

## St. Theresa School Board Meeting Minutes

<b>General Information:</b>	<b>Meeting Date:</b> Tuesday, January 5, 2021 <b>Time:</b> 7:00 PM – 8:45 PM <b>Location:</b> Online video meeting <b>Next Board Meeting:</b> February 2, 2021 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, Michael Finnegan, Sophia Kassab, Sumit Jain, Chanda Gonzales Mowrer, Carrie Schaefer, Bill Hackethal <b>Members Absent:</b> N/A

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

### 2. Opening Remarks: Patrick Ramsey

1. December meeting minutes were approved and will be posted on the school website.
2. In the second trimester the Board's focuses are: Marketing & communications to help drive retention and community engagement (from helping drive new enrollments), Facilities continues work on campus (adapting to Covid) while helping plan for future capital budget needs, and Finance ramps its 2021-22 budget planning efforts, including based on projected enrollments and fundraising, tuition levels, and projected expenses.

### 3. Reports and Updates

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

- i. It was decided to not have an in-person Christmas Eve Mass this year based on feedback from health experts. It was a difficult decision and generally everyone has been understanding.
- ii. We may look at offering a favorite movie/retreat next year during Advent based on the great experience this year.
- iii. An advertisement for the new Principal search was sent to the national Catholic forum, and the search efforts will ramp as we go forward. Fr. Bob and Katie Murphy met with HR at the Diocese to discuss the search committee. They will continue to keep the Board informed about who will be on the committee.

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

- i. The Principal-search ad is posted on the Diocesan website posted. NAC, NCEA and the local diocesan schools will also post it. It will also go out to the local universities that have credential programs. The candidate must be Catholic, 5 years of Catholic school education, and be in the process of getting an admin credential or have a credential. Candidates will first be screened by the diocesan Superintendent of Schools, and then by Fr. Bob. The ad can be found at:  
<https://www.edjoin.org/Home/DistrictJobPosting/1350988>
- ii. The School Board is sending two survey questions to school families: 1) What do you cherish about St Theresa that you hope the new Principal will continue to nurture as part of the school experience? 2) What are one or two areas of growth that you hope the new Principal has expertise in? The Board will encourage that the responses be positive/constructive and thoughtful. The goal is to send the survey in time to have the responses compiled by the first week of February. The information will be used for interview questions with the candidates.

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- iii. The WASC workday on January 4<sup>th</sup> was a productive, collaborative day with quite a bit accomplished. Another minimum day will take place at the end of January to get the remainder of the work done for the WASC accreditation book, which will be used when the accreditation team visits St. Theresa in the next school year. Lauren Graves and Martha Lindorfer are the co-chairs of the committee and have been doing a tremendous job.
  - iv. **Budget:** Working with Vera Young to try to identify ~\$40K in the annual budget to help cover costs for PPE and Chrome Books for students. We will also learn from the Diocese the overall salary planning information for the 2021-22 school year, which will be incorporated in the work with the Finance Committee to build next year's budget.
    - Continuing to work with the Diocesan Fiscal Coordinator to review the PPP loan and she's looking to get additional information about the loan over the next ~ten days.
    - Will need to get information from facilities about additional equipment needed that will impact the budget.
    - All Chrome Books that were ordered are here and are being set up for the students. Thanks to the parish Men's Club for their donation.
  - v. Back to School. May be looking at adjusting the schedule based on county and community health levels. The tentative schedule is TK&K returning on Tuesday the 19<sup>th</sup>, grades 1 & 2 on Jan 21. Katie will meet with parents of grades 3 and 4, and then 5<sup>th</sup> to review the protocols for returning. 3<sup>rd</sup> and 4<sup>th</sup> will tentatively return January 25, and the 5<sup>th</sup> grade starting on the 28<sup>th</sup>. A plan is being worked on for middle school grades.
  - vi. Waiting on information from the Diocese about when the vaccine will be available for our teachers and staff.
  - vii. Katie and Father Bob will begin meeting with each individual 8<sup>th</sup> grader to learn more about overall how they are doing, where they want to go to school next year, and some of their interests. They will also use this information in writing personalized recommendations to each high school for the students.
- 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 35 completed applications for TK-5. 189 families are additionally showing interest. Applications are due at the end of January, and assessments will be online this year.
  - ii. Annual Fund (Karen): \$98,400 pledges by 73% of families. Another update will be sent next week, with a goal to get to 100% participation.
  - iii. Amazon Smiles: The program is now set up properly and quarterly information will come in a few months.
- d. **Parent Club Report:** Bill Hackethal and Sophia Kassab
- i. Bylaws: First draft of the updated Parent's Club bylaws have been sent to Katie. The goal is to have the first draft ready for review at the next Board meeting.
  - ii. Wine Raffle: The raffle was successful in both raising ~\$8,000 and in getting the community involved.
  - iii. A school and parish community-sourced cookbook will launch Friday the 8<sup>th</sup>. The goal is to have the cookbook ready for sale and delivery by Mother's Day.

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- iv. Read-a-Thon: The teachers have been engaged and the read-a-thon it will involve the entire school. It will start February 8<sup>th</sup> and run for 3 weeks, with 2 prizes per class.
- v. Spring Fundraiser: Several meetings are taking place to discuss what it will be. There will probably be a virtual fundraiser, cash raffle or virtual stream event.
- vi. Big thanks to the STAR committee for their work thanking the teachers before the Christmas break.

### e. Board Committee Updates:

#### i. Marketing and Communications Committee: Chanda Gonzales-Mowrer

- Social Media: Messaging plan & schedule continue.
- Parish Bulletin: Updates continue, January will showcase the Kindergarten class.
- Parent Liaisons: A monthly template letter will be sent to each liaison to utilize in their outreach to families in their respective grades. There are specific areas to focus on in addition to letting families know the Board is here to support their needs and help get answers to their questions.
- Patrick, Michael and Chanda will work with Katie on sending the new Principal survey to school families.

#### ii. Facilities Committee: Carlos Palacios

- Additional measuring in the classroom may be needed as teachers and students return.

#### iii. Finance Committee: Berni Gutmann

- Finance Committee's busiest part of the year starts now in helping build the budget plan and recommended tuition for next school year. Enrollments are a key input in this process.

#### iv. Parish Council Report: Carrie Schaefer

- Advent retreat went great.
- We have a new Deacon who does a meditation time each Wednesday at 5pm.
- Angels are up in the Church.
- The Parish Council is interested in how families are feeling connected to their church. This will be the focus over the next few months.
- Community outreach has been wonderful. E.g. *Adopt a family* for Christmas.
- Next Council meeting will be January 14.

### 2. January Calendar:

- a. Jan 15 – Diocesan workday – No school
- b. Jan 18 – Holiday Martin Luther King, Jr – No school
- c. Jan 29 – Minimum day WCEA/WASC work – Dismissal 12:05/12:15