

## Meeting Minutes of the Corpus Christi School Board

Thursday, August 25, 2011

Present: Kim Aquino, Liz Crudo, Liz Harrigan, Krysha Harrington, Mike Huaco, Steve Kapp, Loretta Meyer, Katie Murphy, and Greg Pritchard.

Absent: Una Gilmartin

Prayer and dinner was provided by Loretta Myer.

### **Faculty Report: Katie Murphy**

Lots of new staff this year. All are getting up to speed past 2 weeks through training and team-building:

- 6<sup>th</sup> Grade: Denise Middleton, 22+ years teaching experience, came from MS, from West Indies, Language Arts will be her major contribution.
- Alexis Maya – 5<sup>th</sup> grade, moved from TA to Teacher after just completing her Master's degree. Her Aid will be Angelica Villanueva.
- Nicole Giusti -- 2<sup>nd</sup> Grade. teacher, came from another CA school.
- Ashley Cooper was Ms. Justi's temporary Aid from her former school. They couldn't hire at their former school, so Ms. Justi recruited her to work as her Aid here.
- Ashley McManama -- Resource Specialist, finished her degree in Special Needs at Boston Univ. Candice Houghton stayed on long enough to orient her to all the kids and their SSTs.
- Susan Isola -- Aid for Kindergarten- getting her teaching credential. She'll be here from 8:00 to 12:45. (Note: We had to hire this unbudgeted Aid because of the long schedule of the kindergarteners and the need to have adults.

Hired for Extended Care this summer were:

- Laura Nunes -- worked at SLOT extended care for 2 years.
- Michael Metz -- who was also able to join us on a part-time basis.

In process of being hired is:

- An additional Aid for 3<sup>rd</sup> Grade who is getting teaching credential at St. Mary.-- Meghan French

In summary, all staff in preparation for the year have completed 1<sup>st</sup> Aid training, curriculum training/work and team-building. There's a nice inter-generational mix among the Staff. They are a well trained, well credentialed staff.

### **CCPG Report:**

Not provided this meeting.

### **Principal's Report: Katie Murphy, Principal**

#### **Parking & Traffic Flow:**

- Construction on Park Blvd. will go on until sometime in April, approximately.
- The flow of traffic went more smoothly than expected the first couple of days of the 1<sup>st</sup> week.
- It helps if more people come down Estates.
- Doug Buzbee was asked to look at bollards and planned to meet with Zion Lutheran School's staff to look at it with the City of Oakland, in light of all this construction.
- Parents will be let into the playground to park the 2<sup>nd</sup> week of school, but no backing out after 8:00 AM.
- Field trip loading and unloading will still need to be addressed.

#### **School Accreditation from Spring 2011:**

We're proud to announce we have a new Certificate of Accreditation from WASC, as well as from the WCEA, the Catholic Schools' accrediting body!

- It's a full 6-year accreditation, which is quite a tribute to the strength of the school. We also received a lovely note. Congratulations to Katie, the staff and the 2010-2011 Board!

#### Kindergarten Changes for 2011-2012:

- We mixed the two groups together today after ½ days this week.
- Looking to see how they can have lunch and music together, and it seems to be going well. The groupings will be reviewed every 6 weeks.
- The scheduling is done; 2 rooms are going to be the dynamic and challenging aspect.

#### Extended Care:

Questions have arisen, particularly “Why do I have to pay more for extended care between 2:00-3:00pm?”

- We’ve been communicating the need for additional staff with the new full-day Kindergarten.
- We had only 3 students there the first day.
- If you pick your child up at 2:15, you will be charged for the full hour.
- We dropped the annual enrollment fee and the snack fee.
- But we are asking people to pay if the child is staying, no matter whether here for another planned activity or not (e.g., just for Chess, MUSE band, etc.)
- If parents sign up for all the minimum days but aren’t otherwise on contracted rate, then they will get the contracted (lower) rate for all minimum days.

#### Enrollment:

- We’re up to 277 children in 169 families. We’ve been successful in better balancing male-to-female ratio; we added 11 boys but not in the 3<sup>rd</sup> and 4<sup>th</sup> grade. Next year we’ll have to watch. We lost 1 in August and 3 in the last couple weeks, 1 Kindergartener the 1<sup>st</sup> day of school. Kindergarten is at 33, so we won’t add any additional students.
- Net result in terms of Parent involvement: we’ll have about 25 fewer families to volunteers.
- As of June 2011, we were at 284 projected (compared to 269 last year).
- Target for budget was 270 and our enrollment target was 285.
- Losing people at the last minute really takes a toll on the school. The board discussed reasons for this.
- The gaps in classes are boys in 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> grade.

**Enrollment Committee:** is up and running and the calendar reflects the dates – e.g., Open Houses, etc. This is a well-running committee. The initial kinks have been worked out and they work well together. They have Ambassadors, the slide show and already they’ve had an Ice Cream Social for Kindergarten, the week before school. They also had a social in May, to help them feel familiar and at-home. Initial feedback is quite positive.

#### **Men’s Club Report: Getting ready for the Parish Picnic**

#### **Board Business: Loretta Meyer, President**

Duties were described. The Secretary also has responsibility for the Nominations and elections for the Board, working with the Parents Group Board.

- Steve is interested in one of the Development committee areas.
- Greg has interest in chairing the Annual Drive and wants to re-think how to increase the Tuition-assistance appeal, and would like Steve Kapp to help.
- The Board agreed to discuss what is best on whether to combine the March and February appeals for tuition assistance., since this is the designated reason for annual appeal. They are too close together to do separately.
- We do a Sept and a Feb Tuition assistance drive and Board is responsible for appealing to the Masses. We’ll now have 4 slots, because of the added Sunday night 6:00 pm Mass.
- One of the Board needs to bring to the Mens’ Club the question about if they’ll still do “Pops” at the Crab Feed and Silent Auction. The Board agreed they wish it to continue as it’s been a helpful practice.

#### **Mission Effectiveness:**

Discussion to clarify, “What’s the role?” ensued. Primary function is to keep focus on:

- In our decisions and business, are we staying true to the mission of the school?
- Is there a way it can be permeated throughout the Board?
- Background: When the Boards were overhauled by the Diocese, it was clarified that there has to be *someone* watching that we're keeping on the mission, and that need not only be the Principal. Although Katie is deeply committed to this, when she eventually leaves, it's important that someone on the Board is going to guard our mission effectiveness.
- Suggestion was made to add the Mission Statement to the Board Agenda each month. The Board agreed that this would be useful.

**Board Sign ups:** circulated for Board Member rotation of covering food and prayer for meetings. (June is a Potluck but other months need volunteers).

**Feedback was requested from last years' board members re: use of AirSet:** a technology tool that the Board has used for all forms, sharing of information, files, contact info, calendar, discussions and notes, etc. Members could plug in alerts for meetings, minimum days, vacations, etc.

- Agreement was reached in support of using it again this year. Loretta will get assistance from Patrick Hurley, former President, to update it and start using it.

**The School Directory** won't be available until the end of the month. Katie provided background to formatting of information to make it most useful for all of the schools families. She passed out a phone numbers of families to Board members from this year but asked that it be kept confidential.

**Finance Report: Kim Aquino, Chair**

The final June summary and the comparative actual and budgeted were reviewed.

- In line with Revenue: we are \$5,000 under in Rev and \$5k over (down) in total expenses.
- Note that our net income was significantly lower this past year. Annual drive was well under budget by \$13k. Interest income was also lower.
- On the Expense side: 2 largest items: employee retirement was \$23,000 over and we were under budget on Technology supplies by \$6,600.
- Parents Group: negative net income of \$12,858. Katie noted that this is more of a cash flow delay; they aren't really in the red because they have about \$14,000 in solicitations.
- Fund-raising pledge is lower because we have less families.
- The fees were lowered to \$15. and therefore income is down from last year. All fund-raising last year was down from previous years.
- Extended Care did a great job of keeping within budget. They're up by 26% due to diligent oversight.
  - Amy Sakaue purchased software and built it with a company (with Technology Committee's input). The software will have an annual access fee of approximately \$1,900. It will assist with their job of billing, keeping track of hours, rates, and increase their productivity.
  - Extended Care decided to hire another 15 hours-per-week young man to have more people outside.

A few date changes were reviewed on the REVISED Board Meetings list.

**Development Committee: Liz Crudo and Greg Pritchard Co-Chairs; Steve Kapp to serve on committee**

We'll firm up additional Board members to assist at the Board Retreat on 9/10/11.

**Strategic Planning: Mike Huaco:**

It's a quarterly report – dates are set for when they are due. Template with new goals will be distributed for Board Session on Sept. 10 and we'll firm up which Board member(s) will assist Mike Huaco with Strategic Planning.

**Buildings and Grounds: Una Gilmartin**

Una will be the Building & Grounds contact for the Board and work with Doug Buzbee on the bollards project for the school with the City. She will also handle the walk-around and Safety Reports this year with help from others on the Board.

**Enrollment: Loretta Meyer will be the Liaison:**

Allison Sanger and Deb Manca are the Co-Chairs and appear to be doing a great job!

**Action Item Summary:**

After attending 8:00 AM Mass together, the Board will meet on 9/10 and set committee responsibilities and goals for the year.

September Prayer and Meal: Liz Harrigan

CCPG Representative: Suzie Szuhaj

Teacher Representative: Colleen Wahl

Next CCSB Board Meeting: September 12

*Respectfully submitted by Krysha Cox Harrington*