

# St. Theresa School Board Meeting Minutes

<b>General Information:</b>	<b>Meeting Date:</b> October 10, 2023 <b>Time:</b> 7:00 PM – 8:30 PM <b>Location:</b> School Library <b>Next Board Meeting:</b> November 14, 7:00 PM
<b>Conducted by:</b>	Quinn Henning-Hance
<b>Recorded by:</b>	Katie Bowman
<b>Attendees:</b>	<b>Members Present:</b> Katie Bowman, Quinn Henning-Hance, Fr. McCann, Alicia Ortegon, Tara Tate, Freddy Peralta, Katie Purchase, Tighe Woolridge <b>Members Absent:</b> Steve Bond, John O’Sullivan, Warren Strudwick

1. **Opening Prayer:** Father Bob
  
2. **Approval of Minutes:** June 2023, September 2023
  - a. June 2023 - Motioned by Tara, Seconded by Quinn, all in favor.
  - b. September 2023 - Motioned by Katie, Seconded by Freddy, Approved as amended with correction to spelling of Canon lawyer.
  
3. **President’s Report:** Quinn Henning-Hance
  - a. Requests that all Boardmembers attend and support the auction, and continue to recruit/encourage future members.
  - b. Follow Up - Alternative Revenue/Fundraising Streams - will explore grantwriting and other opportunities following the auction.
  
4. **Pastor’s Report:** Father Bob
  - a. Parish festival went well - appx 250 in attendance.
  - b. Successful teaching mass with students in their faith families.
  - c. Deacon Mike was ordained and will continue to interact with the students.
  - d. Parish supporting school with permits and other matters related to auction.
  - e. Diocese bankruptcy work continues, but the school’s finances are separate.
  - f. Synod, the religious gathering, continues in Rome. Key topics under discussion include women priests, married priests and same sex marriage.
  
5. **Principal’s Report:** Alicia Ortegon
  - a. Progress reports being released. Parent Teacher conferences will occur the week of October 23rd. Middle school students are to attend.
  - b. Parent Volunteers, who have not completed it previously, may sign up for Livescan. (only need to complete once)
  - c. Community Activity - ‘Socktober’ sock fundraiser and card writing underway.
  - d. Follow up - Encourage families to participate in Socktober.

# St. Theresa School Board Meeting Minutes

## 6. Parents Club Update: John O'Sullivan

- a. Written Update Provided: Fundraising and preparation for the Auction is going well, increasing by over \$27,000 over the past month, largely due to Titan Ticket sales and building excitement about the auction.
- b. Follow up - continue to recruit large auction items.

## 7. Catholic Youth Organization (CYO) Update - Alicia Ortegon

- a. New Athletic Director Selected - Carlos Palacios and Anne Pierce
- b. New Event Center Coordinator - Jeff Barrows
- c. Electronic Payment - preparing for electronic payment through Square.

## 8. Committees Overview:

- a. Finance - Freddy - Reviewed August and September financials, performing in line with budget. Will review following the fundraising from the auction. School performance metrics being reviewed for sharing.
- b. Communications/Marketing - Tara -
  - i. Admissions season is in full swing. Parents are supporting promotion through flyers, banners, events, etc. Working with the Director of Admissions to track the number of interested families (22) and compare against previous years. Evaluating student recruitment incentives. Goal of school is to balance growing long-term families that want to be a part of the community with fast enrollment growth. Identify local activity calendar and align marketing and events with local calendar.
  - ii. Goals - Develop an Admissions Playbook and create a trackable Admissions Funnel that tracks interested families through the admissions process from interest to enrollment.
  - iii. Follow Up - evaluating ability to have Parent and Student Ambassadors help with tours.
- c. Facilities - Quinn -
  - i. Goal - Developing Playbook documenting identified projects, rough cost estimates, and facility inspection report ranking projects based on risk. Explore joint committee between school and parish to support facility work.

## 9. Blacktop Buzz: Parent Feedback

- a. Technology Policy - Parents encouraged to review school policy, as challenges are arising. A number of topics are covered in the classroom through the Common Sense Media curriculum. <https://www.sttheresaschool.org/wp-content/uploads/2023-2024-Family-Handbook.pdf>
- b. Admissions -
- c. Homework -
- d. Parent/Teacher Communications Protocols -