

<b>General Information:</b>	<b>Meeting Date:</b> January 17, 2023 <b>Time:</b> 6:00 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
<b>Attendees:</b>	<b>Members Present:</b> Alicia Ortegon, Chanda Gonzales-Mowrer, Michael Finnegan, Tracey Silva, Tara Tate, Katie Bowman, Hilary Clendennings, Quinn Henning-Hance, Steve Bond  <b>Members Absent:</b> Adriel Frederick, Fr. McCann

1. **Opening Remarks** (Chanda Gonzales-Mowrer)
  - a. Our color-coded school board goal sheet will be like the St. Board Binder!
  - b. The Parent Board will also submit goals to be tracked.
  - c. Minutes Approval. Hilary moves to approve. Tracy seconds. Motion passes.
  
2. **Principal Report** (Alicia Ortegon)
  - a. Ravioli dinner moved.
  - b. Small leak in gym roof. By the basketball hoop near the boys bathroom.
  - c. 8th graders' high school applications have been submitted. Hopefully soon we'll know where they are going. We are writing recommendations.
  - d. Report from CYO. Clarence says the regular season for boys basketball will end in early Feb. 4th and 5th grade boys basketball to playoff. 5th and 6th grade girls volleyball going to the playoffs. He is working to ensure all coaches have Virtus and Livescan.
  - e. We'll need a succession plan for the athletic board and school board.
  - f. In-person open house - Sun Jan 29, 9am.
  
3. **Parents Club Update** (Tracy Silva)
  - a. Auction. Feb 25.
    - i. Ticket sales open. Families can sponsor a staff member.

- ii. We will get live auction and silent auction commitments by Friday. Then Kelly and her team will sort through the items.
  - iii. We want 100% attendance.
  - iv. Send questions to Tracy and Kelly
  - v. Sweepstakes starts this week.
  - vi. The goal is 200 attendees.
- b. Catholic Schools Week
    - i. We will be providing lunches for the staff.
    - ii. We are assembling a wishlist and preparing a shopping spree for the staff.
  - c. Parents Club will provide hospitality for Jan 29 Open House

#### 4. **Committee Updates and Goal Reports**

- a. **Communications/Marketing** (Katie Bowman)
  - i. 37 families attended the info session. All but 7 were in the tour. 3 more in the upcoming tour. 34 apps submitted. 69 total leads.
  - ii. Marketing Ideas
    - 1. Flyers and signs. We will post in strategic locations.
    - 2. Google Ads. We've done keyword research.
  - iii. Goal measuring!
    - 1. Goal 1: Support Director of Admissions to promote awareness of school and enrollment. We are documenting activities. Talking with Michelle. Building a roadmap.
    - 2. Goal 2: Complete a mission model canvas and report out information. This is not complete yet. But we'll dig in after reaching the first admission milestone.
    - 3. Goal 3: Complete an inventory of marketing and outreach occurring and begin to track data on the reach and impact of activities. This is not complete but, here also, we'll dig in after reaching the first admission milestone.
- b. **Facilities** (Quinn Hennig-Hance)
  - i. Facilitate one parent volunteer workday.
    - 1. Will pick an in-service day or a Saturday. Will focus on window installation. We ordered a basketball hoop too. We'll call it spring cleaning.
    - 2. Tracy - Emergency preparedness day on Feb 5.

- ii. Choose one substantial facilities improvement project and chase it all the way.
  - 1. Relocating the library and TK.
  - 2. We have a parent volunteer who is an architect. It will be a combo of parent volunteers and contractors over the summer. Lots more to come.
- iii. Daily maintenance support.
  - 1. As a committee and as a parish, communication could be improved. Melody and parish staff and school's needs. We have an inspection report. We are not doing preventive scheduled maintenance. But this is all solvable.

c. **Finance** (Hilary Clendening)

- i. Reviewing the school's historical financials and monitoring annual budget. We are meeting tomorrow. But we've reviewed everything so far.
- ii. Prepare an annual budget. We are getting it on the calendar. We have the final pieces of the puzzle in. Waiting on the diocese to provide last bits of info. Final piece is enrollment, of course. In the meantime, we set everything up assuming something similar to this year. And we can dial a few things up or down as necessary.
- iii. Evaluate processes and tools for optimization of best practices for efficiencies. This will be an ongoing part of what we do. Our first review went well. The representative from an outside oversight org approved of all internal processes.
- iv. Online giving tool set up
- v. Accounting software implementation. Conversation stage. It is possible. The Diocese allows it. We will target July 1.

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

- i. Leadership/Succession Planning for 2023/2024 school year. We will have to approach individuals.
- ii. Fundraising Strategy/Identification for 2023/2024 school year. Titan ticket successful. We must figure out a better way to manage the auction.

5. **Closing/Action Item** (Chanda Gonzales-Mowrer)

- a. Communication. We have an amazing school. The board work has been impressive. We should talk positively about our accomplishments and this is one of the objectives of tracking our goals more closely.

- b. The preferred method for talking about goals is writing a letter on behalf of the board. This is what we are working on. If we articulate what this board is working on, this can ensure ve faith and trust is commensurate with actual reality.