

Meeting Minutes of the Corpus Christi School Board
September 10, 2016 – Retreat & Goal Planning Session

Present:

Mike Methlie, President
Stacey Pugsley, Vice President/TIP chair
David Kevane, Secretary
Katie Murphy, Principal
Michelle Cho, Finance chair
Rick da Silva, Buildings and Ground chair
Jen Veenstra, Strategic Planning chair
Rosa Ziebell, Development chair
Kim Aquino
Rick Buziak

Board Business – Mike Methlie, President

Discussion of committee responsibilities. Committee chairs and participation were finalized – see below. Committee breakout sessions to set goals for 2016/17 school year.

Discussed need to review and update committee job descriptions and school board bylaws which were last updated in 2010/2011.

Faculty Report: N/A

CCPG Report : N/A

CC Men's Club update: N/A

Principal's Report: Katie Murphy, Principal

- Teacher update: Mrs. Crosby has decided to take 5th grade teacher role permanently
- Caitlin McCarthy – under consideration for 5th grade aide
- Opening in extended care for afternoon hours
 - Include Newslite blurb for any interested parent
- FY16/17 budget finalization – Sally updating and vote planned for September meeting
- Park Blvd – discussion over proposed conversion from 2 to 1 lane to accommodate a dedicated bike lane – impact to traffic and school drop off, safety etc.
- 3 year outlook for current tenure

Committee Overviews (including preliminary 2016/17 goals for consideration):

- **Development committee:**
 - Rosa Ziebell (chair), Jen Veenstra
 - Goal to establish sustainable structure – need for chairs / volunteers / 3-year structure (lead, shadow model)
 - Tap into parent volunteers
 - Immediate need: “Connection” issue due end of September; seeking articles on planned giving and TIP program; donors included
 - Tuition assistance – volunteers to make announcement at weekend masses September 24/25th
 - Discussed goals, including benchmarking with other schools, expanding communication and raising school presence, raising money & using your non-parent community to support the school’s long term financial needs.
- **Finance committee:**
 - Michelle Cho (chair), Kim Aquino
 - Discussed budgeting process, tuition setting, working with Sally
 - Spring is busy season, with fall reserved for planning
 - Endowment policy and tuition assistance review & discussion
 - Solicit outside parent volunteer involvement
 - Goals: housecleaning/documenting processes, review fee assessments, continue to emphasize tuition reimbursement.
- **Buildings and Grounds committee:**
 - Rick Da Silva (chair), Rick Buziak, Dave Kevane
 - Safety walks performed 2x year to identify issues
 - Grades 1-4 classroom remodel - aim to have design complete by end of year
 - Discussed expected issues with Park Blvd. traffic lane redesign
 - Goals: review & update facilities and disaster plan (updated 2015); benchmark with other schools; provide support for classroom project; review & update 5-year capital budget.
- **Strategic Planning:**
 - Jen Veenstra (chair), Michelle Cho and Mike Methlie
 - Ensuring goals of committees are on track
 - Review of WASC chapters – do we feel they are ‘on point’ – feedback encouraged
 - Review all the ‘aged’ documents – bylaws, job descriptions
 - Goals: summarize all committee goals, review 5 year plan; consolidate WASC input; ensure CCSB bylaws and job descriptions are up to date.
- **TIP(Teacher Incentive Program)**
 - Stacey Pugsley (chair), Mike Methlie
 - Program is being revamped

- Upcoming TIP dinner on 19th – reminder to sign up for various tasks
 - Goals: continue the work of CCPG and TIP committee from last year; work with CCPG to brainstorm and implement ideas to show teacher appreciation and improve retention.
- **Mission Effectiveness**
 - All

Action Items:

- Send all committee goals to Jen Veenstra to be assembled in the strategic plan.
- Review and edit committee job descriptions and school board bylaws in coming months.

Next CCSB Meeting: Thursday 9/15.

Respectfully submitted by Dave Kevane