

## St. Theresa School Board Meeting Minutes

<b>General Information:</b>	<b>Meeting Date:</b> September 15, 2021 <b>Time:</b> 6:30 PM – 8:30 PM <b>Location:</b> St. Theresa Campus <b>Next Board Meeting:</b> October 12th, 7:00 PM (Video Call)
<b>Conducted by:</b>	(Board Chairs)
<b>Recorded by:</b>	Sophia Kassab
<b>Attendees:</b>	<b>Members Present:</b> Fr. McCann, Alicia Ortegon, Berni Gutmann, Carlos Palacios, Sophia Kassab, Chanda Gonzales Mowrer, Michael Finnegan, Tracey Silva, Tara Tate, Katie Bowman, Hilary Clendennings, Adriel Frederick, Quinn Henning-Hance <b>Members Absent:</b>

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

2. **Opening Remarks:** Berni Gutmann and Chanda Gonzales-Mowrer

a. Welcome, roundtable introductions

3. **Welcome everyone**

a. Process of meetings/meeting minute recording

i. Will meet 2nd Tuesday of every month

ii. We will toggle between in person and virtual monthly

iii. Sophia K will be recording notes; a week prior to the next board meeting notes will be distributed for Board review. At that next meeting Board will vote to approve notes and then they will be posted on the school website's Board page

iv. Meetings will be kept to 90 minutes (as close as possible)

v. New members are warmly welcomed to ask questions and contribute

b. Purpose of School Board

i. The Parent Board is an advisory board to Ms. Ortegon and Fr. Bob

c. Alignment with 5 WASC goals

i. Our overarching mission will align this year with WASC goals

ii. One key goal is the prioritization of upleveling our technology curriculum

d. Introduction of Technology Committee

i. Board to adopt the initiative to create a community-based technology committee that will help develop initiatives around teaching technology by:

1. Supporting upgrades to infrastructure

2. Exploring how to best use the existing technology that was purchased last year by Katie Murphy

3. Improving our Digital Citizenship Curriculum

4. Sourcing professional development opportunities for staff around technology

5. Timeframe for Technology Initiatives Execution - 4-5 years/by the next WASC accreditation year

6. A representative from this committee should attend Board meetings to share updates on progress. Recommendation - that representative is named on the

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Facilities Committee as a 3rd member of that Board committee because much of its work will be rooted in facilities upgrades

7. **Call to action:** Board to help recruit the committee that will work on Technology initiatives in the WASC book; members should keep an eye out for a successor in that will continue to champion this initiative; soft asks now, and start official recruitment after accreditation is approved in November
  8. Ms. Ortegon to provide visibility into the details of the five pillars of the Technology initiative for our WASC accreditation
- e. Board Class Liaisons/Describe new process for feedback and concerns from parents/Idea of open
    - i. This role will be sunsetted
    - ii. Board will institute a more streamlined feedback process and escalation procedure to address parent concerns
  - f. Parent ideas night 2nd trimester
    - i. Board looking to solicit feedback about what our community would like to see the school invest in; format used will be a meet and greet with committees so parents can break out with finance, marketing, and facilities in a targeted way
    - ii. Berni looking for Board feedback on a well engineered process for this event/feedback mechanism
    - iii. Will use last year's survey as the foundation

### 4. Reports and Updates

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

- b. Father Bob reviewed the Board's role as an advisory body to the school, thanked the Board for their service
- c. Father Bob reviewed the status of the construction project, noted that more structural and safety issues have been addressed in the process of construction. Playground to be open hopefully by the end of the September, and gym will be open hopefully in January
- d. Fr. Bob is negotiating rent for gyms for CYO and has found some good options for basketball
- e. Masses continue now in person as well as on Facebook Live; donations continue to be generous.
- f. Upcoming events: Parish retreats are coming up, blessing of the Animals (live animals ok) /Feast of St. Francis will happen on October 3rd, Parish Festival will take place the first weekend of October
- g. Back to school picnic was a great success!

#### a. **Principal's Update:** Alicia Ortegon

- i. Updates for educating during COVID, returning to school
  - Our COVID protocols are based on health department and Diocesan guidelines, with the option to add precautions such as outdoor masking, which we have done
  - So far we have been successful in mitigating infections
  - Students are functioning successfully within the new guidelines
  - Teachers are assisting with keeping quarantining students informed of makeup work
  - Board engaged in discussion about the inquiry about instituting a dashboard and a testing protocol
- ii. Back to School Night overview/library resource overview
  - Back to school night feedback as been positive
  - School is starting to rebuild the service learning program

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- Library is currently being used as a math classroom for middle school while technology lab is under construction
- iii. WASC Accreditation visit dates and support needed
  - October 25th-27th (meetings, classroom visits, parent meetings, staff meetings and so forth)
  - STPC Hospitality Committee will support on meal services
- b. **Old/New Board Business:** Berni Gutmann/Chanda Gonzales-Mowrer/Alicia Ortegon
  - i. Student Registration Numbers
    - Request for the Communications Committee: develop a list of questions we can share with departing families that would help us address themes around departures
    - Discussion about application / enrollment fluxuations, recruitment and enrollment goals
    - Michelle Halligan has developed a recruitment programs as well as incentives for application submission
  - ii. Annual Fund Goal
    - No updates
- c. **Parent Club Report:** Tracey Silva and Sophia Kasaab
  - i. STPC President's Comments:
    - Summer was spent on recruiting: we have a full roster!
    - Some great start-of-school initiatives already executed - yard signs, etc.
    - STPC information now posted on the school website and old site will be sunsetted
    - Traffic operation has been greatly improved over the first three weeks for school
    - STPC Communications have been focused on helping familiarize parents with what the STPC does
    - Next meeting - Tuesday the 21st
    - Michelle Parise has agreed to take VP role
  - ii. Fundraising Update:
    - Read-a-thon - Oct 4th - 22nd
    - Wine Cellar Raffle - November 29th - December 15th
    - Auction Program - February 14th - 26th
- d. **Board Committee Updates:**
  - i. **Marketing and Communications Committee:** Michael Finnegan
    - Goals for the year:
      - a. Capture Spirit of Community - how to harness and market that asset
      - b. Metrics on our work - Social media engagement and review platforms
      - c. Recruitment support
  - ii. **Facilities Committee:** Carlos Palacios
    - Goals for the year:
      - a. Review facilities to assess what updates are needed - HVAC, etc. and generate costs for each; share with fundraising team so that targeted campaigns can be created to fund those initiatives
      - b. Work with vendors to have them include a maintenance plan to support our physical plant
      - c. Focus on improvement and preventative maintenance

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- d. Schedule parent work days as needed: share with STPC to set up sign-ups on Konstella
  - e. Seek feedback from facilities users on what is needed (teachers and staff)
- iii. **Finance Committee:** Berni Gutmann
- Goals for the year:
    - a. Improvement on tracking finances
    - b. Alignment on capital and technology improvement expenditures
    - c. Initiatives to drive enrollment --- 230!
- e. **Closing/Action Items for next meeting** (Berni Gutmann and Chanda Gonzales-Mowrer)