

St. Theresa School Board Meeting Minutes

General Information:	Meeting Date: Tuesday, December 1, 2020 Time: 7:00 PM – 8:45 PM Location: Online video meeting Next Board Meeting: January 5, 2020 7:00 PM
Conducted by:	Patrick Ramsey
Recorded by:	Sophia Kassab
Attendees:	Fr. McCann, Katie Murphy, Karen Raven, Patrick Ramsey, Berni Gutmann, Carlos Palacios, Michael Finnegan, Sophia Kassab, Chris Olivas, Sumit Jain, Noelle McGahan, Caralee Schaefer Members Absent: Chanda Gonzales Mowrer

1. **Opening Prayer:** Fr. Bob McCann

2. **Opening Remarks:** Patrick Ramsey
 - a. November meeting minutes were approved and will be posted on the school website.
 - b. Patrick is happy to see the momentum of all of the committees.

3. **Reports and Updates**
 - a. **Pastor Update:** Fr. Bob McCann
 - i. Christmas retreat held on Wednesday nights based on It's a Wonderful Life
 - ii. In person mass will be postponed through the new year due to Covid, Fr. Bob will be working on how to adapt Christmas celebrations
 - iii. Processing survey feedback on mass scheduling and general access to support
 - iv. Great success with St. Mary's drive and A Friendly Place drive; St. Mary's food pantry was almost empty and St. Theresa's contributed up to 160 bags of supplies
 - v. Religious education is going well, prep for Sacrament of Reconciliation continues
 - vi. Skateboarding has been curtailed in front of the Event Center, in part due to assistance from the neighborhood. Staff continues to find a balance between providing campus access for neighbors with safety for students and staff

 - b. **Principal's Update:** Katie Murphy
 - i. Currently planning on bringing back TK and K this week, and next week invite 1st and 2nd graders. Meeting next week with grades 3-5 families to prepare for a January phased return to campus
 - ii. Plexiglass getting installed in restrooms for 1st and 2nd grade return next week
 - iii. Katie reiterated that the school is asking families who traveled during the holiday to refrain from returning on campus for 14 days
 - iv. School is working to maintain holiday routines while adapting for Covid:
 - Student Leadership will provide Advent prayer at the beginning of each week
 - Faith Families will meet (virtually) again in December
 - Thursday the 17th will be Pajama Day
 - Christmas prayer will be led by Fr. Bob on Friday the 18th
 - Fr. Bob will offer Mass to students via Zoom this month (first time, all invited)
 - v. Parent's Club bylaws and job descriptions have been forwarded to Bill and Ashley for their recommended updates
 - vi. Room parents will be reaching out to families in December to participate in the Annual Fund (currently ~65% participation)

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- vii. Patrick shared Katie's letter with the Men's Club to see if they would also help contribute funds to purchase student Chrome Books. The school is working to have the Chrome Books formatted and available for students in January
 - viii. Picture Day currently scheduled for 12/10-11 in the gym and is organized by family with a drive-up format. Graduation picture day has been set and a related communication will be sent to 8th grade parents with details
 - ix. Katie and Fr. Bob will be scheduling an interview with each 8th grader before they complete the requested high school recommendations
 - x. New Principal Search: Katie and Fr. Bob will meet with Diocesan head of HR this week to review the process updates based on Covid. Katie suggested that the Board could send a two-question survey to parents to help gain input for the recruiting. The Board confirmed its support for this. The formal search process will start in January and will include advertising locally, statewide, and nationally; the selected candidate must be Catholic with 5 yrs teaching experience, and an administrative credential
 - xi. Staff gifts: STAR Committee will be doing gift cards for all staff; families may drop off cards and gifts for teachers at bins in front of school.
- c. **Old/New Board Business:** Patrick Ramsey, Katie Murphy, Karen Raven
- i. Admissions (Karen): An online information night session was held for TK-K families, with a subsequent session scheduled for grades 1-5 families. All interested families have been connected with an Ambassador family. Attendance was lower this year though Karen anticipates that this year's participants may be more interested vs e.g. last year. Applications this year will be submitted online, which enables more efficiency for families and the school in processing the application and collecting required information. This year, existing families renewing their registration will also do this online
 - ii. Annual Fund (Karen): 65% of families (100 of 153 families) have pledged \$89,000 (vs \$110K target last year). Karen has reached out to families, and both room parents and Board/class liaisons will help in this process to help get to our goal of 100% participation
 - iii. Patrick: Men's Club will be asked if they can assist in raising funds for Chrome Books
 - iv. Ms. Halligan is due very soon and going on maternity leave. She has planned this and provided for P.E. instruction during this time
 - v. Amazon Smiles: Vera to provide update on current and historical numbers
 - vi. Class Liaisons: Questions from parents regarding school schedule with return to campus and for online learning overall. Guidance to the school has been to keep online (computer) time within a range, and on campus student arrivals/departures must be staggered to help maintain health protocols
- d. **Parent Club Report:** Ashley Roberts/Bill Hackethal
- i. Wine Raffle getting good participation and overall feedback from parents
 - ii. Parent's Club will meet in the next few weeks to brainstorm opportunities for future fundraisers, including an auction in Spring. Volunteers are needed to help lead these efforts.
 - iii. Next fundraiser: A community-sourced cookbook themed around Sunday Night Dinner recipes. This is intended to be both a fundraiser and community building effort, which is part of the Parent's Club's overall focus. The plan is also to get ad sponsorships to help increase the net funds raised

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- iv. Bylaws: Near term focus is to update the bylaws, including with clarifications about role responsibilities

Board Committee Updates:

- v. **Marketing and Communications Committee:** Sophia Kassab
 - Social Media: Messaging plan & schedule have been developed through the end of the year
 - Admissions: Completed website updates to support online admissions process
 - Parish Bulletin: Updates continue, highlighting one class each month
 - The Board is grateful to teachers for going the extra mile during Covid to help make it a great year for students. E.g. The Titan News Network (led by Mr. Maas and the Student Leadership) has showcased students and families, and the team will continue to ask students/families to continue to provide content. The Marketing Comm will explore ways to share the TNN updates with the parish
 - Remainder of the school year will be focused on community building and family retention, as well as Board outreach to the wider family community
 - vi. **Facilities Committee:** Carlos Palacios
 - Touch valve toilet mechanisms will be installed to enable touch free use
 - Suggested potential POP's (Spring Auction) fundraiser idea for additional touchless equipment for sinks
 - Carlos and the Board overall thanked Chris Olivas for his help on the Facilities Committee and overall on the School Board before the Olivas family moves out of the Oakland area
 - vii. **Finance Committee:** Berni Gutmann
 - Finance committee continuing to assist in tracking PPE and other Covid-related costs, and tracking opportunities to apply for PPP
 - January: 2021-22 budget forecasting starts, with plan to have tuition and overall budget recommendation for Board and Administration review by April
- e. **Parish Council Report:** Caralee Schafer
- i. Parish Council continues to look for ways to support community outreach
 - ii. Back to online masses based on Covid, with masses livestreamed Sundays at 10am
 - iii. Parish advent retreat continues Wednesdays, based on the film It's a Wonderful Life
 - iv. Deacon Zack is facilitating an hour of meditation Wednesday as well
 - v. St. Vincent de Paul Society is operating the Christmas Angel Tree – reach out if interested
 - vi. AC Food Bank is also in need of donations – check online if interested
 - vii. Parish Council Meeting scheduled for December 10th