

St. Theresa School Board Meeting Minutes

General Information:	Meeting Date: March 8th, 2022 Time: 7:00 PM – 8:30 PM Location: Online (Zoom) Next Board Meeting: April 12, 7:00 PM
Conducted by:	Berni Gutmann and Chanda Gonzales-Mowrer
Recorded by:	Tara Tate
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:

1. **Opening Prayer:** (Father Bob)
2. **Pastor Report:** (Father Bob)
 - a. Lights were replaced in the church.
 - b. Lent beginning with online or in-person parish retreat starting March 9.
 - c. Clergy meeting taking place March 17.
 - d. The gym is very close to being handed over to the school with fire and city permits in progress.
3. **Approval of Minutes/Financial Account:** (Berni Gutmann and Chanda Gonzales-Mowrer)
 - a. Approval of February Board Minutes; Hilary Clendenning requests to amend spelling of Tracey’s name under section 2.a. Motion to approve with amendment - Bernard Gutmann, Second - Hilary Clendenning.
4. **Committee Updates & Objectives**
 - a. Finance: (Berni Gutmann)
 - i. Bank Signatures:
 - Michael Finnegan motions to remove Judith Koneffklatt from St. Theresa bank accounts; Bernard Gutmann seconds the motion; Motion passes unanimously.
 - Adriel Fredrick motions to add Alicia Ortegon to the St. Theresa bank accounts; Hilary Clendenning seconds the motion; Motion passes unanimously.
 - ii. Bernard Gutmann presented an initial budget proposal for 2022-2023; Initial budget due to dioceses in April; Final version due in September. Discussion highlights:
 - Prior to COVID, Parent Club contributions were 150K.
 - STEP has seen a decline in usage since many organizations offer a work from home environment.
 - The diocese has mandated a 5% salary increase.
 - Projecting operating costs to be similar to pre-covid operating costs.
 - b. Communications/Marketing: (Michael Finnegan)
 - i. Nationwide this is the first year that catholic school enrollment is increasing.
 - ii. The Marketing Communications committee is taking inventory of all communications that the school or representatives of the school send to current and prospective parents.
 - iii. Between the parents club, board, and administration, the next step is to provide clarity on who is responsible, accountable, consulted and informed.

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c. Facilities: (Carlos Palacios)

- i. Progress finding locksmith to rekey the gym.
- ii. Spring maintenance volunteer event in the works.
- iii. HVAC & Field: Generous funds from the auction 2 years ago for HVAC and Field delayed due to COVID. Working towards installing the HVAC system and repairing the field.
- iv. Security Cameras: Scheduling a walkthrough to decide location and type of cameras.
- v. Garden maintenance: event tentatively scheduled for March 25-26.
- vi. Painting: Interior classrooms tentatively scheduled for summer 2022.

d. CYO/Events Center (Clarence Robinson)

- i. Due to lack of interest in numbers, some teams were combined in either grade or gender. 8th grade girls basketball joined Corpus Christi in a show of sportsmanship for the final season.
- ii. Teams continue to practice at other gyms this year.
- iii. All games were pre-scheduled and thus, none are in St. Theresa gym.

5. Parents Club Update: (Tracey Silva and Sophia Kassab)

a. Auction:

- i. In-person: 167 people attending thus far.
- ii. Remote: virtual auction available for those who cannot attend.
- iii. 24 staff attended to support the auction.
- iv. Sweepstakes ends tonight, 3/8/2022.

b. Upcoming:

- c. Next Parents Club Meeting March 15, 2022
- d. Will we reschedule an open house?
 - i. Alicia Ortegon provides tentative dates: March 27 or April 3.
- e. Need to define grandparents' day as well as new families welcome & ambassador families.

6. Principal Report: (Alicia Ortegon)

- a. New kindergarten teacher starting Monday; Working on getting a kindergarten aide.
- b. Acceptance letters went out last weekend.
- c. Started outdoor mask policy on Monday.
- d. Will discuss and review indoor mask policy over the coming weeks.
- e. Annual fund over 78K; Pledges at 82K.

7. Upcoming Feedback Session Ideas/Additional Action Items: (Berni Gutmann and Chanda Gonzels-Mowrer)

- a. Board is open to meeting anytime to discuss budget and strategy.
- b. Request from families for the board to host "office hours" to allow open communication.
- c. Idea to replicate the 2020 family survey.
- d. Action - Chanda to send out a poll to determine availability to discuss ideas.