

<b>General Information:</b>	<b>Meeting Date:</b> November 29, 2022 <b>Time:</b> 6:00 PM – 8:00 PM <b>Location:</b> St. Theresa <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> Fr. McCann, Alicia Ortegon, Chanda Gonzales-Mowrer, Michael Finnegan, Tracey Silva, Tara Tate, Katie Bowman, Hilary Clendennings, Adriel Frederick, Quinn Henning-Hance, Steve Bond  <b>Members Absent:</b>

1. **Welcome** (Alicia Ortegon and Chanda Gonzales-Mowrer)
2. **Opening Prayer** (Fr. Bob McCann)
3. **Pastor Report** (Fr. Bob McCann)
  - a. It is advent. New church year. Tonight was the advent of candlelight. 50 women and 25 men signed up. Great season for readings and music.
  - b. Thank you for your support of the socks return. St. Vincent DePaul was overwhelmed. We beat the Parish!
  - c. We usually have 2 grades once or twice per week coming to morning mass. 8th graders were with the PreK. Just nice to see. The school faith families are coming together.
  - d. Sacramental classes for parents are coming soon.
  - e. Ongoing episodes with the event center. Mold was found. Tomorrow in the equipment room, they will remove a wall up to 4 feet. Maybe it was never resolved in the first place. Maybe there is a new leak. We have a new more efficient water heater.
  - f. Meeting with the diocese, Oliver, Melody, Contractors, Quinn. We don't want to piecemeal this. It is still our focus and we will get it done.
  - g. Alicia added - end of last year was the first time we were able to be in the event center. We've come a long way.
4. **Opening Remarks** (Chanda Gonzales-Mowrer)

- a. Tracy moves, Quinn seconds. Minutes approved
5. **Board Goals** (Chanda Gonzales-Mowrer)
- a. The St. Theresa School Board would like to formulate a set of clear goals. These should be measurable in some way to facilitate (1) getting little wins here and there AND (2) easy conveying by all of us to the great St. Theresa community. Every member of the board, ideally can confidently convey to our community exactly what each committee does and exactly what achievements they've made.
  - b. The larger objective is to have tangible bite-sized goals which improve St. Theresa and which are reportable to the greater community.
  - c. Goals can be added or modified. We will use a color code to keep track.
  - d. Quinn. Comprehensive maintenance schedule, so everything is not done by triage. We have no handle on routine scheduled maintenance. Roof. Filter replacement. Melody must be in the loop.
  - e. Chanda. Hopefully this is a running doc for future years.
  - f. Quinn. We need a 'binder'. Where is the 'binder'?
  - g. Alicia. The school and the parish operate hand-in-hand. Alicia cannot speak for the entire facility at all times.
  - h. Father. The goal sheet can be used to track/attract new members.
  - i. So here are the overarching Board Goals to be led by Chanda and Michael
    - i. Determine with school administration how to receive and report out parent unsolicited and solicited feedback (develop operating plan)
    - ii. Determine with the board and school administration how to positively calm nerves about uncertainty around financial stability/enrollment numbers at the school (develop communication plan). The idea is to allay fears. If we have talking points and a communication plan.
    - iii. Steve. Enrollment has dropped about 3% each year over the past 5 years. Tracy. Lots of change during Covid. Families are having fewer children. We have a similar number of families. Chanda. These are great facts, but we have no communication plan.
    - iv. Quinn talking points. Environment, things are fine, the budget is fine, we are taking applications,
    - v. Michael talking points. Catholic schools enrollment is increasing for the first time in a generation.

6. **Principal Report** (Alicia Ortegón)

- a. Report cards are coming out this week. I read them all. I know how kids are progressing.
- b. Athletics meeting. Today at 7:30, they are clearing out the equipment room. Kids can still practice.
- c. We are having trouble staffing the event center. Dan Lynch is the chairperson. He has to lock up, fill in, if someone doesn't show. I reached out to root on what they are doing to ensure gyms are being staffed.
- d. Hillary. Team Snap. Can we post messages there? We have not found where to sign up. (It is on Konstella).
- e. Alicia. This is the first year the event center is back up. So getting systems in place.
- f. Chanda. I would work for other grades' games, but don't know where to sign up.
- g. Alicia. CYO world has to get this together. Coaches should be responsible. But this is a high priority. Tracy. Can we get in the newsletter? Alicia. I will figure out how to message.
- h. Can we use Venmo to get into the Event Center? But this is a bank account issue. Tracy. Denise Ebright brought this up to me. Quinn. I had cash. A family did not have cash so Venmo'd Quinn. And Quinn paid. Alicia. School and CYO accounts are different.
- i. Father Bob. Diocese has no problem with Venmo. With Flocknote, I want to go to crab feed and pay for that, that way. So we set up Venmo to fy I money into the Church account.
- j. Tracy. Cath Brady set up online giving. Set up a CYO choice. There is a link. Get a QR code for that link. QR code.
- k. Alicia. I reached out to Root to see what they are doing.
- l. Major school finance review. Rep from Arminino McKennah. Vera submitted documentation. Meeting with them. Father. Diocese mandates this. The Diocese gets nervous about it. They pull checks, they double check our work.
- m. Hilary. I am happy to be a part of this. I have participated in audits for many years. I am happy to review the recommendations and help on implementation.
- n. Alicia. Socktober was successful. New project. Oakland Catholic Worker. We were supposed to have a tree setup. A tree will be in the lobby. The OCW nicely talked about food insecurity. Kids are supposed to earn money.
- o. TK/kindergarten open house. Standing room only! Need more chairs. In the Kinder room. Kinder room is gorgeous. Showcase room. 1 parent ambassadors. Tree house.

- p. 1-5 info session last week. In the meeting room. Good turnout. Good questions. Lots were looking to leave OUSD. No homework. No communication. How we involve parents is discipline issues. What services are offered. We are an LGBT community, would we be accepted here. "Of course". Recommended to Father J Martin's books on inclusivity.
- q. 2nd, 4th, 5th grade new families came in, and they shared experience. Non-catholics let them know St T. is very accepting.
- r. Chanda. Should we add language on websites to address questions?
- s. Quinn. We don't want to get involved in issues where you force things on kids.
- t. Quinn. The marketing strategy needs to convey we are open to all.
- u. Tracy. Our biggest opportunity is Hillcrest stopping middle school. Montclair moms group. Can we post in there?
- v. Quinn. We should post on NextDoor.
- w. Father re Hillcrest. You don't have to lose your neighborhood school.
- x. Thursday is the final info session. 8-10 people showed up. Michelle Halligan and I talked about setting up an orientation. We are preparing our students for the academic rigor of Catholic high schools.
- y. First tour was today. After a kinder, info session, everyone signed up for a tour.

## 7. **Parents Club Update** (Tracy Silva)

- a. Family dance was terrific
- b. Titan ticket was successful. Raised \$20K. This was our goal.
  - i. Black and white photos ?
  - ii. Every kid is getting a t-shirt. A couple of parishioners paid to make sure all students received t-shirts. We have enough for STAR, as well.
  - iii. We have 29 families on financial aid.
  - iv. There were only about 20 families that did not buy.
  - v. Let's do it every year!
- c. John O-Sullivan and another developed a volunteer hours dashboard. A link in Konstella. By grade. Can see how many hours. How many traffic hours. How many event centers? There will be a link on the dashboard to submit hours. Go to more/files/links.
- d. Auction. Plans are coming along. Kelly Hader is a workhorse. We are back in the event center. Melody is a great help. 200 people. We've asked for donations, cabins, houses, Twain Harte cabins, etc. We'll have a silent auction in the meeting rooms. The Silent Auctions are smaller things.
- e. Auctioneer Choices. Which one do we choose? Committee is still deliberating

- i. Option 1: Keith McClaine
- ii. Option 2: Two parishioners, Jay and Al can do t
- iii. Option 3: Franco Finn
- f. Chanda. How are we marketing beyond current families?

## 8. **Committee Updates and Objectives**

### a. **Communications/Marketing** (Katie Bowman)

- i. Some of the goals are very short term.
  - 1. Flyers.
  - 2. Post to Next Door
  - 3. Looking into paid ads
  - 4. Parish outreach
  - 5. Supervillain program / See what other schools do
  - 6. Build a 'binder'
  - 7. Id zip codes. Father Bob to give zip codes What is the point here?  
To see where St. T is drawing from.
- ii. Annual fund = extra curricular activities.
- iii. Children's hospital, wheelchair basketball.
- iv. Alicia. Let's have a QR code outside church. "Want to know about St. T?"  
Then the QR code is there. We can have one at the event center, too
- v. Farmer's market.. not super productive.
- vi. What about street fairs? Tough to staff. Unsure about bang for buck.

### b. **Facilities** (Quinn Hennig-Hance)

- i. Goal 1: We need a "binder" to hand off.
  - 1. Power ranking of projects, with costs, priority, needs. New lawn, new roof, new monitors. .... Let's get a list.
  - 2. Daily maintenance
- ii. Goal 2: Parent workday. A holiday or Saturday. Window repair, HVAC, and a handful of other things. Get a refresher bag of play structure mulch.
- iii. Goal 3: Facilities project. Library-TK shuffle. A 4th and Kinder parent architects are doing the design. Working on layouts.
- iv. Tracy. Can we attach a paddle raise at auction to a particular goal?

### c. **Finance** (Hilary Clendening)

- i. Finance Committee Goals:

1. Review historical financials. Last month. Review trends, compare year over year.
  2. Prepare annual budget in February
  3. Support Vera and accounting processes in school. Make recommendations on efficiency and best practices. (Maybe next year, we will consider software implementation.)
- ii. Overall, we are in a comfortable financial position. Some expenses are dependent on the auction/parent club. Overall we'll be ok. Beginning of the year, running a loss. But revenue burst in the middle of the year, and then end of year.
  - iii. Adriel has an online giving tool set up!
  - iv. Tracy. Chanda. We need to review the school contract.
  - v. Alicia. There will be a significant jump in payroll for teachers. Last year up 4.9%. A set of approvals from Bishop. For numbers for what we need to pay payroll. Then diocese suggests what tuition should be.
  - vi. Chanda. Senior teachers left. Lower paid newer teachers. This helped the budget. Tuition was up 4.8% .. so this aligns with teacher payroll.

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

- a. Not meeting in December.
- b. Send revised goals by Christmas.