



Meeting Minutes of the Corpus Christi School Board

October 18, 2018

Present:

Katie Murphy – Principal
Dave Kevane
Katherine Guzman
Kim Aquino
Jen Veenstra
Alison Sanger
Anthony Wilson
Camille Stroughter
Monique Rivera
Emma Fontana, CCPG rep

Faculty Report: Maria Isaeff

CCPG Report: Emma Fontana

- WAT success
- TIP dinner success
- Escript registration
- Still collecting box tops
- Current balance \$37k

CC Men's Club Update

- Crab feed kickoff last Monday, have all chairs assigned
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Principal's Update: Katie Murphy, Principal

- Next Friday – audit review of financial procedures
- Lead testing report back – all water is well within safe limits
- Oak tree in play yard is being tested tomorrow (tested annually)
- Group of kids requested to repaint four square lines, asphalt company called to repaint, they said it's time to reseal the yard.
 - \$15k to reseal the asphalt
- Bishop O'Dowd stats:

- Of Corpus kids that go to O'Dowd,
 - 6, 4.0 or better
 - 41, 3.5-3.9
 - 18, 3.4-3.0
 - 3, 2.5-2.9
 - 100% going to 4-year colleges
 - Of Corpus kids that tested at O'Dowd for high school:
 - Reading – 73%
 - Math – 66%
- Katie sent letter out last Wednesday. Will go into Parish bulletin next weekend (not this weekend).
 - Met with all staff, last week of Sept
 - Told all principals
 - Leo and Katie met with Human Resources
 - Fr Leo chooses 5 people to be on search committee
 - Recommended board, staff, parish, finance members. A Diocesan principal will be appointed. At large rep from parents group or parish, for a total of 7.
 - Wants to get committee in early November. They would attend training in Nov.
 - Letter to fill out for ad. Job description will be provided by Diocese that will not be changed.
 - 5 schools expected to need principals in Diocese.
 - Bishop requires a Catholic. Must have 5 years in Catholic education. Minimum 5 years teaching.
 - Applications will be sent to Diocese. They will
 - Verify credentials, etc. (teaching and administration)
 - Superintendent will meet with applicants first
 - Search committee will receive list, must be confidential
 - Ads will likely be placed after Thanksgiving, accept applications through January.
 - Ads posted by Diocese
 - Diocesan website
 - Administrative weekly, Diocesan
 - National Catholic Education Association
 - All Dioceses in CA that will post (some will not post)
 - National Association of Catholic Personnel
 - If choose, can do Indeed or EdJoin
 - Committee will formulate questions. Diocese will give generic questions at training meeting, can add/modify. Questions can be shared with board.
 - Candidates are ranked, two recommendations given to pastor
 - References are checked
 - Pastor makes decision

- (Intent letters for principals are due Jan 15 each year)
 - Katie will get copy of job description
 - Salary scale will be the diocesan scale
- Katie is writing up principal's responsibilities for all events, as they come along
- How to keep parents informed of process – board put something in Newsline monthly?
- After July 1, school board reps from each committee should meet with new principal.
- New principal starts July 1.
- Katie's last day is officially June 30.
- Traditionally, will be a transition day. Katie is not planning on going anywhere in summer, she will be available as much as needed.
- Bookkeeper posting out. Ideally, that person will be in place in December.
- Moving registration electronically next year on InfoSnap, should be up in November for upcoming application season.

Board Business: David Kevane, President

- Dec 4th, Christmas Party, Drake's Dealership

Committee Updates:

- Finance
 - September Report – Revenues slightly under budget, CCPG's contributions will come in Oct, Men's Club slightly under budget. Expenses for bollards and other summer projects contribute to overage in expenses, also funded retirement a month early. Extended care pretty much on target.
 - Finance Committee met with Christian Brothers rep, due to change in options being offered. Chose fund that assets will flow into. Chose the more actively managed option, expected to enhance portfolio.
 - Two endowments:
 - Father Olivera Fund, cannot go below \$2M
 - Molly Crowley, cannot go below \$100k
- Development
 - Connections went out
 - Connections designer needs to be back filled. Need someone to do layout. Also need someone to plan and collect articles.
 - Annual fund letter needs to get started. Maybe do more of a campaign this year.
 - Spirit gear has been success. Will do another order before Christmas. May add fleece.
- Strategic Planning
 - Survey will go out tomorrow.
 - Notice in Newsline.
 - Ask Kelsey to send a text.
 - Strategic Plan – will go to Diocese
 - Meghan will send to Katie, will post to Google Docs

- Committee goals
 - Calendar
 - Will update in Nov.
- Buildings & Grounds
 - Safety walk completed.
- Mission Effectiveness
 - All discussions and decisions were made with Mission in mind.

Action Items:

- Katie to place principal job description on Google Docs
- Katie to place bookkeeper job description on Google Docs
- Katie to place strategic plan on Google Docs
- Each committee to update their section of strategic plan
- (Nov) Each committee to update their committee calendar
- Everyone to ask for volunteers to do Connections layout and planning

Next CCSB meeting November 15, 2018

Respectfully submitted by Katherine Guzman