



Meeting Minutes of the Corpus Christi School Board
September 17, 2015

Present:

Tracie Simmons, President
Kassy Batcheller, Vice President & TIP Chair
Michelle Cho, Finance Chair
Scott Varner, Strategic Planning
Stacey Pugsley, Development Chair
Rick da Silva, Buildings & Grounds Chair
Mike Methlie, Finance
Rosa Ziebell, Development
Katie Murphy, Principal
Mrs. Diane Twomey, 7th Grade Teacher
Michael Zapien, Corpus Christi Parents Group

Regrets: Rick Buziak, Secretary

Guests:

Diane Twomey, 7th Grade Teacher
Michael Zapien, Corpus Christi Parents Group

Call to Order & Opening Prayer:

- The meeting was called to order by Tracie Simmons at 7:05PM
- Stacey Pugsley provided dinner and opened the meeting with “A Prayer for Teachers”

Approval of Minutes:

- A motion was made by Rick da Silva, seconded by Michelle Cho and approved by unanimous vote to approve the August 27, 2015 Board Meeting minutes without revision, and to approve the September 12, 2015 Board Retreat minutes subject to the following revisions:
 - Rick da Silva reported that the Men’s Club’s New Member BBQ held on September 11 attracted approximately 40 attendees.
 - Katie Murphy provided an overview and history of the TIP Program.
 - The School Board organizational chart should include Michelle Cho as a member of the Strategic Planning committee.

Faculty Report: Diane Twomey – 7th Grade

- Mrs. Diane Twomey (an 18 year Corpus teacher, Math teacher for 6,7,8 and Religion Coordinator) provided a report for each grade, which was followed by a slideshow. Katie Murphy suggested using the slide show for future school events.

CCPG Report: Michael Zapien

- Fall TIP Dinner is scheduled for Monday 9/28. The theme is “Black Jack to School Night”.
- The 2015 Walk-a-Thon has already secured \$2000 in sponsorships. The CCPG has decided to end the “Sport-a-Thon”.



- During the 2014-2015 school year Corpus Christi logged 11,321 parent volunteer hours, the highest reported figure to date. Michael noted that a significant number of hours were generated through coaching, the annual Crab Feed, and field trip drivers/chaperones.

Men's Club Report: Rick da Silva

- Men's Club Annual Golf Tournament on Saturday September 19 at Metropolitan Golf Links currently has 90 registered golfers.

Committee Updates: Tracie Simmons, Board President

- Chairs were asked to provide individual committee goals
- Tracie to put Board Calendar, Organizational Chart and Committee Goals in Google Docs for Board members to review, edit & update.
- Tracie encouraged Board members to recruit non-Board members to assist with Committees for additional input, help and possible grooming of future Board members.
- The need for future junior high (6th-8th Grade) parent representation on the Board was noted.

Development Committee Report: Stacey Pugsley, Chair

- Tuition Assistance: \$102,000 needed to assist roughly 30 families during the 2015-2016 school year. Parish Tuition Assistance Drive to take place the weekend of September 19-20. The following Board members will be making an appeal at weekend mass: Rosa Ziebell (Sat 5pm); Scott Varner (Sun 8am); and Stacey Pugsley (Sun 10:30am).
- Rosa Ziebell to reach out to Enrollment Committee Chair Lillian Buziak.

Strategic Planning: Kassy Batcheller, Chair

- Five Year Technology Plan will be revised this year. A committee from the staff will lead the discussion with input from the strategic plan committee and any input from the 5-year survey. Some issues to be addressed: IT issues such as bandwidth and Kindergarten request for iPads. Another issue for further discussion is providing online access for parents in 7&8 grades to review student grades.
- WASC Survey should be ready for distribution March/April 2016. Survey to be prepared by Strategic Planning Committee with possible assistance from a staff member and parent.

Buildings and Grounds: Rick da Silva, Chair

- First campus Safety Walk to be scheduled with Vice Principal Amy Crudo in October.
- Katie Murphy to provide information regarding the City of Oakland Park Boulevard traffic study.

Mission Effectiveness: All

- No update

Finance: Michelle Cho, Chair

- The Finance Committee presented the Revised 2015-2016 Operating Budget.
- A motion was made by Kassy Batcheller, seconded by Scott Varner and approved by unanimous vote to approve the Revised 2015-2016 Operating Budget.

Principal's Report: Katie Murphy, Principal

TIP Program & Teacher Compensation:

- Diocese of San Francisco and Diocese of San Jose have established foundations to specifically provide additional financial support for teachers within their respective Dioceses. Such



foundations must only occur on a Diocesan level, and the Diocese of Oakland has not yet established one. Previous Bishops have expressed interest, but due to the recent rapid succession of Oakland Bishops, nothing has been done. Sr. Barbara Bray, Superintendent of Schools for the Diocese of Oakland, will be reviewing Diocese statistics and the priests whose parishes have schools are scheduled to be presented with 6 new and different models for consideration.

Succession Planning Process:

- Principal's intent to stay or leave must be delivered in January.
- The Search Committee for a new principal will likely include school board members, parents, parishioners and school staff; however, the final decision rests with the parish pastor. Training of this group would be done by the Diocesan School Department.
- Katie has prepared an instructional binder to assist with any future transition. The binder needs to include the school's most recent 5-year strategic plan; 5-year budget; 5-year technology plan; 5-year capital budget; and WASC results.
- In addition to Vice Principal Amy Crudo, Katie also currently receives direct operational support from Dorothy Lee, Diane Twomey and Alexis Maia. All part of an administrative team. This group, would be part of any transition, however they could be other staff members at that time.

Other Items:

- Diocese Financial Review scheduled for week of November 17th.

Board Business – Tracie Simmons, Board President:

- Board Christmas Party scheduled for December 2nd at Scott's Seafood Restaurant.

Action Items:

Next CCSB Meeting: October 15 – Rosa Ziebell on for dinner & prayer

Next CCPG Meeting: October 5 – Rick da Silva to attend on behalf of CCSB

Meeting Adjourned: 9:05pm

Respectfully submitted by Rick da Silva