

General Information:	Meeting Date: June 6, 2023 Time: 6:30 PM – 8:00 PM Location: Zoom Next Board Meeting:
Conducted by:	Chanda Gonzales-Mowrer
Recorded by:	Michael Finnegan
Attendees:	Members Present: Alicia Ortegon, Chanda Gonzales-Mowrer, Michael Finnegan, Tracey Silva, Quinn Henning-Hance, Fr. McCann, Tara Tate, Katie Bowman, Steve Bond, Hilary Clendenning Members Absent: Adriel Frederick

1. **Welcome Opening Prayer** (Father Bob)

2. **Parents Club Update** (Tracy Silva)
 - a. John O’Sullivan is taking over!
 - b. John: It’s been a challenge to maintain community over Covid, but Tracy has really held the ship together, with countless hours. Parent’s club is in good shape.
 - c. Chanda: One of our goals was collaboration/communication between board and club.

3. **Opening Remarks** (Chanda Gonzales-Mowrer)
 - a. Approval of minutes. Tracy motions. Quinn’s seconds. Motion passes.

4. **Pastor Report** (Father Bob)
 - a. Reconfig of space for larger TK space is still in the works and proceeding smoothly.
 - b. A big thanks to the current board and Chanda board president for their service.

5. **Principal Report** (Alicia Ortegon)
 - a. Monitors in the classroom ... This project is done. No wires. Apple TV in any classroom. Everyone has access. Select your classroom.
 - b. Graduation was wonderful. 4 high schools came to present awards. Two students won a condelet award. A salesian award. Two presidential awards. One scholarship was \$28K. Our student really excelled. Different teachers give out

awards. Judy KK spirit award. Other awards. Only 3 are not going to Catholic high schools.

- c. Enrollment ... over 200 ...
6. **New Business: Budget** (Chanda Gonzales-Mowrer)
- a. Chanda: Budget for this year was balanced. Things were good this year. Hillary and Chanda made recommendations for things to boost - field trips, books. So then we made 3 budgets based on 3 different enrollment scenarios. The main one is based on a 200 student scenario.
7. **Committee Updates and Goal Reports - Self Assessment** Chanda and Michael will compose a final report on goal completion.
- a. **Board overall**
 - i. 3 of 4 goals completed. Need to complete the goal of providing a portal for parent feedback to go directly to Principal Alicia.
 - ii. We did communicate the stability of finances and enrollment. We did communicate goals of the board to the community. We did communicate the board role to the community.
 - b. **Communications/Marketing** (Katie Bowman)
 - i. Support Director of Admissions to promote awareness of school admission.
 - ii. Complete mission model canvas and report out info.
 - iii. Complete inventory of marketing and outreach and track data. We have an inventory, we have a calendar for admission. Now we need to start tracking. Partially Complete.
 - iv. For next year .. back-to-school night, at-a-glance doc,
 - c. **Facilities** (Quinn Hennig-Hance)
 - i. Parent volunteer workday. Fail. No one showed, except Carlos. So we'll have a pre-back-to-school workday.
 - ii. Choose one substantial facilities project. We worked really hard to get traction on getting materials together.
 - iii. Daily maintenance.. Definitely on that, always there on a moment's notice.
 - iv. Event center up and running .. auction, ravioli dinner, etc. Big win.

- v. A goal for next year is to include grant writing into the effort to help underwrite facilities goals.

d. **Finance** (Hilary Clendenning)

- i. Review schools historical financials and monitor annual budget - DONE
- ii. A goal for next year: Build a model to compare year-over-year. Move to Quickbooks Online.
- iii. Review annual budget. Will do it early next year.
- iv. Evaluate processes and tools for optimizing best practices. DONE
- v. Online giving tool setup: DONE (we are not getting more funding, more quickly)
- vi. Accounting software implementation. Discussing.

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

- i. Leadership succession planning. DONE. And we have a VP, Shannon.
- ii. Fundraising Strategy .. Auction in Fall. Moving along.
- iii. One of my goals for next year .. Konstella adoption is 100%.
- iv. End-of-year gifts for teachers.. \$150 amazon gift cards for staff.

8. Side conversation on communications unification.

- a. Konstella, PowerSchool, Team Snap, Newsletters, Teacher Communications

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