

St. Theresa School Board Meeting Minutes

General Information:	Meeting Date: January 9, 2024 Time: 7:00 PM – 8:30 PM Location: St. Theresa Library Next Board Meeting: February 13, 2024, 7:00 PM
Conducted by:	Quinn Henning-Hance
Recorded by:	Katie Bowman
Attendees:	Members Present: Katie Bowman, Quinn Henning-Hance, Fr. McCann, Alicia Ortegon, Freddy Peralta, Warren Strudwick, Tighe Wooldridge Members Absent: John O’Sullivan, Katie Purchase, Tara Tate

1. **Opening Prayer:** Father Bob

2. **Approval of Minutes:** December 2023
 - a. Deferred to next meeting to allow for further review.

3. **President’s Report:** Quinn Henning-Hance
 - a. Fundraising/Grantwriting - set up committee or set aside time in the monthly meeting for working on the project. Goal to convene before the end of January.

4. **Pastor’s Report:** Father Bob
 - a. Board Recruitment - reminder to recruit new members.
 - b. Successful Holiday Season - returning to pre-COVID attendance numbers.
 - c. School Concert - great success! Could there be an opportunity to communicate to all parents at this time?
 - d. Annual Parish Listening Session - on upcoming Sunday
 - e. 100th Anniversary Celebration - may be a good opportunity to reconnect with alumni, build relationships, and fundraise
 - f. Work Day - Goal to hold prior to Easter, which is March 31

5. **Principal’s Report:** Alicia Ortegon
 - a. Catholic Schools Week - students and teachers preparing for open house, science fair experiments will be on display in the gym, parents club providing teacher support, students to have spirit activities.
 - b. Finalizing 2024/2025 Calendar

6. **Parents Club Update:** John O’Sullivan
 - a. Preparing to provide support to teachers during Catholic Schools Week

7. **Catholic Youth Organization (CYO) Update** - Alicia Ortegon
 - a. Square electronic payment option implemented, going well.

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8. Committees Overview: Various

- a. Finance - Freddy
 - i. Tuition - Reviewed diocese recommended tuition increase, working towards determining local recommended increase. Discussed challenge due to most of the budget being fixed costs (salaries, benefits) that increase with cost of living. Discussed the need to diversify revenue streams through grantwriting, fundraising, etc. Reviewed diocese salary schedule, which is available on their website.
 - ii. Next - Determining final tuition increase recommendation and communications about what increases go towards, etc. over the next month.
- b. Communications - Katie
 - i. Supporting Admissions Director ahead of February 2 Admissions Deadline.
 - ii. Open houses, info sessions and tours continue to go well.
 - iii. Continue to work on gathering current data about outreach participation and historical data, working towards creating a 'trackable admissions funnel'
 - iv. Next - Meeting with the Admissions Director in January.
- c. Facilities - Steve
 - i. Continue to evaluate existing security systems and contracts and develop recommendations and plans for improvements.
 - ii. Next - Meeting in January.

9. Blacktop Buzz: Parent Feedback

- a. Scheduling coordination - discussed process for setting school calendar, which includes recommendation by school staff leadership team. Brainstormed additional ways to utilize facilities and generate revenue on off days during camp.
- b. Scam emails - Board receiving phishing emails. Principal to send a reminder to parents about avoiding scams via weekly newsletter.