

St Ann's Academy Parents' Association (SAPA)
Meeting Minutes from May 12, 2020

Present: Mike Simpson, Patrick Niwa, Joel Loehr, Rosie Caputo, Lauren Phillips, Amita Malhotra, Binny Gupta, Anu Sharma

1. Call to Order and Opening Prayer

Mike welcomed everyone, called the meeting to order at 6:30 and Patrick lead the opening prayer.

2. Adoption of agenda – m/s Anu/Binny - carried.

3. Adoption of minutes – m/s Rosie/Amita – carried.

4. Administration Report

Mr. Niwa reported that there is little to report, but that staff appreciated the offer for SAPA to fund expenses that teachers may incur as a result of teaching from home. He noted that about \$200 of expenses has been requested to date.

5. Presidents Report

Mike noted that Lisa has had to step away from treasurer responsibilities due to a family emergency, and that Joel has agreed to act as treasurer for now and put his name forward as treasurer at the AGM in June. Mike noted that his position of president is up for election this year, and with vacancies, all executive positions (president, vice president, treasurer and secretary) will need filling. He encouraged SAPA members to consider standing for election for those positions.

After the AGM in June, the president must email Mr. Niwa with names of new executive positions, requesting signing authority for the bank account. The Bishop then sends a request to the bank.

6. Treasurer's Report and Report on Completed Activities

No update.

7. Old Business

Updates to SAPA Handbook – Mike noted that updates to the handbook are underway and will be finalized with addition of raffle procedures from Lisa. It was noted that there needs to be some cleaned up language and consistency with the scholarships. To be finalized by June 2020.

8. Correspondence: None.

9. Funding Requests: None for this school year.

10. New Business:

Budget for 2020/21 School Year – Patrick forwarded the teacher requests to Mike. Mike and Joel with support from Lisa as available will prepare a draft budget for approval at the June meeting. They will compare it with the current school year for missing requests, and significant variances.

This spurred a discussion of how to involve high school families more fully (parents or grandparents) in SAPA, since a disproportionate amount of SAPA funding goes to high school while SAPA generally engages elementary parents. It was observed that parents of elementary grade students have lots to engage in, then it drops off in high school. Some suggestions made were as follows: seek engagement of high school students in SAPA, just not fiduciary roles; do a survey of parents to see how to engage them in different roles; engage incoming families from OLPH grade 8. If there are other ideas, email Patrick.

11. Committee reports

Staff Appreciation – it was noted that there will not likely be an opportunity for an in-person gathering of staff before the end of June, as most staff appreciation events have been carried out. Patrick noted that appreciation could also be non-monetary. Patrick noted that administration are creating baskets with popcorn and chocolate to deliver to all staff. In the end, it was agreed to provide gift cards for eating out (takeout) to support local restaurants for all staff. Rosie and Amita agreed to lead this initiative, and will work with school administration to get them in baskets for delivery in early June, at the earliest.

Motion – Spend up to \$3500 for teacher appreciation gifts (calculated roughly as 65 staff x \$50 each) to be included in the baskets that administration are preparing, to be spent on gifts cards for local restaurants to support the local economy. m/s Rosie/Anu, carried.

Scholarship – Rosie, Lauren and Amita will form the committee to review scholarships. Rosie noted that upon cursory review, many application packages are incomplete and there is a possibility of not awarding all scholarships. While it was acknowledged that the circumstances of preparation and submission of scholarship applications was different this year as a result of COVID-19, it is disappointing that few applications were received and they are missing content. It was discussed whether the committee members should follow up with applicants requesting the missing information, or whether the applications should stand on their own as submitted; it was agreed to let the committee decide. The committee will aim to finish their assessment and make their decisions by early June.

12. Closing Prayer by Patrick and adjournment at 7:35 pm

Next SAPA meeting - Tuesday June 9, 2020 @ 6:30 pm