



SPA Meeting Minutes April 11, 2017

Terri Allman	Ms. Cristina Almanza	Gina Barone	Ms. Alpa Brannam
Roberta Buchanan	Michelle Callas	Mr. Morgan Daniels	Megan DiTeresa
Marguerite Hudson	Sandra Jones	Kimberly Juarez	Gloria Lenis
Lara Morgan	Cindy Perez	Jayne Saucedo	Lisa Salas
Dr. Joan Wagner	Julie Zimmerman	Jennifer Leasure	Crystal Dietrich
Andrea Ponzio	Danellie Young	Shanna Walsh	Ellen Miri
Rania Buzad	Lori Mazzurana	Sarah Antenora	Marcela Wilhite

Opening Prayer: Megan DiTeresa

Introductions of current and new SPA Board Members. Congratulations and welcome to our 2017-18 SPA Board Members.

Approval of the Minutes: March 21, 2017

Gloria Lenis motioned to approve the meeting minutes from March 21, 2017. Michelle Callas seconded the motion. The motion passed.

As per the by-laws, Kimberly will forward the approved meeting minutes to Liz Hallberg to post on Savio website.

Principal's Update: Mr. Morgan Daniels

- Faculty meeting this morning, reminded staff of how busy April and May get.
- Introduced student House Council, Dmitri Winkler and Bryn Strick. Continue planning events thru the year.
- Prom coming up in a few weeks, April 29th. Julie obtained an Austin Police Officer to speak on drunk driving. Seniors will hopefully get to experience a simulation on impaired driving in the school parking lot.
- Course requests on the horizon; will remind students to review and when they come back after Easter break they will to review on line, any problems see Dr. Kohutek.
- June 1st will be the textbook buyback and uniform exchange.
- Celebrated our first state academic this year, very exciting for our school.
- Working with faculty sponsor and students, for our first electronic newspaper, The Talon, first issue in a few weeks, will have school news, events happening, and kids are very excited.
- Progress reports coming out soon for 4th quarter, reminded faculty to keep grades updated.
- AP exams start in 3 weeks, should go smoothly students will be reminded by teachers.
- Admissions for next year, thank you for joining new families at the ice cream social, really pleased and excited to start Savio, looks like about 110 incoming students, probably have a wait list, but still welcome to apply.
- Final Principals Coffee on April 20th, appreciate Mrs. Saucedo and team; topic will be 10 tips for parents.
- Finished retreat season, helping students keep focused, and working towards graduation.

President's Update: Dr. Joan Wagner

- Area of development – communications, start of the new website, because of the need to the change of our website to design to be read on devices, better searches, etc. Should be live by August 1st, hope for before that, photographers taking lots of pictures at school.
- Continue to struggle with the color of our yellow in our logo, so we are working with the design team, bring it up to something with a little more gold, original model based on Notre Dame colors, our goal is not true to their color, our blue is good. Big project, first step to clarify website, you'll see the different colors of gold; we can't be that color in

print as it translates to a beige. Will affect SPA on the emblem on our SPA documents; will get new logo from Cristina when it is updated.

- Will have standards of how to print, we have lots of different fonts, document identity. Time for us to do this. Question - Sarah – Will website change affect use of Ren Web? No, it won't. Trying to make more things more accessible.

Communications: Ms. Cristina Almanza

- Grant reports being prepared, tell the story of the success of the funding, important piece.
- Updating the parish bulletins.
- Graduation supplement comes out in May or June with the Catholic Spirit.
- Getting a new website for Savio, content, photos, working with photographer to capture different highlights of the school.
- Alumni Mass – Wednesday, May 24th, will have an alumni blessing, then come to Savio library to have treats, listen to presentation from Michael Raya, talented architect in Austin. His work in his faith with his professional life, continuing their faith while pursuing a career, how to bring God into their careers. He went to Catholic school from PK through high school. Question – Julie – Are the reports to the grantors available to parents? Answer: No.

Development: Ms. Alpa Brannam

- Volunteer Appreciation Mass, Wednesday May 10th, – send her info on your volunteers in your committees. Question - Julie – The preliminary calendar had May 17th? The correct date is May 10th.
- Soiree – have tons of sponsors, over 200 in attendance, items coming in, really good event, thank you for all the good work.

SPA Chair: Julie Zimmerman - Welcome to the 2017-18 SPA Board! Motion to induct & EIM reminder; Bylaw changes; Textbook Buyback & Uniform Exchange; Closing Remarks

- Again, Welcome new SPA board. Former SPA board, motion to induct new members. Jayne Saucedo motioned to approve to induct new SPA board members. Gina Barone seconded the motion. The motion passed.
- There will be several emails sent to new board members with documents. Copies of the Operating Procedures were passed out.
- New board, meet with former chair or officer, most of former board members will pass notebook on to you, or information for you to review.
- Name tags – Gloria did last year, Gina Barone will do next year, will work with new logo, wear at all functions and events.
- EIM Certification - make sure you are up to date on your certification, new classes at SVP. Barbi Guerra, Administrator to President, monitors this, Julie or Megan will send all new board members names to verify.
- New Bylaw changes proposed at last meeting, motion to approve changes. Kimberly Juarez motioned to approve bylaw changes. Terri Allman seconded the motion. The motion passed. Julie will make the changes in the official bylaws and signatures then email a copy to everyone.
- June 1st is the book buyback and uniform exchange, 11am – 1pm, Savio gym. Office will have provided textbook list for next year. The book buyback is where you can return them thru the book company. Eagle Weekly will provide directions on buyback and uniform exchange. SPA will be running with Michelle Callas leading. Watch sign up genius to help.
- Julie closing remarks – It has been great being part of SPA and growing with students and school, getting to know wonderful women and Mr. Daniels, we all are a small part, we jump in, great with volunteering, have enjoyed it all, next year will be great too! You are going to do great!

Thank you to Julie! Everyone has done such an awesome job!

Incoming SPA Chair: Megan DiTeresa - Motion to appoint 2017-18 Committee Chairs

- First official duty – motion to approve the new SPA Committee Chairs. Jennifer Leasure motioned to approve the new SPA Committee Chairs. Lara Morgan seconded the motion. The motion passed.
- New board will run the next meeting, Tuesday, May 9th, the former SPA board members will be there for support.

Treasurer: Cindy Perez - Current Budget & 1st look at 2017-18 Budget

- Next year's budget – haven't been able to review last year's budget, will we go with same budget? Julie –As we begin to look next year's social events, anything to do with new student numbers, new student orientation etc. specific class events, we are waiting to get updated class numbers from Holly Bologna. What we did last year, will effect estimated income, \$35 SPA fee; also will be affected, current freshman class at 101, slight change for 110 students for incoming class. What are the new student numbers and how do we adjust? Michelle – obviously, our current freshman class we started with 107 and propose for next year sophomore change? Julie suggested working on your committee you chaired this year, you can make recommendations for freshman, we ran out of money here and extra here based on budget. Once we get the class numbers we can adjust those line items. What worked what didn't work for next year's budget. Based on current budget any changes, freshman budget from Michelle – communicate with Cindy and recommended changes and will need to adjusted for next year.
- Question - Julie – asked Lisa for spirituality, allocated about \$500, haven't used much this year, great conversation to have with Cindy to make any adjustment for next year's budget. Used to provide lunch for Imago Christi, but we only did snacks and waters this year, about \$300. Lisa – we haven't used any supplies, or for the Savio Feast Day in May.
- Teacher Appreciation and paper goods are good for budget.
- Cindy – if you are going to submit reimbursement request, please send to her and not Evelina, send her a scanned or picture of receipt and she will send to Evelina, and copy you on the email.
- Anything for Soiree please give to Alpa.
- Question – do we have list of vendors? Julie answered and Marguerite has her vendor list. Anything for class breakfasts, retreats, etc., please email to Julie your vendors and she will put together a document. If you have contacts add for next year let us know, and remember we are tax exempt.
- Julie – new board – Cindy will put together a reimbursement request procedures.
- Julie – Jayne allocated \$250 for a parent only social, talk to next year chairs, keep this for next year's budget?
- Get your numbers firmed up and have by next meeting.
- We might have some extra funds left from this year's budget. Asked Mr. Daniels and Dr. Wagner for ideas on how to spend remaining budget. Last year we purchased 2 water bottle refilling stations. Prior years we purchased ice machine, when we first got our new portables we purchased umbrellas for the students to use. Also, microwaves and new carts. We budget well and committee chairs work hard to stay within budget and getting donated items. Lot of great things for the school.

Historian: Gina Barone

- Will make name tags for new board members. Will use correct logo.
- Notebook she keeps has info for previous events, please get your last event reports in.

Committee Updates & Upcoming Events

- Nomination Committee - Julie Zimmerman: Process & Procedures – reach out to people that volunteered use personal contact, thanks for signing up at events; please join us for upcoming events, keep up next year, welcome, want parents to feel a place here want to help, small or big jobs, keep that communication open and involve parents, makes our school a great Savio community.
- Closet Keeper – Marguerite Hudson – renaming next year, supply coordinator, done well this year, keep stock for all your events, everything comes out of that cabinet, paper goods etc., all white napkins and plates, all match all the time, Crystal will do next year, all in the lounge, locked cabinets, each cabinet has a number that work with a key, the hinge and the lock, keys checked out at the front office ; question – sophomore asked to bring paper goods for class breakfasts ? don't need to bring to class breakfasts, on sign up genius, Julie will let Lara know to remove from

sign up genius ; checked every month ; if you use excess amount let Crystal know. Some stock in closet in computer lab; nicer events use linen table cloths. The Keurig coffee maker is used for Principal's Coffee.

- Social Committee – Jayne Saucedo: Ice Cream Social, April 1st; April 20th coffee – Junior breakfast went well, college night before, not a big turnout, new parent/family ice cream sundae bar, several helpers, junior street retreat – Mr. Cake headed and it went very well, thank you Terri Allman, good experience for them. Coffee on April 20th, Question – SPA usually takes int'l food day; entire Savio asked to bring their ethnic dish; extra credit for some classes; tons of food in the morning, set up and signed in for their credit, told to bring non prep items, good 8-10 volunteers; during lunch, Friday May 12th; all school event which SPA does, SPA should support this, Mrs. Pojman said last year staff came early and made plates early, staff is told to wait for kids to serve first; Jayne will speak with Mrs. Pojman, set up restock clean up food. Jayne will coordinate with her.
- Spirituality Committee – Lisa Salas – Marcela Wilhite, take this next year, masses to note, April 26th junior ring blessing; May 10th volunteer mass, May 24th last all school mass, alumni invited, seniors last mass. Rosary group meets Tuesday at 8:30am Becky Snyder leads this group, prayer opportunity.
- Teacher Appreciation – Marguerite Hudson - Grab N Go Lunches March 28th – hosted by Morgan family, fits into budget, doing this for 7 years and passing onto Ellen. Birthday celebrations once a month, June 2nd, final lunch of the year, (4 meals a year, one soup luncheon).
- Volunteer Committee – Megan DiTeresa – Question – Sarah – she met with Mr. Daniels last week for graduation and baccalaureate mass. There was info in the Eagle Weekly. Will need volunteer parents and students. Let her know if you are interested in helping; taking tickets, ushers, guiding guests, parking lot attendants, etc. Will talk with Holly Bologna about the student volunteers. Mass is at 6pm, graduation immediately following.
- Class Reps: Soiree Baskets
 - Freshman - Michelle – off to a good start on soiree basket, due date for basket? Need by this Friday.
 - Sophomore - Retreat March 3rd – Sarah - great time, boys made notes attached to flower; beautiful inside and out.
 - Junior - Breakfast March 23rd – Jayne ; Retreat April 5 & 6 – see above in Social Committee Report for more.
 - Senior - Breakfast April 4th - good, decent turnout, made the sign for class of 2017, commencement signs pennants, still doing as students decide on college. Class basket – still time to donate – she'll send another senior email today and class reps should too. Senior Project Reception April 12th – tomorrow night, SVP no refreshments, need volunteers for clean-up.

Items for Discussion

International Food Lunch - UPDATE - Friday, May 12th. Coordinate with Ms. Pojman. Jayne offered to contact Mrs. Pojman and offer SPA's help.

Next Meeting: May 9, 2017 at St. Vincent de Paul Portable, at 8:30 AM upcoming board will run the meeting, old will be for support.

Opening Prayer: Jennifer Leasure

Closing Prayer: Julie Zimmerman

Closing Prayer: Terri Allman