

St. Theresa School Board Meeting Minutes

General Information:	Meeting Date: Tuesday, October 6, 2020 Time: 7:00 PM – 8:45 PM Location: Online video meeting Next Board Meeting: November 10, 2020 7:00 PM
Conducted by:	Patrick Ramsey
Recorded by:	Chanda Gonzales-Mowrer
Attendees:	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, Ashley Roberts, Caralee Schaefer Members Absent: None

1. Opening Prayer: Fr. Bob McCann

2. Opening Remarks: Patrick Ramsey

- a. Announcement/approval of September meeting minutes. Posted on school website.
- b. Each of the Committees has set priorities for the 2020/2021 school year for the Board to review. These documents will help the 2021/2022 new principal/incoming board members in understand background information.
- c. Board members should continue to interact with the community and let parents know that we are here to actively support and address concerns.
- d. Introduction of Caralee Schafer (Pastoral Council) will now attend School Board meetings.
- e. Introduction of faculty member, Chris Bonavolonta. A different faculty will attend each month.

3. Reports and Updates

a. Pastor Update: Fr. Bob McCann

- i. Fr. Bob reported that wifi has been brought into the church.
- ii. Online Mass continues to work. He will continue to look for ways to engage the community. This is especially important as we will be coming into the Christmas season.
- iii. The event center will be used by the Alameda County as a polling station for 5 days. We will be asking the Men's Club to support with their presence.
- iv. Fr. Bob will continue to ask parents to drive slow in the neighborhood.
- v. Fr. Bob will continue to message that COVID prevention measures be practiced, that there are no outside visitors allowed on campus. He wants faculty/staff to feel safe on the campus grounds.

b. Principal's Update: Katie Murphy

- i. PPE equipment is ordered and coming into the school. The taskforce has walked the grounds, providing great safety and structure input.
- ii. Deep cleaning of 3600 square feet of school grounds will take place.
- iii. T-K/K/1/2 classrooms are being prepared to ensure spacing between desks.
- iv. We will continue to follow Alameda County guidelines for re-opening in a phased approach. T-K/K to begin with option to be in classroom for instruction in November; and 1st/2nd grades in early December is the current plan.
- v. Grade level Information nights are scheduled for Katie to answer questions from parents. Katie will also address questions that the Parent grade level Liaisons received from their classes.

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- vi. STAR testing results and progress reports will be mailed out at the end of next week.
 - vii. She is exploring using infosnap, which is an online application tool that enables the school to collect info digitally from parents like emergency contact data, new student application, etc.
- c. **Old/New Board Business:** Patrick Ramsey
- i. He looked at roles and objectives of Parent and School Boards at other diocesan schools. The roles were very similar, and he is advising that the two boards stay independent of each other but continue to update and coordinate with each other on activities.
 - ii. Katie recommends that the Parents Club review their bylaws and make updates to them as well as describe the roles of their members. A leadership chart should be implemented. Term limits will be reinforced for Parent Club leadership roles and that members use a shadowing system for incoming members – to both assist in the recruiting and onboarding of volunteer leaders.
 - iii. Chanda suggested that the Board take the lead with the annual fund communications moving forward. Karen will continue to support the administration work and will provide routine stats to Patrick. We should be looking into asking other groups like grandparents and alumni to contribute to the fund. 100% of teachers have committed! And we are almost at 100% of School Board members contributing to the fund as well.
 - iv. It was identified that Amazon smile program can't use the school tax id# because it is the same number being used by the Diocese. Fr. Bob and Katie will look into using the Parish number or will come up with a different way to use new number.
- d. **Parent Club Report:** Ashley Roberts
- i. Bill and she will work with Katie on the bylaws and support reinforcing term limits. They want to get more parents to volunteer for leadership roles.
 - ii. Noelle suggested that different options for volunteering be looked into and considered.
- e. **Board Committee Updates:**
- i. **Marketing and Communications Committee:** Chanda Gonzales-Mowrer
 - Moving forward, each month a different grade will be highlighted in the Parish bulletin. October will be 3rd grade.
 - Admission marketing activities continue to be completed. As an example, the advertisement video is in the works and will have a voiceover recorded by Katie.
 - New parent information nights will take place over zoom.
 - Our social media calendar continues to have additions. The goal is to have at least 2 months of content to pull from.
 - ii. **Facilities Committee:** Carlos Palacios
 - Installation of handless PPE equipment like soap dispensers.
 - All air filters at the school have been replaced
 - Looking at preventative maintenance at the school.
 - Looking at digitizing all facility build plans/drawings.
 - iii. **Finance Committee:** Berni Gutmann
 - Finalized the 2020/2021 budget and has been sent to the Diocese.
 - Will continue to track the variance on a monthly basis.
 - Is continuing to track government PPP funds in case additional funds for the school become available.
 - 2021/2022 budget planning will start, with the goal of having a high-level draft to be complete this January.
- f. **Parish Council Report:** Caralee Schafer

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- i. The focus continues to be on opening the church in a safe manner when ready.
- ii. Confirmation and First Communion ceremonies are underway with students/participants from last school year. These were initially postponed due to COVID.
- iii. She is happy that a new sound system is being utilized for outside mass.
- iv. Parish Council continues to support Fr. Bob with ways to engage the church and school.

4. Upcoming Events/Notifications

Date	Event
October 8, 2020	Zoom Information Night hosted by Katie for grades T-K/K/1/2
October 10, 2020	First Communion for last year's 2 nd grade class
October 13, 2020	Zoom Information Night hosted by Katie for grades 3/4/5
October 15, 2020	Zoom Information Night hosted by Katie for grades 6/7/8