



## SPA Meeting Minutes September 3, 2019

Ms. Cristina Almanza	Frank Alvarez	Sarah Antenora	Ms. Alpa Brannam	Rania Buzad
Michelle Callas	Jessica Chaumont	Darla Christman	Adriana Davila	Lori Dewan
Megan DiTeresa	Lisa Ducote	Dr. Enrique Garcia*	Lilian Hogenmiller	Tedy Kavanaugh
Katie Klein	Connie Lopez*	Lori Mazzurana	Ellen Miri	Kimberly Stewart*
Kathryn Sutton	Dr. Joan Wagner	Danellie Young		<i>*Not Present</i>

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**Opening Prayer:** Frank Alvarez led us in an opening prayer

**Approval of the Minutes:** May 7, 2019

Approved

**Principal's Update:** Dr. Enrique Garcia

Not Present

**President's Update:** Dr. Joan Wagner

Current strategic plan is complete and was posted in June 2019. A copy of the plan was provided to faculty and school board for input. Parent survey will be sent out shortly. Plan should be up for approval early this fall. The strategic plan includes statement about bullying. Bullying is not a specific concern, but questions came up through accreditation process, and administration wanted to address it.

Currently developing athletic master plan. Plans ensure everything is properly permitted (including working around the heritage trees located on property). Considering needs of all sports. Talking with coaches about facilities needed for each sport. Have determined that a full football field and 8-lane track will fit within boundaries of available property. At this point, the master plan design represents the grand idea. Will need to fundraise, and work on realizing plan in stages. The largest expenses are football field and track. Plan includes parking.

Recently had groundbreaking for Holy Family construction project. The school is 20 years old and is in need of additional space. Construction includes the addition of interior building space, and an open-air pavilion for performances (this space can be used by Savio). At this time, neither Holy Family nor Savio will have dedicated cafeteria space.

**Communications:** Ms. Cristina Almanza:

Reaching out to alumni through 10<sup>th</sup> anniversary celebration. Seniors lose Savio email address upon graduation, so Cristina asks them for contact information prior to leaving school. Working on sending out Savio Now – hitting mail boxes this coming week. Currently, marketing Savio to local parishes. All are welcome to alumni events.

**Development:** Ms. Alpa Brannam:

Working with class reps to set up class social dates.

**SPA Chair:** Megan DiTeresa

Welcome to the 2019-20 school year. Thanks to all for jumping in with donations, volunteering and 10<sup>th</sup> Anniversary lunch. Megan and Sarah will be working on transitioning SPA Chair position over to Sarah.

**Vice-Chair:** Frank Alvarez

Reviewed new student orientation. Reviewed several upcoming events needing volunteers: Future Eagle Football game 11/1; Open House 11/13 (on a Wednesday evening); Prospective Parent Breakfast 12/13; Prospective Student Interviews 2/8; New Student/Parent Reception 3/4; New Family Ice Cream Social 4/4. Uncertain about volunteer needs for Spring Music Showcase. Will request sign-up with Darla. Sarah will work with Holly to get information about events out to all local feeder schools and parish churches.

Lori M. suggests giving a heads up on events to SPA members so we can make steps to reach out and recruit volunteers. Darla suggests posting volunteer opportunities at Volunteer Appreciation Lunch in May so potential volunteers can start expressing interest. Early summer Eagle Weekly editions need to advertise volunteer opportunities – especially to incoming Freshman Parents.

**Treasurer:** Lillian Hogenmiller – Reviewed reimbursement procedures. When emailing receipts, include the following information – name; SPA Position; date; what the expense for; & how you want to get your check (pick-up or mailed – include address). Also include information on third parties providing goods & services (description of service/item(s); who should the check be written out to; address & contact information. Office takes 2 to 3 work days to turn around check. If paying third party, they need to understand time frame

Budget – We have 348 families, and each family contributes \$40. Discussed number of students is now 405.

Alpa has Tax ID number, and she will email it to Lillian.

Feel free to contact Lillian with questions.

**Historian:** Lisa Ducote

Please fill out event form for each event. Include photos if possible and send them to Lisa and Christina. Contact Lisa if you need to see forms from former events.

**Secretary:** Kathryn Sutton & Connie Lopez

Connie and Kathryn are sharing position. Connie will be responsible for handling Eagle Weekly communications. Kathryn will handle meeting agenda distribution and minutes.

### **Committee Updates & Upcoming Events**

**Supply Coordinator:** Kathryn Sutton – Discussed supplies needed for upcoming events. Will stock as needed.

**Volunteer Coordinator:** Darla Christman - Signup sheets - email request 3 to 5 days prior to when needed. Include Date, times, location, number of people needed. She will acknowledge request within 24 hours and will send link to you for review, but you are responsible to send information to Connie for Eagle Weekly. Slots disappear two days after event, but you can access event in history. Contact Darla with any questions.

**Spirituality Committee:** Tedy Kavanaugh – Looking to train additional volunteers. Mr. Ochoa requested that a parent supervise prior to mass starting at 9:20.

**Social Committee:** Lori Dewan - Served doughnuts for first day of school treat – 37 dozen doughnuts were consumed by students and teachers. Upcoming: Principal Coffee meetings – still confirming final list of dates. First coffee meeting is 9/17. Mr. Ochoa will discuss upcoming retreats, and Mr. Goertz will talk about scheduling.

International Food Fest – 9/27. SPA to provide paper plates and plastic utensils/cups, and volunteers (for food drop off, serving and cleaning). Ms. Pojman is faculty point person. Discussion about how to manage range dishes available (entrée, desserts, etc..) and safe food storage. Volunteers will bring coolers to keep food warm/cold. Contact Mr. Garcia about food storage concerns.

**Teacher Appreciation:** Ellen Miri – Purchased back to school teacher breakfast from Kerby Lane (the pancakes were a hit!). Mrs. Glava asked if SPA could help with college fair – provide lunch and greet. Fair is on 9/23 from noon until 2pm.

**Freshman Class Reps:** Michelle Callas & Jessica Chaumont - Freshman Retreat went well. Served lunch for 135 people. Plenty of volunteers. Freshman Class breakfast coming up on 11/19. Freshman Build-the-Nest gathering is at Michelle Callas's home on 10/13. Will set out volunteer sign-up sheets for Spirituality Committee mass volunteers.

**Sophomore Class Reps:** Katie Klein & Adriana Davila –Sophomore class breakfast on 9/10. Looking for volunteers.

**Junior Class Rep:** Danellie Young & Kimberly Stewart - Fall Street Retreat is on 9/11-12. Faculty contacts are Mr. McCredie and Mr. Ochoa. Currently, looking for parents to volunteer and organizing meals. Junior Class Build-the-Nest social is on 10/6. Junior Breakfast is scheduled for 10/29.

**Senior Class Rep:** Lori Mazzurana & Rania Buzad - Retreat on 10/14-16 – meeting with Mr. Ochoa about retreat. Mr. McCredie has dietary needs form for students to fill out. Looking for Build-the-Nest event date.

**Miscellaneous:**

Parking space update: Parking lot will be painted this weekend, and then students can sign-up for spot. (Dr. Wagner)

School Security: School will follow diocesan rules set by Bishop. Security guards are not armed in school, and they're cross trained between Holy Family and Savio to provide response to a threat at either school. (Dr. Wagner).

**Next Meeting:** Next SPA Board Meeting: October 1, 2019 at 8:30 in the SVdP Portables

Opening prayer: Kathryn Sutton

Closing prayer: Lori M.

**Closing Prayer:** Megan DiTeresa led us in closing prayer.