

Meeting Minutes of the Corpus Christi School Board
September 15, 2016

Present:

Mike Methlie, President
Stacey Pugsley, Vice President/TIP Chair
Michelle Cho, Finance Chair
Jennifer Veenstra, Strategic Planning Chair
Rick da Silva, Building and Grounds Chair
Kim Aquino
Katie Murphy, Principal

Regrets:

David Kevane, Secretary
Rosa Ziebell, Development Chair
Rick Buziak

Guests:

Mrs. Diane Twomey, 7th Grade Teacher
Leslie Pave, CCPG

Call to Order & Opening Prayer

- The meeting was called to order by Mike Methlie at 7:05pm
- Mike provided dinner and opened the meeting with a prayer.

Faculty Report: Diane Twomey

- Diane showed a slideshow set to music of all the classes, and provided a report for each grade.

CCPG Report: Leslie Pave

- The solicitation committee for the Crab Feed silent auction needs volunteers – contact Kim Barsi for more information.
- Fall TIP dinner is planned for September 19th
- Spring dinner is tentatively scheduled to be a take home boxed dinner.

Principal's Report: Katie Murphy, Principal

- Caitlin McCarthy will be the Aide for 5th grade English
- Ms. Mejia was hired in Extended Care and will also be part-time aide for 6th-8th
- Katie may hire one more person in Extended Care
- \$20,000 grant from anonymous donor. Will use for iPad lab, covers and cart
- Katie will send out the WCEA/WASC survey to parents next week; new questions on technology, enrollment and volunteering
- Discussed possibility of creating a “new parent” survey to understand why they choose Corpus Christi School.

- Katie asked board previous to meeting to review WCEA/WASC Catholic Identity and School Purpose chapters and after discussion to send her notes with any suggestion changes.
- Katie briefly discussed 2017 budget and endowment fund, including draw down (3% for 2017), investments and fees.
- Katie noted that she has responded to many questions from the Diocese on preliminary 2017 school budget submitted in May.

Finance Report: Michelle Cho & Kim Aquino

- Michelle and Kim presented the revised & final 2017 operating budget
- Motion to approve was made by Michelle and seconded by Kim and approved unanimously by all members.
- Briefly discussed 2016/17 goals:
 - Review Molly Crowley endowment investments, fees and spending policy
 - Assist school administration with documenting finances
 - Review tuition assistance program
 - Solicit one/two parent volunteers for annual budgeting process
 - Address financial impact of 5-year Technology Plan, including staffing, infrastructure and training costs.

Development Report: Jen Veenstra

- Working on first edition of Connections, including write-up by Tracie Simmons on TIP
 - Amy Fisher taking new pictures for next edition as well as school website
 - Liz Varner working on layout; looking for an editor & help with other tasks
- Discussed Tuition Assistance Drive on 9/24 and 9/25 and enlisted volunteers to speak

Strategic Planning Report: Jen Veenstra, Mike Methlie & Michelle Cho

- Kassy Batcheller and Scott Varner are working with teacher/staff committee on finishing 5-year technology plan by January in advance of WCEA/WASC
- Finalized goals for 2016/17:
 - Revisit school's 5-year strategic plan in advance of WCEA/WASC
 - Review and update CCSB bylaws & job/committee descriptions

Buildings & Grounds Report: Rick Da Silva

- Rick provided overview of key 2016/17 goals, including assisting with remodel, reviewing/documenting maintenance documents, disaster plans, etc.
- Rick provided update on Oakland's bike lane proposal for Park Blvd, including next steps such as consult with City officials and attend hearings

Action Items:

Next CCPG Meeting: October 3rd – Kim Aquino is CCSB representative

Next CCSB Board Meeting: October 20th – Rosa Ziebell on for dinner and prayer

Respectfully submitted by Stacey Pugsley & Mike Methlie