

General Information:	Meeting Date: September 06, 2022 Time: 7:00 PM – 8:00 PM Location: Zoom Video Call Next Board Meeting: , 7:00 PM (Zoom Video Call)
Conducted by:	Chanda Gonzales-Mowrer
Recorded by:	Michael Finnegan
Attendees:	Members Present: Fr. McCann, Alicia Ortegon, Chanda Gonzales-Mowrer, Michael Finnegan, Tracey Silva, Tara Tate, Katie Bowman, Hilary Clendennings, Adriel Frederick, Quinn Henning-Hance, Steve Bond Members Absent:

1. **Welcome** (Alicia Ortegon and Chanda Gonzales-Mowrer)
2. **Opening Prayer** (Fr. Bob McCann)
3. **Pastor Report** (Fr. Bob McCann)
 - a. The Parish Feast Day was very successful. (We used to have a full BBQ, but the City of Oakland mandates a fireman be there, which is a \$2000 fee.)
 - b. We have passed all fire inspections in the kitchen in the event center and kitchen in the parish hall. Yay!
 - c. We need a water heater in the event center. The first bid was \$17K, but we interviewed a number of different vendors and now have a bid down to \$8K. We may go with a tankless water heater. Higher upfront cost but more efficient.
 - d. People are coming back to the masses. We reinstated the 5pm mass. There was a nice crowd at the outdoor Feast Day mass.
 - e. The entire school staff went to the Cathedral for Elementary Staff Day.
 - f. CYO is up and running.
 - g. It is really seeming like a more normal year, at the school and parish.
 - h. Mary, a former St. T science teacher, passed. She dedicated 46 years to Catholic education. Her 6 kids will be here tomorrow to bury her. Reception will be in meeting rooms.

- i. By the way there is an agreed upon priority use for St. T facilities. Parish then school then other groups. The Clarewood gates stay open when the parish is using the facility.
 - j. Quinn is painting the 'big toy' i.e. the playground.
 - k. The animals got quiet on the blacktop when the St. Francis blessing began. The dogs, chickens, hamsters, and cats just know!
 - l. We need a board rep to the parish council. Michael was a delegate in the past. Someone from the school board goes to the parish council meeting. They meet monthly, 7 or 8 times a year. Meetings are the 2nd Thursday of the month. This will help improve young people's programs and forge a better connection to the school.
4. **Opening Remarks** (Chanda Gonzales-Mowrer)
- a. MOTION to accept the minutes from the last meeting. Adriel moves to accept / Steve seconds. Motion passes. Michael to send minutes to Steve, Father Bob, and Alicia
 - b. MOTION to approve Alicia to be Executor on St. T School Bank Accounts. Adriel moves/Katie seconds. Vote 11 yes, 0 nos. Motion passes.
 - c. Let's everyone on the board sign up for Titan Tickets! Let's get 100% board participation!
5. **Principal Report** (Alicia Ortegon)
- a. Someone's lunch box got peed on by an excited and well blessed dog on St. Francis' holy day.
 - b. The entire school staff really enjoyed the Friday service at the Cathedral last Friday. Great spot, toward the back. Lunch with everyone after.
 - c. Thank you to Quinn for fixing the playground! No more caution tape..
 - d. Service learning
 - i. First service learning project-in-a-bag. Partnering with the Social Justice Committee
 - ii. Next project is sock-tober. Partnering with St. Vincent De Paul.
 - iii. Then partnering with Catholic Worker in Nov/Dec
 - e. On Friday, progress reports come out. I spent one full day reading. (Usually, I take 4 days but lots going on). Progress reports are a snapshot halfway through the first trimester. Good to help kids see progress and get grades up if they need to.
 - f. Safety and security drills

- i. We did a fire drill last week. It frightened the TK and K kids, but buddies helped. Everyone successfully evacuated. All teachers carry a backpack out. Backpacks have names of all students. All teachers know they can take over and operate as the principal if necessary. Backpack has instructions and phone numbers.
 - ii. We will do an Earthquake drill next. One drill each month.
 - iii. Will eventually do a full evacuation drill where all kids actually do go home. We are out of compliance on this one.
 - iv. Steve. Do we have an active shooter drill? Alicia. Yes, if there is an outside threat we lockdown inside. If there is an inside threat and we need to evacuate, there is a plan. We need to re-review it and practice it. A former police officer or firefighter developed the plan.
 - v. Chanda. We need to communicate these plans to families. Where is the meeting place? Can Alicia convey these plans to families? Kids were talking about the active shooter recently in Oakland. Some were scared. Tracy. What happened last Wednesday at Fontaine was chaotic. Before there is another Uvalde, we need to communicate that there is a plan. Only once have we done a family pick-up drill. Alicia. Each student has an emergency form, with their contact information, which is useful if the child is with another teacher. Teachers hand out these lanyards so all students are accounted for. We are working on it.
 - g. Kims was out for 2.5 weeks, Personal leave with family. Alicia was in the office most of the time. Kim has been back for 2 days.
 - h. Clarence ordered a canopy for various events. It went up at the Cross Country event. A great place for kids to see, a homebase. Safety, shade, name ... all kinds of good purposes. Available for other events.
 - i. Tracy. Where is our big flag? We need a big flag.
 - j. Middle school conferences start next week.
 - k. Oct 23 Live Scan coming. Parents need documentation, need proof of documentation if they are volunteering in the presence of children.
 - l. Halloween parade. Haunted house. Mr. Maas is working through the details.
 - m. Picture makeup day in STEP
6. **Parents Club Update** (Tracy Silva)
- a. We kicked off sales for the Titan ticket yesterday! Chanda pulled together a great team of people. Hilary and Tara stepped up on marketing. The flier was out today. As of this morning 30 ticks sold, \$4500. Cathy Brady will message in flocknote and in the bulletin. All this funds STAR, support of teachers and staff.

The messaging to the parish would be to see if anyone wants to sponsor for a family?

- b. Pastor. Were we selling Titan tickets at the festival? Tracey. No, not about fundraising.
- c. Feast day. Kevin Korbet started talking about the auction. He will offer his Twain Harte cabin. Melody on how many, layout
- d. Parents club meeting on Thursday this week. We still need family dance, pay-to-play. November 18. In the event center. It is a Friday. Pay-to-play family dance.
- e. \$400 to buy 200 magnetic circles for cars. Should we do? Does the school buy? Does the Parents Club buy?
- f. Auction items.
 - i. Succession. No VP or second auction chair.
 - ii. As we get more students from public schools. Do we need prep before school starts? If we are going to be successful, with Hillcrest closing their middle school, this will be more important.

7. Committee Updates and Objectives

- a. **Communications/Marketing** (Katie Bowman)
 - i. Good conversations this summer with Alicia and Michelle. Great to see new families in K. There are multiple families from the same Treehouse pre-school.
 - ii. Our overarching goal. Support positive communications with a goal to support and boost admissions.
 - iii. There is a diocesan communications training. Supervillian. They challenged each school to complete a mission model canvas - this is like a SWOT exercise, but you define mission, and value proposition. Then document current marketing work. Then capture what data we can, like through surveys, and Michelle, and what people are saying, and web traffic, social media.
- b. **Facilities** (Quinn Hennig-Hance)
 - i. Called in a welder to fix play structure.
 - ii. We are working with Alicia on a window order. Some windows are not functioning properly.
 - iii. We have a volunteer day. Do all window repairs, touch-up painting, pressure washing.
 - iv. A parent volunteer, who is an architect, is helping us move the library.
 - v. A couple of speed bumps are dislodged.

- vi. On air conditioning, we worked hard to get bids. The goal is to install AC in all of the classrooms. We should let the community know we have not forgotten.
- vii. We can improve the efficiency of the heating system
- viii. Facility committee goals for 2022-2023.
 1. Facilitate a successful volunteer day or two
 2. Chase one big project all the way out.
 3. Daily maintenance.

c. **Finance** (Hilary Clendening)

- i. Have not gotten together
- ii. Goals
 1. Prep budget for next fiscal year. Renew financial statements, ask questions, provide oversight. Finance team is just Vera and Alicia.
 2. Serve as fresh eyes with tools and processes in place. Should we move to quickbooks online? The cloud is more secure. Duplication. Two step authentication.
 3. Online giving on the schools side, reviewing tools and software.
- iii. Alicia. Vera has the budget. Katie. Could we see the approved budget? Hilary. We only see rolled up info. We don't have access. It is on a pretty tight lockdown. Katie. We should be able to see percentages. Adriel. Bernie had high level numbers which seemed to be satisfactory. Alicia. We could invite a select group of board members (like the finance committee members to see). Salaries would always be considered confidential. First, we will double check to see what we could share at this level. Chanda. Suggests the finance committee joins these meetings and reports back to board. Alicia. At the next meeting we can do a brief presentation.

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

- a. Thank you everyone for coming up with and sharing goals. Michael may reach out for clarification
- b. Michael and I will put together a chart or graph, with something like a red-yellow-green status, so we can see where we are at, track status.
- c. And Michael and I will layer on two high level goals to our board effort, as well. These will be measurable. We will present at the next meeting.
- d. And we'll figure out a way to more concretely share all of our progress with the school

- e. Tracy. What is the best way to handle referrals from interested families? Alicia. A followup email from Michelle would be great. Katie. Will send an email to Michelle on this. There are two info nights. We can have families come then. Feb 3 applications are due. I've heard that once families talk to Michelle, they are sold. Quinn. Last school year we were in triage mode. We should leaflet every preschool we can, we should have a waiting list. Alicia. Michelle and Alicia are holding a pre-school administrators info session. Ms. Rodriques is on it too. Katie. Website has info. We can direct families there.
- f. Hllary. The total enrollment is near 190. But on Konstella there are 174, so said a parent. Why is there a difference? Chanda. Total enrollment is 188. It is in the budget. Tracy, Will ask Bill Hackenthal about the discrepancy. Tracey. Maybe we don't have 100% signup on Konstella.
- g. Tracy. We will order stickers. Quinn says yes. We all say yes.