

## St. Theresa School Board Meeting Minutes

<b>General Information:</b>	<b>Meeting Date:</b> October 12th, 2021 <b>Time:</b> 7:00 PM – 8:30 PM <b>Location:</b> <a href="https://csdo.zoom.us/j/84309188256?pwd=dzd6b1pOTUcxUE16RDVUeTJwaTI1UT09">https://csdo.zoom.us/j/84309188256?pwd=dzd6b1pOTUcxUE16RDVUeTJwaTI1UT09</a> <b>Next Board Meeting:</b> November 9th, 7:00 PM (In-person)
<b>Conducted by:</b>	Berni Gutmann and Chanda Gonzales-Mowrer
<b>Recorded by:</b>	Sophia Kassab
<b>Attendees:</b>	<b>Members Present:</b> Alicia Ortegon, Berni Gutmann, Carlos Palacios, Sophia Kassab, Chanda Gonzales Mowrer, Michael Finnegan, Tracey Silva, Tara Tate, Katie Bowman, Adriel Frederick, Quinn Henning-Hance, Hilary Clendenning <b>Members Absent:</b> Fr. McCann

1. **Opening Prayer:** (Alicia Ortegon)
2. **Opening Remarks:** Berni Gutmann and Chanda Gonzales-Mowrer
  - a. Approval of September Board Minutes to be posted on school website
    - i. With change of wording regarding members of committee from parents to community, minutes from September meeting were approved to be posted to the website
  - b. Welcome Letter with Bios of Board Members posted on school website
    - i. To be included: a photo/headshot and a personal statement that would include your role on the Board, reason for your commitment to St. Theresa, kids' grades, area of expertise; personal statements will show quality and diversity of our Board, and is a good marketing element to include on the website
  - c. Summary Board Highlights in Principal Newsletter
    - i. Will help clarify the difference between the Parents' Club and the School Board
    - ii. Call to action: include a short statement about what the Board is currently working on in the newsletter the week after each Board meeting that would reflect activity in prior month's minutes
  - d. Reminder to get names in for Technology Committee by November 9th
    - i. Reminder to Board members to send in suggestions for parent nominations to technology committee
3. **Pastor and Principal's Report** (Alicia Ortegon)
  - a. Fr. Bob's surgery scheduled for Monday, October 18th and he is now on medical leave
  - b. Mr. Cakebread had surgery today and it was successful
  - c. A number of teachers have been out due to impact of the booster shot
  - d. Focus currently on the upcoming accreditation visit; lots of activity and focus on preparation: October 25th, 26th, and 27th
  - e. Parent Teacher conferences started this week
  - f. Still determining if younger grades' parent teacher conferences can be held in person, to be held the first week of November
  - g. School will provide Live Scan (fingerprinting) services onsite in the library on October 24th; information will be sent out in the newsletter for sign-ups
  - h. Back garden is very overgrown; Ms. Ortegon will work on organizing a small group of volunteers to perform a garden clean-up

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4. **Old/New Board Business:** Berni Gutmann/Chanda Gonzales-Mowrer/Alicia Ortegon
  - a. Pastoral Committee Representative
    - i. Role and activities: Meets with the Pastoral Council (led by the Pastor and President of the Council) and is the key bridge between the school and the church.
    - ii. Practical obligation: report to council what's happening with the Board and within the school, and then relay church information back to the Board
    - iii. Council meeting is the 2nd Thursday of each month
    - iv. Carlos Palacios will take the lead, with Tracey Silva as backup
  - b. Annual Fund Commitment from the Board
    - i. Goal: \$110,000.
    - ii. To date: \$36,000 pledged, \$14,000 collected. 28% of families have pledged
    - iii. A good school talking point: 100% Board and Staff contribution. Berni requested that if members have not yet pledged, please make a commitment
    - iv. Call to action: streamline the annual fund giving process as well as the corporate matching process. Members suspect fundraising options may be missed due to unnecessary complexity
    - v. Adriel Frederick volunteered to take this as an action item
    - vi. Board supports the initiative to set up a direct giving opportunity on the website as well; Adriel will look at options for direct giving platforms
    - vii. Carlos to inquire about what the Church uses for automatic giving; great for ease of use
  - c. School Board Online Reviews
    - i. Board call to action: in the next five weeks: Yelp, Google, Greatschools, Niche, Private School Review are sites targeted by the school
  - d. School Board Community Service Project/COVID friendly
    - i. Chanda recommending that the Board take on setting up a community service project over the Holidays that all grades can participate in together
    - ii. Tracey Silva: suggested that the school collaborate on projects that the Parish is already working on.
    - iii. Key component of experience is to ensure kids receive information about where donations are going; Ms. Oregon confirmed that the project will be integrated into the religion curriculum.
    - iv. Ms. Ortegon - would like to look into Thanksgiving baskets as a project.
5. **Parent Club Report:** Tracey Silva and Sophia Kasaab
  - a. STPC President's Comments:
    - i. Accreditation visit: STPC is working on setting up hospitality for visiting team
    - ii. Parent nominations still needed to meet with accreditation team (need four more)
    - iii. Traffic - afternoon traffic duty continues to have challenges (childcare/kids remaining with parents resulting in safety concerns)
    - iv. Inquiry for school administration: can 7th and 8th graders be called upon to assist with cones? Tracey to explore options.
    - v. Inquiry for Aftercare: can parents leave kids at STEP when doing cone duty? Tracey to inquire
    - vi. Quinn offered to cover the rest of the month if set up can happen at 6am
    - vii. Flash uniform sale was held this past month, and was successful; and there may be another sale in December
    - viii. There was a leak in storage room at back band storage room, and some uniforms were damaged and had to be discarded

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- ix. STAR leads will be gearing up for holiday giving, communications coming soon
- x. Next STPC meeting is October 19th at 11:30 am.

### b. Fundraising Update:

- i. Read-a-thon - going well, but somewhat behind on revenue YOY
- ii. Once Read-a-thon wraps up we will move right into wine raffle, and will start some auction communications
- iii. Auction outreach will begin in earnest once we return from Christmas break

## 6. Board Committee Updates:

### a. Marketing and Communications Committee: Michael Finnegan

- i. Review of 2020-2021 survey
  - 1. Things we cherish: community, academic excellence, principal connection, spiritual connection
  - 2. Areas of growth: diversity, pedagogy, responsiveness, leadership, curriculum/STEM, whole child, conflict resolution, marketing
- ii. Chanda: good information to be shared with new Board members to keep in mind as we work within our committees
- iii. Committee continues to support admissions recruitment
- iv. Call to action: build off of the survey in dedicated strategy meetings to create a list of priorities around marketing with the goal of increased enrollment and retention in mind; need to start with establishing how we want to position the school
- v. School marketing must also remain focused on retention - how to we market to within our community to keep our families here
- vi. Note: we have had to pivot to virtual tours for potential families

### b. Facilities Committee: Carlos Palacios

- i. Committee has developed a list of facilities jobs that volunteers can assist with
- ii. Will look at Saturday work day options and will work with STPC to post volunteer opportunities on Konstella

### c. Finance Committee: Berni Gutmann

- i. Held first meeting last week with the committee, reviewed P&L statement
- ii. Hilary to help Vera streamline process and reporting work
- iii. Will look to start budget process in December or January

## 7. Closing/Action Items for next meeting (Berni Gutmann and Chanda Gonzales-Mowrer)

- a. Chanda to follow up with Board leads regarding action items.