

SPA Meeting Minutes

Dec 7, 2021

Dr Enrique Garcia	Tim Cullen	Katherine Mackowski	Gina Kerley	Sarah Antenora
Michelle Callas	Tini Nguyen	Christine Lemp	Lisa Ducote	Jennifer Leasure
Sandra Jones	Lori Dewan	Ellen Miri	Kate Meyers	Kathryn Sutton
Melissa Bendele	Julie McDonald	Angela Carrizales	Jennifer Shults	Jessica Chaumont
Adriana Davila	Teresa Shaw	Evie Cascarano	Barbi Guerra	

Opening Prayer: Gina led us in the opening prayer.

Approval of the Minutes: The Nov 2,2021 minutes were approved.

Principal's Update: Dr. Enrique Garcia welcomed us to our new SPA meeting location in the Savio library. The fall play was well attended and shown to the whole school. Updates given on sports, clubs, and robotics. The spring semester events have been approved and tried to avoid major conflicts with Holy Family events. Meeting with the Class of 2012 alum to plan for the 1st 10 year class reunion. Midterms are next week. Added time for students to meet with their teachers during the exam week. Lori requested the school try to keep AOH's (academic office hours) as much as possible especially near exams and the end of the semester.

President's Update: Mr. Tim Cullen: no report

Communications: Katherine Mackowski discussed some of the alumni events scheduled for next week and after the Christmas break. Reaching out to the Class of 2012 alum for their 10 year reunion and trying to create a standard schedule of events for future 10 year reunions.

Development: Gina Kerley said Grandparents day went great. Has sent the BTN appeal to grandparents. Gave an update on BTN, 61% to goal so far. Planning the Eagle Nest brunch for families who contributed at the Gap level or more. Also working on the Soiree packages and requested anyone with connections to wineries to let her know. Evie Cascarano states she is getting ready for tax season and preparing tax receipts for all our donors.

***SPA Co-Chairs:** Sarah Antenora / Michelle Callas

Reviewed the newly approved Spring Semester SPA events. Requested servers for the Faculty Epiphany breakfast, suggested students might be able to help and get service hours. Asked all board members who will be returning to serve on the board next year. Will write up a blurb for the EW for open positions. Discussed the holiday schedule for the EW with Evie. Last EW will be Dec 19th and Evie said she can rerun that EW on Jan 2nd. The next EW will be Jan 9th after the holidays. Reviewed how to access the google drive (must use your SPA email to access the SPA google drive) and the new procedure for completing Board Reports. Asking everyone, including administration to complete the board report and either email it to Sarah or share it via the Google Drive by the Saturday before our meetings. Sarah will then compile them into the agenda and share it on the Google drive for all members to read prior to the meeting. Jenn will send reminders to complete the board reports on the Friday before meetings. Katherine said she was working on adding access to the SPA website which will be password protected so all SPA documents could be accessed through this. Katherine also asked SPA members to have 1 person assigned to take pictures of each service area on Imago Christi Day and then to send them to her.

***Vice-Chair:** Tini Nguyen was asked to check on any requirements from SPA to help with the Admissions event: Experience Savio on Jan 6th. She will follow up and let us know.

***Treasurer:** Christine Lemp requested receipts be submitted to her by Dec 10th.

***Historian:** Lisa Ducote thanked all that have been submitting event summaries and pictures of events. Requested each member to send a blurb about what they do. Discussed the need to review board members' description of duties in the bylaws on a regular basis and updating. Sarah asked her to share the Event summaries with her so it can be added to the SPA google drive.

***Secretary:** Jennifer Leasure: no report

Committee Updates & Upcoming Events

Spirituality Committee Sandra Jones: Sarah said that all masses have been covered for the rest of the year and asked if we still need to request help with sign up genius in EW. Jenn will check with Sandra. New statues of Mary and Joseph will be added to the chapel.

Social Committee Lori Dewan: Friendsgiving went well and had a parent's help with gluten free choices. Requested help with the evening principal's coffee on Thursday. Jenn will help on Zoom.

Teacher Appreciation Ellen Miri: Collection for the cash drive for faculty is lower than last year and requested a text/email be sent to the whole school. Dr Garcia will send.

Volunteer Coordinator Kate Meyers: no report

Supplies Coordinator Kathryn Sutton: asked about the amount and quality of supplies, especially new table cloths. Discussed increase in cost of supplies and will need to budget this for next year. Small plates were requested if money allows.

***Freshman Class Reps** Melissa Bendele + Julie McDonald: Freshman breakfast went well.

***Sophomore Class Reps** Angela Carrizales + Jennifer Shults: no report

***Junior Class Reps** Michelle Callas + Jessica Chaumont: Junior breakfast moved to Jan 13th

***Senior Class Reps** Adriana Davila + Teresa Shaw: Working on Senior night events and Dr Garcia is working with YMCA on an overpayment from last year's Senior night.

Next Meeting: Next SPA Board Meeting: Savio Library, Tuesday, Jan 4th at 8:30am
Opening prayer: Dr Garcia
Closing prayer: Jenn L.

Closing Prayer: Jenn led us in the closing prayer