

Meeting Minutes of the Corpus Christi School Board

November 19, 2009

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

Visitors: Ms. Palmer-Loh, 2nd Grade Teacher, Sue Scott, CCPG

Absent: Patrick Hurley

Meeting convened at 7:15 p.m.

Minutes: The minutes for the last school board meeting of October 22, 2009 were approved unanimously.

Faculty Report: Ms. Palmer-Loh gave an update of class activities over the last month (Classes K-8). The 2nd grade is studying sea creatures and will have a field trip to the Academy of Sciences Marine Mammal Center. The 5th grade buddies program is going well. The science fair for the school is coming up. The 7th and 8th grade will have their first dance tomorrow. The 7th grade is studying ancient history and Islam. Two 8th graders are teaching Miley Cyrus dance steps in Extended Care. Ms. Palmer-Loh is one of the teaching leaders of the vertical teams across the Diocese and is also the liaison to the Student Council Website Masters.

Parents Group Report: Sue Scott provided an update on CCPG activities. Major activities of CCPG are the upcoming Book Fair and Silent Auction.

- Walk-A-Thon: This event brought in about \$31,000 in funds; very good in light of the bad economy.
- Silent Auction: The ticket price for the free tuition raffle will be set at \$50. This Auction item will be done in accordance to what was approved by CCSB and CCPG (see previous minutes).
- Parent education: Kim Walsh viewed the BOD “Race to Nowhere” presentation and will try to arrange a viewing for Corpus Christi parents.
- The CCPG made a policy decision to replace the CCPG dues letter currently sent out in July with the Registration packet that is distributed at the end of May; this packet is sent to returning families. This change will save costs in sending out a separate mailing in July and many parents are on vacation then. This concept was put up for a vote for the CCSB. The Board approved this change.

Pastor’s Report: None

Principal’s Report: **Katie Murphy**

- Katie discussed the need to better communicate to the parents the school’s technology program and the skill sets that are developed for each class. The Technology Director

will be tasked to do this. Katie also recognizes the need to explain the two Boards (CCPG and CCSB), their mission and the role they play in support of the school. Also, the school will strive to explain the special needs resources available to students. This will include an explanation of the types of special needs and what the school offers to address these needs. She commented that all children in the school benefit from the resources made available to special needs students; most children with special needs are very bright. One current special need addressed by school is assistance in hearing; every classroom is equipped with an amplifying system.

- Katie will investigate how to acquire a system to broadcast uniform messages to the school. Some parents have requested such a system similar to Bishop O'Dowd's voicemail system for lock downs or emergencies. She will also look into the variations in costs.
- Katie passed around a thank you letter from the 470 children in India that benefited from the \$2000 raised by Omar Abdul-Rahim's piano concert. Omar learned from this experience that one person can make a difference.
- St. Theresa Elementary is extending its Kindergarten hours to 5 per day. Ms. Halkias will meet with all the other schools that have adopted this extended K-program and report back.
- Katie thanked everyone for giving her feedback on how the school's website can be improved. She had previously asked the Board to review the school website as if for the first time and with an eye to whether it includes enough/sufficient information for not just existing parents but also prospective families.
- Katie presented an update on families suffering health issues and how the school can help with prayer. She has spoken to the children about this with attention to age-appropriateness.

Men's Club:

Walid Abdul-Rahim

The Men's Club is working hard on the Silent Auction/Crab Feed.

Board Business:

Dorothy Militar, President

Dorothy reported on the Corpus Christi Leadership, recruiting process and schedule. She passed out the descriptions and recruiting schedule. (She sent out an e-mail following the Board meeting asking Board members to approve this form which will be uploaded to the school website; this was approved by the Board).

Committee Reports:

Finance:

Mary Tarscyński presented the finance report update. She passed out two financial reports. In general, revenue is up and expenses are down. However, Extended Care is a concern; contracted hours are flat and drop-in hours are down. The families with sibling's earnings are strong. But overall trend is extended care revenues are down and if this continues, it will report a loss at end of year. The communications from the Director to parents are excellent. It is recognized that the

quality of Extended Care is very good but that decreased usage is a result of the sour economy. There is a need to communicate the complexity of the billing – based on siblings billed at different rates.

Mary discussed Five Year Plan: Endowment Fund interest is incorporated into the 2011/12 school year at 4%. The original plan was to add only 2-3%. School reserves are getting low farther out due to enrollment. Also, a part time special needs staff person will be added to the budget. Someone asked for the results of the Tuition Assistance Drive; no final tally yet. There was a motion to approve the Five Year Budget Plan and all Board members were in favor.

Vice President:

Elizabeth Murphy reported that the CCSB TIP dinner is scheduled for March 22, more info to follow. She sent out a flyer but there was low response. She will be asking for volunteers through Room Parent Coordinators in January. She also reminded members that the Staff holiday celebration will be held on December 3 at Sequoyah Country Club from 6:30-8:00 p.m. All teachers, staff, CCPG and CCSB members are invited to attend.

Development:

Katie reported that the school sent out letters to 2001 and 2005 Corpus Christi graduates asking feedback on what they are doing and updates on their careers. The information will be published in the January *Connection*. Also graduates from 1956 through 2000 will be receiving a Thanksgiving greeting with an update on the school. Any graduate feedback from this mailing will also be included in the *Connection*.

Strategic Planning:

Anne Woods discussed the Strategic Plan and requested everyone to review for completeness and accuracy. She wants the Board to be comfortable with direction and take ownership – any questions or changes should be given to her right away. She asked Loretta to chair an Enrollment subcommittee of the Strategic Plan Committee to determine if more outreach can be done to increase enrollment and determine what tasks are feasible to investigate and research this area. One task would be to invite new school parents to participate in a focus group.

Buildings and Grounds:

Walid handed out a five year CIP worksheet dated 10/09/2009 that outlined the results of the school plant walk through and itemized capital improvement projects as a result. In general, the school plant is in very good condition. Two areas in need of improvements are a new coat of exterior paint and electrical upgrading of the buildings. Capital project estimates and budgeting will be undertaken in 2010/11. After a motion, the CIP as presented was approved by the Board of the 10-11 CIP and the 5 year CIP will be brought to the board later this year.

Mission Effectiveness:

No report.

Miscellaneous:

Katie Murphy

No more items.

Action Items:

Loretta Meyer

- Strategic Plan Committee and Enrollment subcommittee will develop a plan for tasks and committee membership.
- Board will review Strategic Plan and get comments or changes to Anne Woods.
- Katie will provide an update/report on results of the first Tuition Assistance drive.
- CCSB will continue to review the school's website and submit any suggestions or changes to Katie by Christmas.

Next CCSB Meeting: Will be held on December 17, 2009, 6:00-7:00 pm and Dorothy will be leading prayer and bringing snacks.

Next Parent's Group Meeting: Will be held on December 7, 2009 and Anne Woods will be attending as the CCSB representative.

The meeting adjourned at 9:30 p.m.

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Respectfully submitted by Loretta Meyer