

Meeting Minutes of the Corpus Christi School Board

January 28, 2010

In attendance: Katie Murphy, Dorothy Militar, Walid Abdul-Rahim, Una Gilmartin, Anne Woods, Mary Tarczynski, Loretta Meyer, Mike Huaco

Visitors: Chris Trevino (CCPG) and Mrs. Isaeff (4th Grade Teacher)

Absent: Patrick Hurley, Elizabeth Murphy

Meeting convened at 7:05 p.m.

Minutes: The minutes for the last school board meeting of December 17, 2009 were approved unanimously.

Faculty Report: Mrs. Isaeff gave an update and report on the current activities of each grade.

Parents Group Report: Chris Trevino gave a report on the current activities of the CCPG.

- Silent Auction is progressing well. A shadowing team is in place. Donation levels are lower compared to last year, but more parties have been donated. About 537 people are signed up to attend the Crab Feed. The number of attendees will require the organizers to open up the Gibson Center. Live Auction items are up, but this money will not be going to the school, it will go to the Men's Club.
- The operational budget for CCPG is not complete yet – it will be addressed at the February 8 CCPG board meeting. There is a projected decrement in funding.
- Julia Lennon and Dorothy Militar are working on the leadership (CCPG and CCSB) recruiting process and developed a nomination form, schedule and process.
- **Race to Nowhere:** This documentary will be shown at 6:45 pm on February 11 at the Grand Lake Theatre. Corpus Christi School will be the sponsor and over 27 schools in the area have been invited to attend. Articles have been placed in the *Catholic Voice* and *Montclairian*; the *SF Chronicle* also ran a recent article on the documentary and the film director. Chris also mentioned that ticket sales are part of the Silent Auction (\$15 reserved seating) and there will be a private party available at Lake Chalet Restaurant after the screening. Chris would also like to have another post event to talk about the movie with the two Boards.

Pastor's Report: None

Principal's Report: **Katie Murphy**

Katie reported on the upcoming WASC process. She reviewed with the Board the current Mission Statement and asked if this is still current. Most agreed it is still very relevant. She also led a discussion on whether the school upholds Catholic Values and that this will be investigated as

part of the WASC process. She then showed a film called “Catholic Identity” that provided an overview of what the catholic identity is in values and how it can be incorporated into schools (curriculum, handbooks, community service programs, etc.). This film was well received and led to a good discussion. Katie thinks that the school handbook will require a review to determine if it contains catholic values and could be supplemented in light of suggestions in the film.

Men’s Club:

Walid Abdul-Rahim

Walid gave an update on the Crab Feed and said that ticket sales jumped in the last two weeks prior to the event.

Board Business:

Dorothy Militar, President

Dorothy reported briefly on the Corpus Christi Leadership, recruiting process and schedule. She stated that she and Julia Lennon have developed a more synchronized form so that the nomination process for both CCPG and CCSB will travel together. In the past, each Board ran its own recruitment process separately with different forms and schedules and requirements. So the forms are more consistent and harmonized. She tapped Loretta from CCSB to chair the recruitment process (this is part of the Secretary role of CCSB); Dorothy will provide support and Julia and Meghan O’Leary will be on the CCPG team.

Dorothy asked for volunteers to speak at the 3 Masses for the second Tuition Assistance Drive the weekend of February 6 and 7, as part of Catholic Schools Week. She later got volunteer speakers as follows: Mary T. – 5:00 pm Mass, Loretta – 8:00 am Mass and Anne W. – 10:30 am Mass.

Committee Reports:

Finance:

- Mary Tarczynski presented the finance report update. She passed out two financial reports. School revenue is still on plan. However, Extended Care is not tracking plan, she believes that it will show a \$10,000 decrement for this year. Diocesan expenses are up such as Health Care, Insurance and other items such as ITBS costs.
- There is \$1.8 million in the Endowment Fund. School is on target to begin drawing interest from fund in 2 years (after two more annual giving campaigns).
- CCPG revenues are down; it brought in \$71,000 last year but CCPG may bring in less this year. CCPG will give half of the 2009 Walk-A-Thon proceeds to the Tuition Assistance Fund this year.
- Tuition Assistance Fund – There is \$125,000 in a CD for TA. The TA fund collected \$16,428 so far this year. This year, \$48,000 has been distributed to 14 families and 22 children.
- Mary reported that the budget for the next school year is effectively ready for review by the Board and that Finance is ready to discuss setting next year’s tuition rate. She anticipates the Board could review the budget in February or March.

Vice President:

No report.

Development:

No report.

Strategic Planning:

Anne Woods discussed the Strategic Plan update and reviewed the new Enrollment subcommittee to begin work in January. She asked Loretta to give an update on this. Loretta reported that the subcommittee members have been recruited and most of these are parents that have recently enrolled their children into Corpus Christi school or have younger siblings that will soon be applying to the school. From this recruiting process, we developed a list of the four significant strengths/attractions of the school. The subcommittee held their first meeting in January, reviewed the work plan that was developed by Anne with support from Katie, Una G. and Loretta and then mapped out a short term strategy to assist the school in increasing K-applications for the current enrollment process. These actions include:

- Increase awareness of Corpus Christi to major preschools in the area. Major preschools will be contacted by committee members and provided information on Corpus to increase parent awareness and K-applications.
- Increase welcoming touch points to prospective parents that apply to the school. One plan is to provide hospitality and parent volunteers to welcome applicant families during the Saturday assessment times and to answer questions and greet people. Allison Sanger has volunteered to do this for January and February assessment days. Other efforts will include an organized park event for incoming families in the spring to encourage parents and families to get to know each other and a follow on orientation for the school in the summer/fall period (Lisa Van Nyhuis - lead).
- Continue to increase publicity for the school. The Church will continue to advertise in the Church bulletin through the current cycle. The team will investigate other ways to increase awareness, and encourage applications through the Women's group and the Men's Club.
- The subcommittee will continue to meet and investigate other longer term actions that will include increasing publicity, developing the school's market area, tracking parents that inquire about the school and other welcoming touch points and items detailed in the work plan.
- Katie reported that 47 applications have been submitted for the upcoming school year.

Buildings and Grounds:

Walid gave an updated report on the Capital Project Budgeting and passed around a worksheet dated January 2010. It contained a listing of pending capital projects and potential costs. The high

priority projects that will be most expensive include interior rewiring of the school plant and exterior painting.

Mission Effectiveness:

No report.

Miscellaneous: **Katie Murphy**

No more items.

Action Items: **Loretta Meyer**

- None.

Next CCSB Meeting: Will be held on February 18, 2010, at 7:00 pm and Loretta Meyer will be leading prayer and bringing snacks.

Next Parent's Group Meeting: Will be held on February 8, 2010 and Patrick Hurley will be attending as the CCSB representative.

The meeting adjourned at 9:20 p.m.

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Respectfully submitted by Loretta Meyer