



SPA Meeting Minutes

May 10, 2016

Attendees:

Terri Allman	Gina Barone	Joanne Boyce	Alpa Brannam
Joanie Butler	Roberta Buchanan	Michelle Callas	Mr. Morgan Daniels
Megan DiTeresa	Marguerite Hudson	Kimberly Juarez	Waleska Lavorato
Gloria Lenis	Lara Morgan	Jayne Saucedo	Lisa Salas
Jo Shempert	Dr. Joan Wagner	Danielle White	Julie Zimmerman

Opening Prayer: Kimberly Juarez

Approval of the Minutes: Board Meeting April 12, 2016

Joanne Boyce motioned to approve the minutes from April 12, 2016. Jayne Saucedo seconded the motion. The motion passed.

Principal's Update: Mr. Morgan Daniels – Not present

President's Update: Dr. Joan Wagner - Not present

SPA President: Julie Zimmerman – Welcome to new board; please attend Volunteer Appreciation Mass tomorrow & John Bosco Award presentation; textbook buyback & uniform exchange on June 3rd 11-3:30, 2016-17 committee appointments & document “SPA duties;” schedule a May 31st board meeting?; recognize “retiring” board members

- Jo spent time with Megan going over duties of the Volunteer Coordinator.
- Come tomorrow to volunteer appreciation mass at 2:40pm; Danielle brought plaque for Mr. Jonithan Pendergrass. Joanne to present award.
- Julie – last day of school – June 3rd, 11:30am-1:30pm uniform exchange, need 1-2 volunteers, Holly will sell new uniforms and spirit wear; parent to parent uniform exchange, spa there to keep the peace. Holly will put a notice in the admissions section for Eagle Weekly. Need help with book buybacks, 1-4 pm, build the boxes, have them open and ready. Computers will be ready for parents to create invoices. Parents should print their invoice at home and bring in with books, the book company and spa make money off the book buy back.
- 2016-2017 committee appointments and duties for all, officers, living document, to help moving forward, share the document with new members; bullet list of instructions.
- Might need a May 31st board meeting and meet in July to review the events that happen first week of school.
- Julie recognized and appreciated the people that are leaving us this year, Jo, Joanne, Danielle, and Jill is stepping down!

Treasurer's Report: Danielle White/ Joanie Butler – Current budget provided. Decision on 2015-16 Surplus funds; 2016-17 Budget planning

- **2015-16 Budget surplus ideas:** water bottle refilling stations, senior student cross necklaces, senior grad night scholarships, Sign Up Genius upgrade
 - Approx. \$1951.00 surplus – be spent by the end of May, no later than the end of June.
 - Two students need scholarships to attend this year’s Senior Grad Night party. Joanie Butler motioned to approved use of \$100 of this year’s surplus funds from the budget to go towards 2 scholarships. Jayne Saucedo seconded. The motion passed. (Update: only \$50 is needed.)
 - Water bottle refilling stations – two student’s idea; promote healthy aspect of drinking water; motion to approve whatever is left, not cover everything, use the rest of the funds. Lisa asked about restocking umbrellas and maintenance for microwaves, all good.
 - Julie will get with Dr. Wagner and Mr. Daniels approve that’s where they want the excess funds to go & ask how much the project will cost. Joanie Butler motioned to approve to use the surplus funds from this year’s budget to go towards the water bottle refilling stations project.

Joanne Boyce seconded. The motion passed. If there are any leftover funds after this project, extra SPA paper goods will be purchased.

- Senior student cross necklaces – Mr. Ochoa requested through Lisa Salas to purchase for liturgical ministers, about \$3 each cross necklace, have 24 students = \$117, Terri Allman motioned to approve to use surplus funds from this year's budget to go towards purchasing the cross necklaces. Joanne Boyce seconded. The motion passed. Danielle will email accounting and copy Mr. Ochoa.
- Sign Up Genius upgrade – Jo handed out info – upgrade would allow more than one administrator, back up person, auto hide the dates, past dates automatically hides; send fancier emails, \$10 per month; lots of user friendly items. Joanne Boyce motioned to approve use of surplus funds from this year's budget to go towards the \$120 per year for the Sign Up Genius upgrade. Terri Allman seconded. The motion passed. Will review next year to see if we should continue.
- \$504.61 left for Teacher Appreciation final luncheon & May-July Birthdays. \$87 left for incidentals.

2016-17 planning budget –

- \$1000 over, income coming in through membership fees, textbook buyback
- Paper goods and incidentals, talked about the cost for these items has increased. SPA has been providing for other campus events, vote and use some excess funds to purchase more. Use sign up genius for other events and request paper goods.
- Agreed to reduce paper goods to \$350
- Socials – number of new students went up, first day of class dessert, Jayne's numbers are pretty solid. Jayne suggested reducing to \$120 for new student ice cream; parent only social, revisit for next year, maybe tailgating at football, \$150 leave; coffee with principal, Julie asked and we are keeping for next year, typically same parents coming, 6-8 parents
- Under event description, parent's class social in the fall: \$75, one class rep suggested \$200, keep in conjunction with development office, get parents together, introduce annual appeal, parents bring items, hostess feels like they need to provide items; suggested increasing to \$100, all agreed.
- Class breakfasts – class size are different, stayed close to the \$200-250 range; budgeted at \$200, \$100 for each semester. Both semesters SPA brought tacos; junior bigger class, use sign up for juice and water and paper goods, junior one had Juarez breakfast tacos donated and second Terri didn't turn in her receipt for tacos; next year freshman and senior are bigger classes, keep \$250; and request donations be brought.
- Soiree baskets – last year first year added \$75 per basket, to purchase baskets, don't want the class reps to be without funds, depends on the items for the basket; got a lot of same items, Joanne donated container; Joanie - ask for funds to purchase items, based on monetary donation directions, Alpa Brannam – there are processes and guidelines for the sign up for asking for monetary donations; items needed for the basket, keep at \$75.
- Senior graduation party gift SPA donated last year \$100; raffle prize. First year sonic gift card and t-shirt, last year was a raffle, send them off to college gift. Julie - for next year leave \$100 towards grad party. Remove "gift", use for whatever is needed.
- Retreats – the biggest of the budget, in past years to get budget to balance, last two years had excess funds to manage this, over estimate on class retreats more than they spent. Morgan's helped with catering, have to cut somewhere, have a budget we can show our balance budget. Board decided to leave retreats as is.
- Teacher appreciation and birthdays revised from every month to quarterly; committee chair has spent lots of out of pocket, 48 staff + two bus drivers. Try to schedule around holidays, nothing during lent, \$3.50 per teacher for birthdays. Budget set at \$2000. Alpa will advise staff of new quarterly meals & monthly birthday treats.
- Lisa Salas: Spirituality: Feast Day - student council had surplus on money, went big, free dress day, cake, and didn't need anything from SPA, for what Mr. Ochoa requested. Campus ministry has their own budget; adoration rosary supply, bought rosary books this year; keep as is.
- Parent retreat breakfast has been in there for two years and haven't used; take that line item out.
- Prayer table supplies \$50, not a lot of support for that because no one to follow up with this; leave

Imago Christi – kids brought lunches this year, leave as is, next year \$300

- Danielle will send updated budget.

Alpa – Soirée - \$75,000 for the night

- Update; night went well, lot of great raffle items, \$18k for silent auction, thank you for support.

Historian: Gloria Lenis/ Gina Barone – Not present - Event Summaries – need event summaries, received some but not all. Please email asap.

Committee Updates

1. Closet Keeper – Marguerite Hudson – whenever you use the table cloths, everybody needs to return the linens “clean”. Using paper goods from SPA for other school events; int’l food day, art for water, robotics. Julie – don’t think events have a budget, as our school grows want all the events to be well attended, ok for SPA providing paper goods; important to let Marguerite know if you use the paper goods to replenish; we want to support, need to clarify if ok to use SPA paper goods; int’l day is supported and coordinated with SPA. Julie – coming up with document that SPA is in charge; what we randomly support, anticipate the need for items.
2. Social Committee – Jayne Saucedo/Jill Spink - nothing at this time
3. Spirituality Committee – Lisa Salas: Volunteer Mass tomorrow
4. Teacher Appreciation – Marguerite Hudson: Monday, June 6th – please help, simple snacks Tuesday, 5 birthdays, saving for the end of year lunch; summer birthdays also at June lunch. Extra cash giving for staff in December, enough for \$25 Amazon gift cards for the staff for end of school.
5. Volunteer Committee – Jo Shempert/Megan DiTeresa: Current Sign Ups – Trying sign up for uniform resale, textbook buyback & graduation day help.
6. Class Rep Updates – Senior Breakfast May 19th & Grad Night Events, May 28th
Marguerite – activities, pizza, t-shirts, music, zip line, games, fire pit, smores, ice cream bars, have EIM certified volunteers; tacos at 5am, \$50 student fee covers all of this, water only beverage; snack bar, 83 signed up out of 96 seniors. One student has an approved pick up time at 2am by parent, Mr. Ubersax will drive bus to transport between Savio & YMCA.
Junior Rep: Baccalaureate Mass & Reception, June 4th: Terri - Meeting with Mr. Daniels this week and will obtain more info.

Items for Discussion

- New project chairs for 2016-17: Middle School Night (fall), John Bosco Award (spring), International Food Fest Lunch (April), Textbook buyback (May-June), Uniform Resale (May-June)
- Julie – above, having us more prepared for next year events, activities, like to see a project chair, one event, one person involved already assigned, they know it’s in April, contact certain teacher, any of us that want to take on a project, like int’l food day; senior project night etc. doesn’t have to be a SPA board member. Senior project night, present service projects, Lisa only one there this year and it was a “hidden gem”; the projects were amazing. 8 students presented. Jayne – “done in a day”, one job posted...Julie will write a little something to put in the eagle weekly.

Next Meeting:

Meet in July to talk about beginning of school; new student orientation, first day dessert treats, freshman retreat; Date & time TBD at Gloria’s.

Opening Prayer: TBD

Closing Prayer: TBD

Closing Prayer: Julie Zimmerman