

St. Mark School Board of Directors

Minutes

September 9, 2013, 5:00 – 7:00

Meeting called by K.J. Peters

Father Michael Rocha, Mary Ann McQueen, K. J. Peters, Michelle Vagnati, Reshima Wilkinson, Jim Riley (phone), Jon Spica, Patrick Frontiera, Tami Pardee, Irene Craig, Nadine Adrian, Bridget Rohmer, Ray Zarro, Jennifer Agens, Mauricio Silva, Andrew Jackson

Attendees:

Introduction -- K.J.

Location: Library

5:00 – 5:15

Approval of 8/20/13 minutes—minutes approved

Visitor's comments (no visitors present)

Opening Comments

Modified Roberts Rules-when a voting member says "Motion," meeting will go into Roberts Rules; vote to extend time on topics

Speakers list-raise hand to be added to speakers list, will defer to those who haven't spoken yet, can respond to questions from speaker

Minutes/Agenda-send KJ topics to add to agenda; prior to meeting; agendas will be sent out within 6 days of meeting; prior meeting's minutes will be approved at each meeting; after approval, minutes will be posted to website within 3 days

Bios-board member bios to be posted to website; include tenure on board in bios?

E-mail exchanges-suggestions from K.J., no "reply all," do not forward without permission, no group discussions on e-mail, do not assume no response means agreement, do not attempt to clarify misconceptions on e-mail

5:15 – 5:40

Principal's report – Mary Ann

New drop off procedure is working well, there are still issues with pickup procedure to be worked out

Technology rollout- carts are in place, being distributed to classes; teachers have embraced new technology initiatives

Routines are in place-lunch periods have been broken up between upper & lower grades

Football & volleyball are up and running, after school

programs set to begin week of 9/16

Back to school nights: Thursday 9/12, K-5; Thursday 9/19 6-8; 1 communal session in the hall; 2 sessions in classrooms

Announcements – Father Michael’s Jubilee celebration, Sunday September 15 at 12:30 (at St. Mark Church); St. Mark Community Picnic is September 29th at Chevron Park, El Segundo

Three Primary Initiatives – Finances, Enrollment, Fundraising—the board will focus on these three key areas as a priority

Marketing outreach—enrollment numbers are at 200, would like to be at 250; need to keep gender balance, while still accepting more students who are appropriate for the program

An idea for outreach-investigate Private School Information Nights (Andrew?)

5:40 – 6:00

Auction – Mary Ann

Reference Una’s e-mail to board 9/9/13

Committee membership-there are 11 people signed up to work on the committee.

Planning—by next meeting, will discuss theme, team composition; proposed dates are March 22 or April 5, will confirm availability with the church (parking lot needs to be ready by Sunday morning)

Suggestion-provide information on where scholarship funds from auction are going/how money is being used

6:00 – 6:10

PAC report –Nadine and Jennifer

PAC charter—Nadine will be working with Reshima to write PAC charter (structure, duties)

PAC will create a branded logo

PAC will send out e-mails one week before and one week after meetings

PAC will meet once a month, after drop off; first meeting Monday 9/19

Reviewed logistics for sending out PAC communications

PAC updates will placed on the website

PAC newsletter-Nadine and Jennifer will create a template

Send PAC committee information to Mary Ann for directory

6:10 – 6:35

Committee reports –

Jim and Jon (Finance / Policy Committee)

Jim and Jon have met with Mary Ann,
reviewed budgets for last year and this
year

Patrick (IT Committee)

Ray Zarro (Facilities Committee)

Chair (Development/ Marketing Committee)

Bridget will chair committee

Michelle and Bridget will reach out to
parents who have expressed interest

Grant writing-ideas included hiring a
business school intern, putting a call out
to student body to find someone to write
grants; Patrick & KJ will check with
business school, rest of board will
assist with possibly finding people who
can help with grant writing

6:35 – 6:45

Fundraising -- Jennifer

Marketplace, Script

Proposal to make SCRIP/marketplace
mandatory-each family would spend a
certain amount each year

KJ requested a report from Bridget and
Jennifer on how this might work
(informed by Ray, using his experience
with these programs)

6:45 – 7:00

New Business

Next meeting: October 14th at 5 pm