

St. Theresa School Board Meeting Minutes

General Information:	Meeting Date: Tuesday, Sept 1, 2020 Time: 7:00 PM – 8:30 PM Location: Online video meeting Next Board Meeting: Oct 6, 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 Members Absent: None

1. Opening Prayer: Fr. Bob McCann

2. Board Role and Member Introductions: Katie Murphy & Patrick Ramsey

- a. Review and approval of minutes: N/A
- b. St. Theresa School’s Board is an advisory board to the pastor and principal. It supports overall strategic planning, budgeting, development, admissions and retention.
- c. Patrick Ramsey is the 2020-2021 School Board President with the support of three committees:
 - i. Finance Committee: Berni Gutmann chairing with support from Sumit Jain and Patrick Ramsey.
 - ii. Facilities Committee: Carlos Palacios chairing with support from Chris Olivas.
 - iii. Marketing & Communication Committee: Chanda Gonzales-Mowrer chairing with support from Michael Finnegan, Sophia Kassab and Karen Raven.
- d. Each committee is responsible for setting high level priorities for the school year.
- e. Committee Chairs will work with their respective committees on proposed action items and timelines.
- f. The St. Theresa Board is committed to making this school year a successful year for our children.
- g. Board minute meeting notes will be approved and posted monthly on the school website.

3. Reports and Updates

a. Pastor Update: Fr. Bob McCann

- i. Father Bob introduced Katie Murphy as Interim Principal. Extremely grateful for Katie coming on to help the school through June 2021, with the hope that a new Principal will come on a few months prior.
- ii. Thanked this year’s new Board for their service.
- iii. Mass continuing to be livestreamed. Great attendance and the community continue to come together to support each other.
- iv. Communion distribution will start Sept 13th after livestream mass.
- v. Will lead search for a new permanent Principal. All candidates will be vetted by the Diocese School Human Resource Office/Superintendent. Fr. Bob will be asking school children, faculty and Board to think about the kinds of factors they want to be considered.

b. Principal’s Update: Katie Murphy

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- i. Will work with the School Board on a regular basis and happy to hear suggestions from the parent community.
- ii. Three new teachers were hired for this school year: Mary Ellen Lombardi (T-K), Megan Elings (5th) and Chris Lynch- Middle- Math).
- iii. Over the summer break, established four committees to help with the COVID response and how digital learning and safety will be implemented. Additional work will continue after Back to School Nights.
 - Instructional Practice Committee: Teachers Vanessa Silva (1st), Courtney Fuerch (2nd), Margaret Ratto (4th), Laura Lynch (6th), Ken Mass (7th): Met with Head of Curriculum of the Diocese and planned out virtual learning protocols so families are supported and school maintains a *community* feeling in this new age of learning. Ex. Meet and greet 1st day of school, Teacher/Parent check-in first week of school, etc.
 - Health and Safety Committee: 2 parents and 1 staff member supporting Principal with advice; following CDC and Alameda Dept of Health guidelines, in addition to best practices from other sources.
 - Facilities Committee: Carlos Palacios, Chris Olivas, Tracey Silva and other parents have been helping move furniture and advise on how the campus could be utilized based on health and safety precautions, walking the campus to review the changes and ID/discuss potential new ones. Included in the overall goals is that students and faculty feel safe about COVID on when on campus.
 - Finance Committee: School Board committee is working with Katie on outlining costs for PPE equipment and overall planning the budget in a dynamic year.
 - Teaching Leadership Team: Looking through family survey information for how to physically come back to school and calendar adaptations.
- iv. Reported that she attends weekly County Public Health meeting. Also receiving information from state, Diocese, Catholic root schools in Alameda. No timeline yet for when the school will open for onsite education. Alameda not currently offering a waiver.
- v. WCEA/WASC Accreditation: School will complete the documentation this year and the onsite visit has been moved to the next school year.
- vi. Staffing: 2 of 4 aids have been hired back. Depending on the COVID situation, will determine additional next steps including with STEP. Library will continue to be closed and Art is TBA.
- vii. New 2020-2021 school budget matched with the actual number of students will be finalized by end of September.

c. **Old/New Board Business:** Patrick Ramsey

i. Class Representatives:

Class Representative	Class Representative	Class Representative
T-K: Chris Olivas	3 rd : Chanda Gonzales-Mowrer	7 th : Sumit Jain
K: Sophia Kassab	4 th : Berni Gutmann	8 th : Patrick Ramsey
1 st : Noelle McGahan	5 th : Michael Finnegan	
2 nd : Carlos Palacios	6 th : Patrick Ramsey	

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- i. Chanda to provide sample outreach email
- ii. Focus and structure of the School Board and Parent Club to be discussed further, including based on previous challenges in getting volunteers for the PC, and best practices from other school.
- iii. Fundraising to be discussed further after the PC plans out their strategy and activities for the year
- iv. Annual Fund letter will be sent by Karen Raven with a goal of 100% participation
- v. Patrick Ramsey to invite a Parish Council representative to attend the School Board meetings
- vi. Chanda Gonzales-Mowrer will be the Board Recording Secretary, with support from Berni Gutmann
- vii. The Marketing & Communications Committee will be responsible for Parish Council and parish bulletin updates

d. Parent Club Report: Noelle McGahan

- i. PC looking for more parent participant for various positions, especially the President and VP roles. This is especially important to help prepare for the next principal
- ii. Will be setting up a virtual meeting for parent participation
- iii. Exploring fundraising ideas; all suggestions welcome

e. Board Committee Updates:

- i. **Finance Committee:** Berni Gutmann
 - Goals: (1) Annual budget planning and tracking (variance), (2) Developing tuition recommendations for the following year; help ID if any other programs (federal, state, local, private) are available to support the financial situation with COVID
- ii. **Marketing and Communications Committee:** Chanda Gonzales-Mowrer
 - Goals: (1) Strategic guidance on student and family Recruitment and Admissions; (2) Strategic guidance on student Retention; (3) Parent Feedback process; (4) Communication to the Parish and broader community
- iii. **Facilities Committee:** Carlos Palacios
 - Goals: (1) Supporting the Principal and school with safety measures in response to COVID: (2) Obtaining an up to date list of contractors the school uses and doing an assessment of services (including with facility blueprints); and (4) following up/finalizing the decision on the updated alarm system proposal.

4. Upcoming Events/Notifications

Date	Event
September 3, 2020	Back to School Night (K-5)
Week of September 7, 2020	Annual Fund Letter to be sent out
Week of September 14, 2020	STAR Assessment testing will begin