

St. John the Baptist Catholic School
School Board Meeting
September 06, 2016

Attendance

In Attendance: Mrs. Lewis (Principal), Alicia Detwiler (Chair), Jason Canale (Vice Chair), Ping Fang (Secretary), Ed Martinez (Member), Nikki Rohling (Member), Jennifer Farrell (Member), Sarah Patterson (PTO Rep), Madeline Reyer (Pastoral Council Rep)

Not in Attendance: Mrs. Villarreal (Vice-Principal),

Call to Order

Alicia Detwiler called the meeting to order at 6:03 PM and led us in prayer.

Chair Comment

Alicia discussed the Parish Ministry and thanked the Board members for volunteering their time during the Fair. Alicia also discussed several thoughts and ideas she has received from others to help celebrate and recognize the School's 20th Anniversary.

Roll Call

No Guests were present for the meeting

Minutes

The August meeting minutes were offered for approval and Jason Canale made a Motion to accept the August Meeting Minutes, and the **motion carried**.

Reports

Public Relations Committee (Jennifer Farrell)

Jennifer Farrell provided a written report prior to the Board Meeting. The focus is on Grandparents' Tea event on 9/22. As of 9/6, there are 74 grandparents and 57 students confirmed.

Development Committee (Jason Canale)

Jason Canale provided a written report prior to the Board Meeting. Last meeting was held on 8/18, discussion for long-range funding opportunities had begun, newsletter will focus on Alumni spotlight with potential to highlight our new teacher, and recruitment is still a challenge.

Planning Committee (Ed Martinez)

Ed Martinez provided a written report prior to the Board meeting. Last meeting was held on 8/18, topics discussed are Exit Survey with electronic delivery method, no annual survey until 2017 due to Diocese Survey in 2016, and a collaborative session for Strategic Plan is scheduled for October 20th.

Finance Committee (Alicia Detwiler)

Alicia provided a written report of the Finance Committee prior to the Board Meeting. Finance Committee discussed the budget during 8/29 meeting and bank accounts were reconciled for July 2016. Emergency Account was funded to \$72,000 per the School Board's vote in August.

PTO Report (Sarah Patterson)

Sarah Patterson provided a written report prior to the Board Meeting. Last PTO meeting was held on 8/30 and next meeting is scheduled for 10/11 to focus on Used Uniform sale and Fall Fest. Fall Fest is on 10/15 between 1-4 p.m. but no lunch this year.

Pastoral Council Report (Madeline Reyer)

Recruitment is a focus for the Pastoral Council and it's a 3-year term. We will have a new Pastoral Council Representative for School Board starting in November. Pastoral Council is also looking for participation Walk for the Poor on 9/24.

Principal Report (Sherry Lewis)

Mrs. Lewis provided a written report prior to the meeting. St. Tonette Sperando is confirmed for Family Faith Night on 9/20. We have a new Cafeteria Manager: Margarita Horton.

New Business

Exit Survey

Planning Committee tasked Ping Fang to research using electronic format for Exit Survey. Ping Fang provided the research results: electronic survey can be created easily, delivery process is not difficult, results are populated online automatically, and each result is associated with a designated e-mail address (people cannot submit multiple survey results). The only drawback is the electronic delivery could end up in recipient's JUNK mail box.

Mrs. Lewis had feedbacks with the Exit Survey process:

- Exit Survey questions should NOT ask the family to identify teacher's name
- Mrs. Lewis object to last year's survey results were presented during a public forum at a School Board meeting without giving her an opportunity to meet with the Exit Survey sub-committee.

During the next Planning Committee meeting, both objections will be reviewed and provide update during next School Board meeting.

Old Business

Board Goals 2016-2017

Alicia discussed the input received regarding the School Board Goals for the 2016-2017 year and was ready to close the goals and accept them as written.

20th Year Anniversary

Alicia discussed the 20th Anniversary ad hoc committee had been formed. They plan to have several upcoming meetings to discuss their ideas and plans, but first Alicia is scheduled to meet with Mrs. Lewis.

Review Handbooks

Alicia reminded the Board to continue reviewing the three School Handbooks, Parent/Student, Faculty and Staff, and provide any comments or edits to her by Friday, 9/9.

Upcoming Key Dates & Announcements

The following upcoming dates and announcements were discussed at the meeting.

- SJS Board Executive Committee Meeting - Monday, September 26
- SJS Board Meeting - Monday, October 10

Adjournment

The meeting was adjourned at 7:12 PM, with a prayer led by Alicia.