

## St. Theresa School Board Meeting Minutes

<b>General Information:</b>	<b>Meeting Date:</b> Tuesday, November 10, 2020 <b>Time:</b> 7:00 PM – 8:45 PM <b>Location:</b> Online video meeting <b>Next Board Meeting:</b> December 1, 2020 7:00 PM
<b>Conducted by:</b>	Patrick Ramsey
<b>Recorded by:</b>	Chanda Gonzales-Mowrer
<b>Attendees:</b>	Fr. McCann, Katie Murphy, Karen Raven, Patrick Ramsey, Berni Gutmann, Carlos Palacios, Chanda Gonzales-Mowrer, Michael Finnegan, Sophia Kassab, Chris Olivas, Sumit Jain, Noelle McGahan, Caralee Schaefer, Martha Lindorfer <b>Members Absent:</b> None

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

**2. Opening Remarks:** Patrick Ramsey

- a. October meeting minutes were approved and will be posted on the school website.
- b. Patrick will send out a message from the Board encouraging parents to continue supporting the annual fund and to volunteer for Parents Club leadership roles.
- c. Introduction of faculty member, Martha Lindorfer, third grade teacher.

**3. Reports and Updates**

**a. Pastor Update:** Fr. Bob McCann

- i. Online Mass continues to have great attendance. A second Mass service is being considered. A survey has been sent to the Parish.
- ii. Confirmation and First Communion have been completed.
- iii. Encouraged the Parent Club to brainstorm about fundraising in the short term and for longer term strategies.

**b. Principal's Update:** Katie Murphy

- i. PPE equipment and technology continues to be ordered and installed. i.e. Plexiglass in classroom for teachers' desks and large monitors for teaching in the classroom is still coming. Chromebooks for students in the classroom have been ordered. There is still a need to order more laptops and she is working with the Finance Committee to identify ways to fund these. Additionally, the school's long-term Technology Plan needs to be updated (last version is from 2012). Katie noted that the school is waiting for updates/guidance on the PPP loan forgiveness process, which will be coordinated through the Diocese.
- ii. TK/K classes are back to voluntary in-person learning. Teachers are doing a great job with social distancing practices. Temperature checks are being taken at families' car. A reminder will be sent to parents that they are not to come into the school building. The Diocese is exploring automating the health check-in forms digitally.
- iii. St. Theresa continues to follow Alameda County guidelines and a reminder will be sent out to all families that if families are traveling over the holidays it is recommended to self-quarantine for 2 weeks following travel. We are still considered to be in the "red" categorization for the county and school can remain open.
- iv. 1<sup>st</sup> grade is set to return to voluntary in-classroom learning on December 3<sup>rd</sup> and 2<sup>nd</sup> grade on December 7<sup>th</sup>.
- v. Fingerprinting for new families went well on campus last Sunday. Katie will continue to message families that outstanding immunization, health information and emergency contact forms need to be sent to the school.

## St. Theresa School Board Meeting Minutes

- c. **Old/New Board Business:** Patrick Ramsey, Katie Murphy, Karen Raven
  - i. Katie, Fr. Bob and the head of HR at the Diocese will meet in the coming month regarding recruiting for the new Principal. The role will be advertised starting in the new year. Katie is planning to ask parents through a survey for suggestions on important aspects to be considered for the new principal.
  - ii. Bill and Ashley will begin updating the Parents Club bylaws. This will also hopefully help support in clarifying the roles, responsibilities, and terms for PC leadership roles.
  - iii. 61% of families have committed to supporting the annual fund. The goal is to get to 100% this year. The Finance Committee verified that \$75K for the annual fund is in the school budget plan.
  - iv. Noelle to follow up about Room Parents potentially helping communicate about the annual fund.
  - v. Amazon Smile program is now working for the school using the Parish number. A follow up item is to confirm how much has been raised to date.
- d. **Parent Club Report:** Noelle McGahan
  - i. The Parents Club is planning to brainstorm in December about fundraising ideas.
- e. **Board Committee Updates:**
  - i. **Marketing and Communications Committee:** Chanda Gonzales-Mowrer
    - The 6<sup>th</sup> grade will be highlighted on social media channels and the Parish bulletin.
    - Admission marketing and campus videos are now posted on the school website.
    - New parent information nights are taking place over Zoom on November 19<sup>th</sup> for TK/K and other grades on December 2<sup>nd</sup>.
  - ii. **Facilities Committee:** Carlos Palacios
    - Installation of handless PPE equipment continues.
    - Digitization of the campus facility plans is completed.
  - iii. **Finance Committee:** Berni Gutmann
    - Mapping out assumptions for next year including the need for additional Chromebooks for the classroom.
    - Continuing to track PPP funds.
- f. **Parish Council Report:** Caralee Schafer
  - i. Parish Council continues to look for ways to support community outreach.
    - Encouraging the food drive for St. Mary's Center
    - Food Bank of Alameda
  - ii. Looking for additional volunteers to support a 2<sup>nd</sup> Mass. It takes 16 volunteers per Mass.
  - iii. Live streamed Mass continues to receive high attendance numbers.

#### 4. Upcoming Events/Notifications

Date	Event
November 19, 2020	Zoom Admission Information Night hosted by Karen for grades T-K/K
December 2, 2020	Zoom Admission Information Night hosted by Karen for all other grades
December 3, 2020	1 <sup>st</sup> grade voluntary in-class return
December 7, 2020	2 <sup>nd</sup> grade voluntary in-class return