

St. Theresa School Board Meeting Minutes

General Information:	Meeting Date: Tuesday, February 2, 2021 Time: 7:00 PM – 8:45 PM Location: Online video meeting Next Board Meeting: March 2, 2021 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, Michael Finnegan, Sophia Kassab, Sumit Jain, Chanda Gonzales Mowrer, Carrie Schaefer, Bill Hackethal, Ken Mass Members Absent: Carrie Schaefer

1. Opening Prayer: Fr. Bob McCann

2. Opening Remarks: Patrick Ramsey

1. January meeting minutes were approved and will be posted on the school website.
2. Key topics today will be talking about students returning back to the school, budgeting, school liaison's information.

3. Reports and Updates

a. Pastor Update: Fr. Bob McCann

- i. Have shared the read-a-thon and cookbook with the Parish.
- ii. Lent is early this year. Interesting to see how we will handle this virtually. For those who will receive ashes, they will be sprinkled on the head. The staff have worked hard to get this organized.
- iii. Deacon Zach will continue to do Wednesday mediation. Great feedback and many of the youth that have went through confirmation are attending.
- iv. The week before holy week, hoping we will be doing a reconciliation service.
- v. A Principal has been assigned by the Diocese to be on our new Principal search committee: Jessica Murray. Father Bob will listen to the guidance of the committee.
- vi. This is also a good time of the year to encourage some social media postings about the school.
- vii. Please trust the process we will embark on for the new Principal interviews and pray.

b. Principal's Update: Katie Murphy

- i. There are a lot of questions about re-opening the school and has tried to address questions and give updates in the weekly newsletter. That being said, it is recognized that sometime information may be missed in the newsletter and will take the recommendation from the Board to post information about the COVID re-opening plan on the school website. *Please refer to school website for details about the school's re-opening COVID plan and FAQ that addresses themes of parent's questions.*

c. Old/New Board Business: Patrick Ramsey, Katie Murphy, Karen Raven

- i. Admissions (Karen): Applications are being accepted online via Infosnap. With this platform the administration can see where families are in the overall application process. There are 80 completed applications for TK-5, not entertaining any middle school applications at this point. Katie has over 30 meetings with prospective parents/students in the coming weeks. We are receiving a lot of current Oakland Unified student applications. There has been great feedback from a whole new set of families considering Catholic education. Application close date is February 3rd.

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- ii. Annual Fund (Karen): \$100,000 pledged by 78% of families. Very hopeful we will actually make \$100,000.
- d. **Parent Club Report:** Bill Hackethal and Sophia Kassab
 - i. Bylaws: No status
 - ii. The school and parish community-sourced cookbook will launch Friday the 8th. The goal is to have the cookbook ready for sale and delivery by Mother's Day.
 - iii. Read-a-Thon: The teachers have been engaged and this project will involve the entire school. Also launching on February 8th and will run for 3 weeks, with 2 prizes per class.
 - iv. Spring Fundraiser: Continue to be in the planning stage. We have secured chairs for our committees and additional emails will go out in a few weeks asking for volunteers.
- e. **Board Committee Updates:**
 - i. **Marketing and Communications Committee:** Chanda Gonzales-Mowrer
 - Michael: shared data from the Principal Survey. In all, the response rate was excellent. (1) What We Cherish: The responses reflect we *cherish* most and would like the new principal to continue to nurture the sense of St. Theresa community, the traditions, and our commitment to the Catholic faith that define our school. (2) Areas of Growth: The responses regarding areas of growth we hope the new principal will have expertise in were more widely distributed. At the top was a wish to lead our amazing teaching team to incorporate additional creative teaching methods such as project-based learning, hands-on activities, and student-centered learning. There's a clear desire for a continued commitment to diversity throughout our school community. An emergent theme was a hope that the new principal can help share what a wonderful school St. Theresa is, and will continue to commit to growing meaningful connections with our children and clear, loving communication with the families.
 - Website: the COVID re-opening plan will be posted in the coming week as well as an FAQ.
 - Social Media: Continue to share new activities
 - ii. **Facilities Committee:** Carlos Palacios
 - Classrooms continue to be spaced properly
 - Checked and relaced all air filters around the school
 - iii. **Finance Committee:** Berni Gutmann
 - Met with Katie and Vera about how PPE affected the budget. Believe to have used the entire PPE loan.
 - Waiting on enrollment numbers and facilities costs to put together new budget
 - Will present the 2021-2022 budget on March 2nd.
 - iv. **Parish Council Report:** N/A
- **Other February Dates:**
 - a. February 12th: Minimum day
 - b. February 15th: President's Day school Holiday
 - c. February 17th: Ash Wednesday Mass