

## St. Theresa School Board Meeting Minutes

<b>General Information:</b>	<b>Meeting Date:</b> November 9th, 2021 <b>Time:</b> 7:00 PM – 8:30 PM <b>Location:</b> Parish Meeting Room <b>Next Board Meeting:</b> December 14th, 7:00 PM (Online)
<b>Conducted by:</b>	Berni Gutmann and Chanda Gonzales-Mowrer
<b>Recorded by:</b>	Katie Bowman
<b>Attendees:</b>	<b>Members Present:</b> Alicia Ortegon, Berni Gutmann, Sophia Kassab, Chanda Gonzales Mowrer, Michael Finnegan, Tracey Silva, Katie Bowman, Hilary Clendenning, Adriel Frederick, Quinn Henning-Hance <b>Members Absent:</b> Fr. McCann, Carlos Palacios, Tara Tate

1. **Opening Prayer:** (Alicia Ortegon)
2. **Opening Remarks:** (Berni Gutmann and Chanda Gonzales-Mowrer)
  - a. Approval of October Board Minutes - to be posted on school website
  - b. School Website/Reviews -
    - i. Board members requested to post school reviews on websites
    - ii. Welcome Letter with Bios of Board Members to be posted on school website
    - iii. Parent identified to take photos for website - Communications Committee to set shot list
  - c. Summary Board Highlights to be included in Principal Newsletter and on Konstella
  - d. Annual Fund Update - 36% of \$110,000 goal reached (\$46,000 pledged)
    - i. Finance Committee to look into adding link to website for giving
  - e. Parish/School Community Service Project
    - i. Finalizing holiday project in conjunction with Parish
    - ii. Explore second project in spring for Easter
    - iii. Principal discussed her goals for service learning, to be integrated with religious curriculum, with students taking ownership of projects
    - iv. Gonzales-Mowrer to follow up with Parish and Parents Club to finalize holiday project
3. **Pastor and Principal's Report** (Alicia Ortegon)
  - a. Parent Teacher Conferences were a success - parents enjoyed visiting school
  - b. Father Bob healing well
  - c. Accreditation Visit - went well
    - i. Report of findings completed and will be reviewed in May for a 6 year accreditation
    - ii. Working with WCEA commissioner to update one of three main goals
  - d. First School Mass scheduled for Feast of the Immaculate Conception
4. **Old/New Board Business:** (Berni Gutmann/Chanda Gonzales-Mowrer/Alicia Ortegon)
  - a. Fundraising/Pricing Messaging -
    - i. Work on messaging related to school fundraising to address confusion
    - ii. Co-President of School Board and President of Parents Club to create video
      1. Overview of school budget, why fundraising needed
  - b. STEP Pricing -
    - i. Currently operating at a loss - need to evaluate pricing while still keeping affordable
  - c. School Board Strategic Planning Session - to hold offsite in the future

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- i. Goal = identify goals after COVID and align with school goals
- ii. Berni Gutmann to coordinate time to meet

### 5. **Parent Club Report: (Tracey Silva and Sophia Kasaab)**

- a. STPC President's Comments:
  - i. Provided support for accreditation committee
  - ii. Supported Halloween Activities
  - iii. STAR 'Favorite Things' survey for teachers
  - iv. Used Uniforms - working towards December flash sale
  - v. Information Night - preparing for prospective families
- b. Fundraising Update:
  - i. Auction
    1. Information packet released December 1
    2. Tracking well for a successful event - sponsorships already begun
    3. School Board support for spreading to word, answering questions
    4. Discussion regarding potential to hold in person event

### 6. **Board Committee Updates:**

- a. **Marketing and Communications Committee:** (Michael Finnegan)
  - i. Focus on social media, reviews,
  - ii. Will provide support for updated messaging related to school budget, fundraising, etc.
- b. **Facilities Committee:** (Quinn Henning-hance (alternate))
  - i. School Work Volunteer Day - Saturday November 13th
  - ii. Updating Emergency Supply Closet
  - iii. Researching air conditioning units
  - iv. May identify projects to fundraise for at Auction
  - v. Assessing status of gym construction - connecting with Parish manager
- c. **Finance Committee:** (Berni Gutmann)
  - i. Reviewing budget, updating Quickbooks

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

- a. Next Meeting - December 14th - (virtual)
- b. Auction Meeting - November 15th (optional)
- c. Strategic Planning Meeting - to be scheduled