

St. Theresa School Board Meeting Minutes

General Information:	Meeting Date: September 19, 2023 Time: 7:00 PM – 8:30 PM Location: School Library Next Board Meeting: October 10, 7:00 PM
Conducted by:	Quinn Henning-Hance
Recorded by:	Katie Bowman
Attendees:	Members Present: Katie Bowman, Quinn Henning-Hance, Fr. McCann, Alicia Ortegon, Tara Tate, John O’Sullivan, Freddy Peralta, Warren Strudwick, Tighe Woolridge Members Absent: Katie Purchase, Steve Bond

1. **Opening Prayer:** Father Bob
2. **Approval of Minutes:** June 2023 - Could not approve minutes due to lack of quorum of members present at that meeting. To approve at a future meeting.
3. **Presidents Report:** Quinn Henning-Hance
 - a. Role and Expectations of Board, Goals for the Year
 - b. Overarching Goals - advising school leadership, supporting enrollment, fundraising, and mid to long-term planning.
4. **Pastor Report:** Father Bob
 - a. Overview of role and goals for the Board - including cooperation between the school & parish.
 - b. Overview of His Role at School - leads the Church’s ministries, including the school; oversees final decisions regarding operations and staffing; encourages different ministries of parish to collaborate (Men’s Club, WINGS, etc.); and supports principal, teachers, students of school. All in addition to overseeing parish business and ‘day job’ of Cannon lawyer and graduate teaching.
5. **Principals Report:** Alicia Ortegon
 - a. Overview of upcoming activities and fundraising campaigns to promote (Titan ticket)
 - b. Review of Diocese School ‘Report Card’ including student scoring, financial health, and other metrics as compared to other public and parochial schools in the area.
 - c. Overview of Goals - which include goals associated with the school’s WCEA certification (6 year term), annual goals for the Dioceses, and unique school goals. Top goals include increasing enrollment and support academic excellence.
 - d. Follow Up - Communication Comm. to discuss with Ms. O ways to share positive school data
6. **Parents Club Update:** John O’Sullivan
 - a. Fundraising - Auction preparation is in full swing, 20% of annual goal raised, Titan Tickets moving slowly.

St. Theresa School Board Meeting Minutes

- b. Follow Up - Boardmembers asked to brainstorm big ticket auction items and share with Parents Club. Standard fundraising request letter to be sent to the Board to share when making requests for donations.

7. **Committees Overview:** Updates, Role, Last Year and This Year's Goals

- a. Finance - Reviewing financials, brainstorming fundraising and grantwriting opportunities, including identifying parents with expertise who may be interested in volunteering.
 - i. Follow Up - Identify projects to fundraise for, which may include air conditioning, gym restoration, software tools, or staffing support. Consider putting fundraising and grantwriting opportunities on Konstella.
- b. Communications/Marketing - Goals include supporting the Director of Admissions, developing ways to track and evaluate data and make marketing decisions based on this.
 - i. Follow Up - Ideas include promoting the success of graduates, pursuing updated demographic information, promoting the opening and welcoming nature of the community, and training parents to provide tours.
- c. Facilities - Goals include moving the library and TK room to allow for a teacher's lounge and holding additional school/parish workdays.
 - i. Follow Up - Will review past facility goals and assessments and report out at next meeting. Identify projects and get good estimates for facility fundraising campaigns for auction.

8. **Blacktop Buzz:** Parent Feedback

- a. Fundraising Calendar - publish 'Calendar of Asks' to reduce confusion over dates/requirements
 - i. Follow Up - Parent's Club to share their 'Handbook' which includes fundraising dates/requirements, consider creating one-page guide
- b. Classroom News - Field Trips and in-classroom volunteering are approved, at the discretion of teachers whether they occur. More logistics/challenges for younger grades.
 - i. Follow Up - Share this information with room parents, who can then share with other parents as appropriate.