

St. Theresa School Board Meeting Minutes

General Information:	Meeting Date: December 14th, 2021 Time: 7:00 PM – 8:30 PM Location: Online (Zoom) Next Board Meeting: January 11th, 7:00 PM (Parish Meeting Room)
Conducted by:	Berni Gutmann and Chanda Gonzales-Mowrer
Recorded by:	Katie Bowman
Attendees:	Members Present: Alicia Ortegon, Berni Gutmann, Sophia Kassab, Chanda Gonzales Mowrer, Michael Finnegan, Tracey Silva, Katie Bowman, Hilary Clendenning, Adriel Frederick, Quinn Henning-Hance, Carlos Palacios Members Absent: Fr. McCann, Tara Tate

- 1. Opening Prayer:** (Alicia Ortegon)
- 2. Opening Remarks & Reminders:** (Berni Gutmann and Chanda Gonzales-Mowrer)
 - Approval of November Board Minutes - as amended to correct information re: first school mass
 - School Board Web Page - Additional info, including Board bios, added to website. Will continue to boost website as a resource for information and messaging.
 - Annual Fund Percentage Update - No updates at this time, Board will check with School Staff.
 - Parish/School Community Project Recap
 - School partnered with Parish to support families through Oakland Catholic Worker, including students working to earn money to contribute towards gift cards and decorating stockings.
 - Approximately \$625 was raised, providing gift cards for all of the supported children, plus 15 adults, for a total of 26 gift cards.
 - Special recognition is given to the 3rd grade class, who quickly fundraised, setting a good example for others; as well as the Student Leadership Team, Principal Ortegon, and staff for decorating stockings.
- 3. Pastor and Principal's Report:** (Father Bob and Alicia Ortegon)
 - Progress Reports - Second Trimester Reports to be distributed the week after school resumes in January.
 - WCEA - Following the visit by the WCEA accreditation team, Principal Ortegon is completing an update to Goal 3, which is related to enhanced collection and analysis of assessment data to better support all students academically.
 - Christmas Concert - Annual concert was a success, with staff preparing a video compilation of students performing. Link to be shared with families to view at their convenience.
 - Happy to have Father Bob returning to join students at their Holiday prayer service.
- 4. New Business:** (Berni Gutmann and Chanda Gonzales-Mowrer)
 - Board Support Needed with Auction - Board reminded to lend support to important auction.
 - Update on Digital Platform for Annual Fund / Donations
 - Finance Committee Member Adriel Frederick provided an in-depth evaluation and comparison of potential software platforms for online giving for the school.
 - Goal = more welcoming, user-friendly and efficient process for parents and school to encourage more overall participation and fundraising to support important school initiatives.
 - Operational aspects desired include ability to provide one-time and recurring donations online, support for corporate matching, production of overall giving receipts, and potential to be used for multiple school-related groups, including Parent's Club fundraising.

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- Recommend Give Campus platform based on a number of factors including: service fees (and ability for donor to pay), bank deposits, corporate giving, customer support, access controls, receipts, and ease of use.
- Next Steps - Consult Parent's Club and evaluate platform based on their needs.
- Principal, Pastor and School staff team to make final determination.

5. Parents Club Update: (Tracy Silva and Sophia Kassab)

- Fundraising Video - Informational video providing an overview of the types of fundraising and how it relates to school budget and programming successfully completed by Tracy Silva and Berni Gutmann.
- Ongoing Activities - Quarterly newsletter released, cleaned up/organized uniform storage and held used uniform sale, STAR gifts organized for teachers for holidays.
- Upcoming Activities - Evaluating hospitality gifts in the new year.
- Auction - Scheduled for February 12, 2022 in-person at Sequoyah Country Club]
 - Information released - paper packet, web page, link on home page
 - Early bird tickets available through Jan 10, with optional add-ons
 - Sponsorships going well - 8 so far
 - Logistics - event planning has begun!
 - Board support - consider donating items, hosting a pay to play, encourage people to attend, answer questions
 - Considering specific facility item to fundraise for - Principal Ortegon surveying teachers
- Wine Raffle - Selecting winner on December 16th. \$1,600 worth of wine collected!

6. Committee Updates & Objectives

- Communications/Marketing: (Michael Finnegan)
 - Data - Will begin tracking data on communications, including on Constant Contact and Konstella.
 - Michael to Coordinate with Principal Ortegon re: collecting data
 - Parent Orientation - will work to support program for next summer.
 - Need to confirm staff and Board roles in process
 - Parents Club - coordinates ambassador families
 - Tours - offering in-person again - booking up and adding dates!
 - Open House - considering in person for current families for Catholic Schools week
 - Need to recruit parent ambassadors to answer questions
- Facilities: (Carlos Palacios)
 - Preparing list of facility needs
 - Construction Update - Parish and Diocese continue to manage ongoing construction.
 - Computer Lab - leaks continue, addressing with construction crew
 - Following construction, inspections required - goal to reopen by February
 - Settlement didn't cover gym floor replacement, new wood floor not included in scope.
 - Board interested in developing plan and fundraising effort to reinstall wooden floor, request update from Fr. Bob/Parish regarding background on project.
- Finance: (Berni Gutmann)
 - Continuing to track budget; evaluating process updates and improvements, including giving platform; updated Quickbooks and monthly variances.

7. Closing/Action Items for Next Meeting: (Berni Gutmann and Chanda Gonzels-Mowrer)

- Principal Ortegon to ID any specific facility items to fundraise for at auction.
- Board to continue to support School Board Auction.
- Parish and School to select updated giving platform and provide update on gym construction.