

School Board Minutes

July 28, 2016

Present: Bernadette, Carmine, Michael, Deacon Rob, Sharon, Eric, Libby, Father Van, Monique, Therese, Mary

Absent: None

Deacon Rob led the Board in **Opening Prayer**.

Father Van spoke about the Principal selection process, and introduced our new Principal, Bernadette Brehm. The rest of the Board also introduced themselves, including new members Carmine Gallo and Monique McAllister.

The Board discussed changes to procedures to improve transparency, including making meetings open to the public and posting meeting minutes on the website for the community to see.

The May 3 **meeting minutes** were approved. Deacon Rob noted a change to the festival plans since the last meeting: there will no longer be a teen dance on Friday night. The festival will run from Saturday morning to midday Sunday.

Father Van provided a **Pastor's Report**, sharing that the Festival committee is meeting regularly and preparing for the event. Fundraising will go toward church improvements, exterior painting, indoor art improvements and additions, and a new sound system. Father Van also shared that an anonymous donor has provided the opportunity to renovate the Large Hall.

Father shared recent discussions with other pastors about the need to promote St. Michael School in the Tri-Valley area, as well as of course at St. Charles. The Board suggested that Carmine should speak after mass at St. Charles.

The Board reviewed upcoming important dates and discussed the first day of school recruitment and informational tables. They discussed how to build upon the committees created for Strategic Plan implementation, hoping to look at new families' professions to see if any want to be involved. The Board intends to be more visible to the community and carry responsibility for the plans put in place.

Committee Reports:

Finance – Libby discussed ideas for creating a “Fund-a-Gap” fundraising campaign to share with parents the shortfall between tuition costs and the true costs of educating a child. The Board discussed creating a challenge to see how many “gaps” we can fund. They also discussed how to inspire donations by using alumni both as donors and as spokespeople.

Libby provided YTD financials through May 2016 and shared how our month-by-month comparisons will be much more useful this year because we will have a direct comparison to the 15-16 budget.

Action item: come up with a plan for who to target for fundraising and how best to craft our message.

Marketing/enrollment – Therese discussed some of the biggest marketing goals for this school year, particularly: having more open houses in the Fall; creating and supporting a pre-school ambassador program; and capitalizing on the current issues at the Charter School. The Board discussed options for how to target potential enrollees, and wanted to emphasize the school’s 100-year history, its Extended Care program, the full-day Kindergarten and TK, and its faith-based education.

Action items: advertise “now enrolling” in both bulletins for St. Michael and St. Charles Parishes; run advertisement again in the Independent; email to our current parents celebrating our accomplishments and what we have to look forward to, and asking them to talk to friends; look into a direct mailing; plan for an “enrollment day” in November.

Facilities – Eric reported on a recent meeting with David Cerruti and Lieutenant Trudeau from the Livermore Police Department. The LPD hopes to improve community outreach and the school hopes to have increased police presence both for safety and as an educational opportunity for our students.

Michael shared some updates on facilities improvements. The playground is in place and almost complete; the classroom refresh is underway this summer with painting and projector mounts. Michael received a bid for the front door lock and keypad system that would include cameras, which came in at around \$4700. The Board discussed extending that security to the side gates as well.

The Board also discussed whether we need to alert the community as to why the asphalt refurbish did not take place this summer. Repaving bids were all over \$100,000 and we wanted to get them lowered, with hopes that the Diocese and the Parish could loan or contribute money to the project.

PTG Report – Therese spoke on PTG’s plans and shared that Monique will be the PTG liaison going forward. She further discussed first day of school planning, as well as perhaps giving a brief “state of the school” type report at Back to School Night. She also spoke to the need for a clear fundraising target for the year so that we can advertise our fundraising efforts toward a specific goal.

The Board confirmed that meetings will continue to be held on the first Tuesday of each month at 7:00pm.

Next meeting September 6, 7:00pm