

Meeting Minutes of the Corpus Christi School Board

September 17, 2009

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

Visitors: Ms. Kerry Jackson, 8th Grade Teacher

Absent: None

Minutes: The minutes for the last school board meeting of August 27 were approved.

Faculty Report: Ms. Kerry Jackson gave an update of class activities since school year began (Classes K-8 and Extended Care).

Parents Group Report: Mary T. provided an update on CCPG activities. Major activities of CCPG are focused on upcoming Walk-A-Thon. More volunteers are needed. This year will have more emphasis on cost savings so as to raise more funds. 50% of funds will be allocated to LCD's in the classrooms and the remainder will be given to Tuition Assistance. Also, next TIP dinner will be on October 26 with an Oktoberfest theme. Ministry Fair will be held at Church this weekend (September 19-20). Mary also proposed an idea to engage CCPG and the CCSB to jointly recruit for leadership positions prior to spring elections. A handout was developed last year that described each board, the various positions and roles and responsibilities. This should be available to both boards and those interested in running for office. She plans to develop a label with "Ask me about school leadership" on it with school logo in background. She plans to make the labels available for board members to wear at the parish picnic on October 4.

Pastor's Report: None

Principal's Report: **Katie Murphy**

- Katie gave a recap of Fr. Leo's 25th ordination to the priesthood celebration. It was a great success and Fr. Leo was very touched and grateful. Lots of great volunteer work by many people – Chris Trevino was acknowledged for the organization and execution of the event as well as Moire Bruin and Megan O'Leary for the liturgy. The school funded the plaque which was installed in the patio near the Keller Center. (Men's Club, under Bill Murphy, did the set up and donated funds for the event. Parish Council, under the leadership of Steve Sanger, was responsible for the event.) Fr. Leo plans to take part of his sabbatical and attend Boston College. Fordham College in NYC is also very interested in him. A question was raised re: Fr. Leo's financial needs during his sabbatical – Katie will look into this and report back to the Board. Katie also mentioned the school will give a financial gift to him at the end of the school year.
- Katie reports that about \$45,000 will be distributed for Tuition Assistance this year. This decreased from \$52,000 because some families no longer had the need or needed the

amount granted and one family left. This amount will go to assist 14 families and 21 children.

- There was another discussion of possible funds that will be contributed to TA from the Men's Club. At Back to School Night, Men's Club gave a check to Katie for \$32,000. (Of this, \$5,000 – Athletics, \$10,000 – Tuition Assistance (up from \$6,000 previous year) and \$17,000 – school operations budget). Walid thinks that another couple of thousands may be contributed shortly for TA.
- Katie filled the two openings at the school: Clara Golan will be the new (FT) Tech-science lab and Alexis Maia will be the new (PT) 5th Grade aide.
- Extended Care: Katie has asked for a detailed accounting of daily use of Extended Care by kindergartners and 1-8 children. It is difficult to see any trends until a month or two into the school year. So far, usage seems to be lower for 1-8 but higher for K children, compared to last year and could be a result of the economy. Katie reports that 33 families are registered for contracted schedules and 60 families are registered for drop in. However, this may change as schedules solidify for the school year.
- September 18 in-service training for staff will focus on Language Arts and Math, two of our teachers will be among the trainers: Jessica Murray and Marea Palmer-Loh. October 5 in-service training will focus on differentiated learning.
- Strategic Planning: Katie asked Sister Barbara at the Oakland Diocese whether the Board can focus on 2-3 strategic planning themes as opposed to all 9 (in diocesan training). Sister Barbara said that this will be okay as long as the reporting stays formal, and that the job responsibilities of the committees are continued.
- Katie gave Board members a handout entitled "CCPG Fundraising and Donations History", dated 9/15/09. She reviewed the history of CCPG fundraising from 2003-2009, trends and the various donations throughout the years. Most funds are restricted. If parents have a request for funding allocations, it should go to Katie to determine which board it then goes to.
- Katie reminded the group that the Development Committee will be holding its Thank You reception on Sunday, September 20 for Annual Drive (Fr. Olivier Endowment Fund). All Board members are hosting and expected to attend.
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Men's Club:

Walid Abdul-Rahim gave a brief report. The last meeting had a spirited discussion of allocation for excess funds. Members are working on upcoming Parish picnic and Crab Feed. Annual Golf Tournament will be held on September 26 (open to all). More money is being given to school for TA.

Board Business:

Dorothy Militar, President

Dorothy reminded Board of sign up lists for Board Meeting snacks (meals), prayer, attendance at Parent Board meetings, Tuition Assistance appeal at CC Mass (September 26-27) and other sign-ups. All the lists were sent previously and now uploaded to Yahoo Groups.

Dorothy thanked everyone for attending the Diocesan Retreat last weekend.

Assignments were made for Board Committee heads. Finance: Mary Tarcynski, Strategic Planning: Anne Woods, Development: Patrick Hurley, Mission Effectiveness: Elizabeth Murphy, and Buildings and Grounds: Walid Abdul-Rahim. Members of the committees were also assigned.

Dorothy led a discussion and vote on how unrestricted funds (donations to the school) should be allocated for this school year. The current policy is for unrestricted funds to be allocated to the Father Oliveira Endowment Fund. Prior to this policy, all moneys were designated for tuition assistance. This policy was changed in order to ensure that funds from miscellaneous sources would jump start the fund to reach the 2 million goal sooner and increase the Fund beyond the annual drive donations.

A discussion ensued whether unrestricted funds should now be allocated to Tuition Assistance given the prolonged economic recession and many families out of work. Katie reviewed the funds available for tuition assistance (penny drive, family contributions, tuition drives (2), interest from CD's, etc.) and recent distributions. Last year's total receipts were \$38,600 for TA. There is \$124,000 in TA savings today. Katie also reviewed the history of Annual Drive, the two funds (Oakland Diocese and Christian Brothers), market activity and the management of endowment funds. The endowment fund is approximately \$1.8 million today and it is projected that the \$2 million goal will be reached by end of next year (with 2 more annual drives). With this information, Board then discussed merits of reallocating unrestricted funds to TA.

A motion was made: Should unrestricted funds to school remain allocated to the Endowment Fund?

Vote: 6 members voted yes, 3 members voted no. The unrestricted funds allocation remains unchanged.

Dorothy distributed a handout and led a discussion of the proposed raffle ticket sale for one year free school tuition to be offered at the Crab Feed/Auction. It was explained that the funds to cover the annual tuition (\$6,900) will be raised from other sponsors outside CCPG and Men's Club (such as the Women's Club, recent CC alums, etc.) and that the full tuition must be raised prior to advertising this auction item. All ticket sale proceeds will go directly to CCPG. With this information, a motion was made to approve the free tuition raffle ticket sales. The Board voted unanimously to allow the raffle ticket sale to proceed. (Following the meeting, Dorothy Militar confirmed with CCPG that the above conditions will be part of auction item.)

Dorothy reminded speakers of the Tuition Assistance Drive next weekend (September 26-27) during the 3 Masses. Mary agreed to find the proposed speech outline and send to assigned speakers.

Committee Reports:

Finance:

Mary reported that the Committee met and reviewed the current budget. The budget shows the school has 3 less students (- \$16,000) but expenses are unchanged. With this information, along

Next Parent's Group Meeting: Will be held on October 6, 2009 and Loretta Meyer will be attending as the CCSB representative.

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Respectfully submitted by Loretta Meyer