

School Board Minutes September 6, 2016

Present: Bernadette, Carmine, Michael, Sharon, Eric, Monique, Therese, Mary, Charmie
Absent: Libby, Father Van (arrived later), Deacon Rob

Michael led the Board in **Opening Prayer**.

The Board approved the **Meeting Agenda** (Michael/Charmie).

The Board approved the **Meeting Minutes** from July 28 (Sharon/Therese).

Action Item: Mary to post of the School Board page and link in the next newsletter School Board Corner.

Mrs. Brehm provided a **Principal's Report**, noting positive feedback from Back to School Night, with parents now having a better understanding of why we don't yet have a new blacktop. She reported that the Walkathon will take place on October 21, and a few t-shirt contest winners will be combined for the final t-shirt design. This year's fundraising goal will be Phase II of the playground project, now renamed "Outdoor Beautification," for which we need to raise about \$60,000. The Board discussed a few issues surrounding the playground project, including the need for improved security for the play structure, whether new basketball hoops would help satisfy parents of older students, and how to respond to questions about why the Parish is not providing money toward the parking lot.

Bernadette reported that Star testing has been ongoing, with almost every class done with this wave of testing. Teacher can then use these results to guide instruction for the year (students will be tested 3 more times throughout the year to measure progress). New STREAM coordinator Theresa Davis will help get us into NextGen science standards and will consult with classroom teachers on implementation. In addition, the school has a new intern counselor from the PRogram for Counseling in Schools, Sylvie Stein, who will be on campus Tuesdays and Fridays.

Action item: highlight these new members of the staff in the newsletter (September 14th) and share with the community what they will be doing for our school.

Bernadette shared some upcoming goals: a parent education night on internet safety with Michael Dreyfus-Pai from the Diocese on September 14 (a Large Hall scheduling conflict is still pending); and a plan to expand the TK classroom space by breaking down the wall between the classroom and the PE storage room, with hopes of doing construction during a school break.

Pastor's Report (given later when Father Van arrived): Parish Festival is coming up on October 1, with the Hall renovation to begin immediately after the festival. The renovation is scheduled to take 6-7 months, but we are planning for 9-10 months to be safe. Father Van discussed safety concerns and precautions related to construction for both events.

Action Item Follow-up

The Board discussed the goal of “Closing the Gap”, which has widened, trying to determine who is the target audience for funding the gap (parishioners, alumni?) and whether we need to create an endowment committee to target these audiences. The Board hopes to invite current parents who are also alumni to help engage other alumni.

Action Items: Eric work with Mary to find parent alumni; find out who in the community would be willing to head an alumni outreach project

The recent Marketing pushed seemed successful, with the Board able to complete goals from the previous meeting of placing a newspaper ad, making pushes on social media, and getting the promotional video on the school website, allof which generated positive feedback. The ad in the Independent dropped 3 weeks consecutively.

Action Items: get a group together to devise and expand upon the marketing plan; finalize Fundraising goal for the year (Beautification Phase II)

Committee Reports

Facilities: Michael shared a previous police report’s findings on some safety improvements we can make to the school facility:

1. 2 main side gates should be locked at all times
2. Visitor badges - more than just a sticker (bright color, lanyard)
3. Penal code signs for trespassing (Michael will look into cost)
4. Gate locks (like for the play structure) - Mr. Cerruti recommends high gauge locks
5. Door stops for lockdowns that prevent opening from outside (follow up with Mr. Cerruti on trying those)
6. Cyclone plastic strips that go into chain link fence to prevent climbing - need to be put in all the way around
7. Security cameras (get one and see how it works) - Michael will look into the one in the Technology Lab
8. Extend the length of the cinderblocks to make the fencing taller
9. Rekeying of the locks (will be taken care of with the Hall and Convent) - be more careful and organized with who gets access to keys

Action Item: Facilities Committee will get cost estimates and circle back with Principal to prioritize these items.

Marketing/Communications/Enrollment: Therese discussed the Year 1 Strategic Plan Goals for marketing, which included a pre-school ambassador program, an alumni committee, and enrollment committee, and the review of our mission statement. Marketing committee members were secured over the summer and a New Family Ambassador (Adriana Sablan) was put in place. Therese has also been serving as a follow-up ambassador for prospective families.

Action Items: Think about marketing plan and get committee members involved to execute; keep working on school branding and identity.

Eric reported briefly on the 32 responses from the Back to School Survey given at the first day of school, sharing that the main headline was that families attend St. Michael for the Faith-Based education. Eric will send out the full results to the Board to further study the responses.

PTG Report

A Scrip contract was created for Back to School Night to hopefully secure more involvement in the Scrip program and ensure 100% completion.

Action Item: Mary to put Contract in the newsletter as a downloadable form with a deadline, and describe it as part of the family's commitment to the school.

PTG also reported on the upcoming sponsorship opportunities for the Walkathon and whether this year we should have enough t-shirts for all the students. They also shared that they are in the process of relocating several of this year's events due to the Hall renovation, and will have to relocate all PTG Closet storage from the Small Hall.

Finance: The Board will have a more in-depth review of the 16-17 budget in October with the school accountant, but did briefly review the final results of the 15-16 budget.

New Business

1. Eric asked for a person to serve as the point of contact for Parish Communications for putting school info into the parish bulletin and social media - the Board suggested having students write updates on what's new at school; Mrs. Brehm may also contribute a regular Principal's message
2. Next month's meeting is moved to Thursday, September 29 at 7:00pm

Father Van closed the meeting with prayer.