

<b>General Information:</b>	<b>Meeting Date:</b> February 7, 2023 <b>Time:</b> 6:50 PM – 8:00 PM <b>Location:</b> Zoom <b>Next Board Meeting:</b>
<b>Conducted by:</b>	Chanda Gonzales-Mowrer
<b>Recorded by:</b>	Michael Finnegan and Hilary Clendenning
<b>Attendees:</b>	<b>Members Present:</b> Alicia Ortegon, Chanda Gonzales-Mowrer, Michael Finnegan, Tracey Silva, Hilary Clendenning, Quinn Henning-Hance, Steve Bond, Fr. McCann, Adriel Frederick, Katie Bowman  <b>Members Absent:</b> Tara Tate

1. **Opening Remarks** (Chanda Gonzales-Mowrer)

- a. A letter to the community announcing St. T is fully back! Michael, Alicia, and Chanda met last week to discuss the hurdles we've surmounted over past few years - the closed library, closed event center, and the closed CYO. So we want to convey that we are back! Collaborations between board, CYO, parent's club. So we recruited all three in the letter. The letter will go out Thursday. Suggestions are welcome.
- b. Minutes. Motion to approve January minutes. Steve. Second. Hilary. Motion passes.

2. **Pastor Report** (Father Bob)

- a. Last month I was at a statewide meeting.
- b. I like the letter. Good to be transparent.
- c. Great Catholic Schools Week mass. Met new parishioners.
- d. This week we have Rise and Shine mass with CYO. So nice to be able to do these things. .
- e. Parish listening session. I wanted to know the health of school. I want my granddaughters to go there.
- f. 1st reconciliation this past week, with 1st graders. They are getting ready for 1st communion. Great to see families sit together. 16 from school, 8 from parish.

- g. Before Christmas, I found an old review doc, sets stage for plans for school, specifically on upkeep and maintenance.
- h. New sound system rave reviews!
- i. This spring, paint the church. Upgrade heating system.
- j. Tracy. What is the status of the water heater in the Event Center? Father Bob, fixed by Auction.

3. **Principal Report** (Alicia Ortegon)

- a. Canceled CYO meeting. They'll update via email. Big news is ... preparing for playoffs. 6th and 7th grade girls. Preparing for girls basketball.
- b. This weekend, TK and K assessments. Monday is 1st through 8th grade incoming student assessments. Then we'll know how many are accepted.
- c. 64 apps. 40 before the open house. Over the weekend it jumped to 64. 19 for K. Overall looking good.
- d. Diosecen job fair at St. T. I will be on site and others will represent.
- e. Registration. Relates to Finance and Parents Club. Chanda Summary. Teacher and admin pay increase. Alicia will send out info. The diocese is saying this is what should be. No objections locally. Implications on tuition ... tbd. Implications on fundraising ... tbd. When the letter comes out around tuition .. we want to be clear on tuition, required donation, and annual fund. Alicia has a template around what the Diocese is recommended. We have a letter from the Finance committee last year. We'll share with the board at the end of this week. The letter will come from Alicia, Father Bob, and Board. We'd like to send it after the auction. Mar 1 is the registration goal. Auction is Feb 25. Letter goes out following Monday. Then the registration portal. We will include tuition assistance info. Clarity on what tuition is for and what fundraising is for.
- f. Hilary. Tuition increase is to entirely support salary increase for teachers and admin. Our teachers are great. We want to retain them.
- g. Board discussion - Fundraising vs. Tuition - We want to be clear about what fundraising covers and what tuition covers and be clear on messaging around both. Maybe something similar to last year's video which was very clear.
- h. Board discussion - Paddle raises - Need to scope out expected facility improvement costs in advance before having a paddle raise. Need to set up a brainstorming session for this. Be specific but attainable to avoid paddle raise not getting enough money and then not being able to follow-through. Facilities should start thinking through opportunities. Show we made a mistake on the AC - show the gap needed to fill. We do have the cash previously raised parked.

4. **Parents Club Update** (Tracy Silva)

- a. Cut-off to buy auction tickets is 17th. Want about 210 folks. Have about 135 so far. Please support the teachers and admin. Sweepstakes sales are slow. Lots of great auction items like trips and fantastic items at a variety of price points. Meeting rooms for silent auction, early silent auction items online. 4th grade only has a few folks signed up. Reception for 8th grade parents to go early. Buffet dinner.

5. **Committee Updates and Goal Reports**

a. **Communications/Marketing** (Katie Bowman)

- i. Supporting admissions - ongoing/75% done
- ii. Canvas - Kicking off on Friday and trying to go through strategic planning exercise for messaging and value proposition. Will report back and have a larger discussion to improve positioning for future years.
- iii. Banners - Spoke with Michelle and determined as a group if banners really made sense. Pivoted and decided on advertising in 510 families which is affordable and can track clicks to track periodically.
- iv. Admissions - 64 so far - Michelle has been busy. Feb 3 was the deadline. Numbers are looking good. Kindergarten is 19 apps and 7 for 4th grade and 14 apps for 6th grade. 2 apps each for 7th and 8th grade. Would be interesting to understand from the applicants how they heard from us.

b. **Facilities** (Quinn Hennig-Hance)

- i. Tracking well - Lots of planning for the major project this summer which is moving the library, TK and teacher break room. Using a parent architect to use what we have and make the changes
- ii. Tracking materials for a parent volunteer day with replacing some windows. Likely to have those materials in the next week or so. Probably need at least 4-5 volunteers. Want to be sure they have enough work for all the volunteers. May be able to add to the list. Playground rubber mulch has walked off and looking thin. There's a longer lead time for that. Maybe a freshen-up a few weeks before school. Fr. Bob would add a volunteer clean up for the garden. Need a spruce up before the kids get back to using those.

- iii. Facilities hasn't been able to meet recently due to some illnesses but want to review in terms of planning instead of triage mode.
- iv. Looking for a bookkeeper and a maintenance person for the Parish. Quinn suggested looking into a maintenance person spread amongst several

c. **Finance** (Hilary Clendenning)

- i. Have reviewed through November financials and everything tracking well
- ii. Budget - Will be working on this over the next month or so now that we have more pieces for the puzzle - enrollment (>200), tuition increase and salary increase can be plugged in (Finance to stay on after meeting to get two meetings on books for financials review and budget planning)
- iii. Online giving working well - ~17k raised so far - some even from non-school families because its there
- iv. Event center non-cash option - Credit card terminal for the event center has been ordered so we can do CYO entrance fees and then can sell merchandise too

d. **Parent Club** (Tracy Silva)

- i. Have identified a few succession-planning potential targets.
- ii. Reviewing volunteer hours and revisions for contracts.
- iii. Another discussion is whether the auction is sustainable and or how to make it more sustainable.. Probably started a long time ago and it's tough these days to find the manpower to put an event of that size on.