mr. Trujillo suggested inviting some alumni and/or alumni parents to provide testimonials at the parent meeting either this time or in the future.
  - a. **Action Item #1:** Mr. Trujillo will arrange for drinks and snacks for the parent meeting.
  - b. **Action Item #2:** SPA Board Members to attend and assist at the parent meeting.
  - c. **Action Item #3:** Mrs. Telles will send the draft presentation to Mrs. Keith for editing/formatting.
9. **Principal's Report:** Mrs. Telles reported that we'll be returning to the traditional schedule of schoolwide mass with the community on Tuesdays at 8am and that formal attire will resume. She also reported the dates for Used Uniform Sales (BBQ, Nov. parent teacher conferences, during Open House at Catholic Schools Week, at the March parent meeting, and 1 during the last week of school). Mrs. Telles asked for input about experiences with American Casual. She also reported that we conducted a new family meeting in June as well as a used uniform sale for new families in August.
10. **Good of the Order:** Nothing to report.
11. **Closing Prayer:** Mrs. Telles led the closing prayer. The meeting adjourned at 6:01pm.