

St. Theresa School Board Meeting Minutes

General Information:	Meeting Date: January 11th, 2022 Time: 7:00 PM – 8:30 PM Location: Online (Zoom) Next Board Meeting: February 8th, 7:00 PM (Zoom)
Conducted by:	Berni Gutmann and Chanda Gonzales-Mowrer
Recorded by:	Katie Bowman
Attendees:	Members Present: Katie Bowman, Hilary Clendenning, Michael Finnegan, Adriel Frederick, Chanda Gonzales-Mowrer, Berni Gutmann, Quinn Henning-Hance, Sophia Kassab, Fr. McCann, Alicia Ortegon, Carlos Palacios, Tracey Silva, Tara Tate Members Absent: None

1. **Opening Prayer:** (Father Bob)
2. **Opening Remarks & Reminders:** (Berni Gutmann and Chanda Gonzales-Mowrer)
 - a. Approval of December Board Minutes
 - b. School Application Update - 20 applications received for various grades, many more in progress
 - c. Annual Fund Update - \$50,000 raised to date, on par with this time last year
3. **Pastor Report:** (Father Bob)
 - a. Great to be back! Appreciates Principal and staff's commitment to students and safety
 - b. Gym construction update - Following water damage to the St. Theresa Event Center, and settlement with contractor, construction has been ongoing at the center.
 - i. Project Management - Oakland Diocese and St. Theresa Parish
 - ii. Scope - restoration, repairs and cleaning related to water damage (rather than upgrades)
 - iii. Replacing wood floors not included in scope at this time
 - iv. Future options for replacing wood floor may be explored among diocese, parish and school community following completion of current construction
 - v. Board will support Event Center Reopening Celebration once current construction is complete
4. **Principal Report:** (Alicia Ortegon)

COVID - Continuing to monitor and control spread at school. Principal assessing and adjusting programs and procedures based on recent Omicron surge.

 - a. Cases and Reporting - Very low student and teacher case counts at this time. Cases reported as identified. All those exposed are notified. Not able to share vaccination information.
 - b. Testing - Thanks to Oakland Diocese Superintendent's advocacy, at-home testing kits provided to all students. Board recommended that future time frames when testing will be required be considered and identified ahead of time to allow families to plan ahead and make appointments, purchase tests, etc.
 - c. Alameda Co Public Health updated regulations - aligning quarantining timeline and testing requirements with CDC recommendations.
 - d. Classes - No plans to stop in person instruction at this time due to very low student and teacher case counts (no remote or hybrid planned). Will continue to monitor and make adjustments as necessary.
 - e. Catholic Schools Week - Annual Open House will not be held in person at this time. May hold in person later in the year, or have an outdoor event in spring.
 - f. Some programs that were preparing to begin again are on hold (eg - Faith Families)
 - g. CYO - Paused current sports seasons. Will continue to evaluate and determine when can restart.

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5. **Parents Club Update:** (Tracy Silva and Sophia Kassab)
 - a. Star Committee - Successfully provided presents to teachers before holiday break.
 - b. Catholic Schools Week - Will provide support as needed based on updated plans.
 - c. Teacher Treats - On hold at this time as a COVID precaution.
 - d. Wine Cellar - raised appx \$5,000 and collected over \$1,600 in wines
 - e. Auction - Evaluating plans based on current COVID situation and community comfort-level. Considering in person and virtual options.
 - i. Goal - In-Person event, which is found to be the most successful and enjoyable format.
 - ii. Later In-Person Option - May postpone until a Sunday evening in March 13. Scientific modeling predicts that COVID situation will have improved by this time.
 - iii. Fundraising - \$20,000 raised to date.
 - iv. Communications - includes weekly newsletters, Konstella blasts, school newsletter content and parish Flocknote content.
 - v. School Board supports later date - Will poll teachers and Parents Club and notify community.

6. **Committee Updates & Objectives**
 - a. Communications/Marketing: (Michael Finnegan)
 - i. Social Media
 - Reach increasing - over 7,800 reached since the beginning of the school year.
 - Most popular post topics - alumni, CYO, admissions, and new teacher introductions
 - Instagram now active - small but growing reach of approximately 250
 - Committee members needed to help with additional post topics
 - ii. Recruitment - New student recruiting continues successfully, with 20 complete and virtual and in-person tours filling up.
 - iii. Parent Orientation - Will work with Principal to support these activities in the spring.
 - iv. Next Steps - Continue to collect, evaluate and report on communications data.

 - b. Facilities: (Carlos Palacios)
 - i. Continuing to monitor facility operations and maintenance. Preparing list of facility needs. Not pursuing any active projects at this time.
 - ii. Will support efficiency and other upgrades to gym/event center once complete
 - iii. Gym Construction Update - Parish and Diocese continue to manage ongoing construction.

 - c. Finance: (Berni Gutmann)
 - i. EANS Grant Received - Federal assistance to non-public schools to reimburse for costs of COVID response at school.
 - ii. Budget - Projecting balanced budget for year, pending successful auction.
 - Strong enrollment is important to support ongoing budget. Secondary focus is retention of current students.
 - Starting initial draft of budget for next year.

7. **Closing/Action Items for Next Meeting:** (Berni Gutmann and Chanda Gonzels-Mowrer)
 - a. Determine Auction Next Steps - including potential change of date
 - b. Strategic Planning Session - Board Co-Chairs will send out poll to schedule time.
 - c. Gym/Event Center Reopening Celebration Planning - Communications Committee