

Holy Spirit School Board Meeting
Faculty Room
September 15, 2009
7:00 p.m. – 8:45 p.m.

Attendees
EX-OFFICIO MEMBERS
Susan Buchanan
Ann Marie Drabin
Anne Marchetti

Not Present
EX-OFFICIO MEMBERS
Fr. Mathew Vellankal

Guests
Vanessa Barrett
Lori Bruno-Marsters

Opening Prayer
Jeff Van der Sluis

Closing Prayer
Jeff Van der Sluis

Attendees
COMMITTEE MEMBERS
Robert Anderson
John Barron
Patrick Colglazier
Rob Paglieri
Lucia Pena
Tim Riener
Barry Slivinsky
Melinda Smith
Jeff Van der Sluis
Sandra Raeside
Frank Cannizzaro
Joe Woolcock

Not Present
COMMITTEE MEMBERS
Gloria Del Rosario

Attendee
PASTORAL COUNCIL
REPRESENTATIVE

Not Present
PASTORAL COUNCIL
REPRESENTATIVE
Stewart Fine

Meeting Summary:

A. OPENING: Jeff Van der Sluis

Jeff addressed the goal sheet. He explained how the sheet reports the information. The goals are a draft and works in progress until the board approves them. To speed the meeting along we send them out 7 days in advance, see the notes, contact each other or offer help and assistance. We don't need to wait to have dialogue. We try to keep meetings 1.5 hours.

B. ROLL CALL: See above.

C. REVIEW & APPROVAL OF May 19, 2009 MINUTES:

Board unanimously approved minutes.

D. STANDING COMMITTEE REPORTS

1. Executive Committee – Jeff Van der Sluis

No questions.

2. School Mission Enhancement, Policy & Planning Committee – Gloria Del Rosario

Gloria absent. No questions

3. Building and Grounds Committee – Robert Anderson

There is an electrical issue in the preschool to be completed by Saturday. Currently there is no A/C or microwave power available due to a smoking line that needed to be shut down. We have a temporary fix for now. Quotes for the job range from \$7K - \$1250. Lucia asked about the large gap in quote prices. The difference is digging underground vs. not digging. Trenching is expensive. Another quote realized wires were arching causing the smoke. Since it's our property PG&E couldn't fix the problems. The conduit is still good given the preschool was built in 1994. In addition the amps on building are way under. We'll be moving at a lot more power at 200 amps.

4. Technology Committee – Tim Riener

First, Tim is looking at our technology needs by talking to teachers via a survey. No reason to step up X servers. Tim will also evaluate offline Apple in the next 6 months. Susan said we should go live before Apple Care is over.

She mentioned we have 3 carts of computers = 3 half classes. No questions. Action Item 1: Fee for technology upgrade. Action Item 2: Evaluate upgrading servers: Action Item 2: Check coverage . Is Apple care extensible?

5. Finance Committee – Barry Slivinsky

Goals changed from June. The latest addition scopes out what would a technology fee look like for students for \$300? Susan said to call other schools, since that is high compared to other schools. Per Jeff, most other schools have some technology fee. Family fee vs. individual fee is being reviewed. More research needs to be completed. Apart from that financials look good. Student count is now 303. Board should feel good about that number. We were told to look for maybe a 10% decline but we had an 8 kid increase. Student population was 294 or 295 last year.

6. Membership, Development, Stewardship & PR Committee – Melinda Smith

She has an update from May. She's working on newsletter and recruiting a new PR team. We probably need to move date up to Nov from Oct to get accomplished. Patrick stated he's interested in being part of the team. Melinda will publish board accomplishments. Thanks went to Vanessa for her previous chair accomplishments. Board Members being present at back to school night accomplished. The Parent Talent base is being reviewed. All the parents from before are on there, only kindergarten or new parents need to be updated. The Office has the file in data base on Mac platform. Anyone can request the list from the office to search the list. Derek has it in Filemaker Pro.

7 Grants Committee – Lucia Pena

No huge difference. She plans to recruit a new member to the committee. No changes to goals. Updates – a few proposals went out at the end of year. 5 are out, 1 has been denied. One we won't hear back until December. Many of the grant requests are for tuition assistance. The one denied was for tuition. We're not as high a need as other catholic schools which is why we were denied. We're not a low income school. We don't have title 1 kids. Funder's have many to choose from when they look at ours so it just depends. Questions: Vanessa Geller Grant. Susan said we don't get info until December. Lucia said we asked for \$15K. We asked smaller because they've given less.

8. Safety Committee – Rob Paglieri

Rob was absent so Barney Chan gave the update. Very little changes have happened since the last meeting. Inventory for supplies scheduled for November with the 7th graders. At the Parent club meeting on Oct 1st they'll present safety procedures. Traffic members have been filled by 6 people so our AM is in good hands. We're on schedule for most goals. The Teacher meeting was changed to October. New member Christine Smith joined from kindergarten. We're always looking for more volunteers. There will be an emergency drill for October.

E. SPECIAL COMMITTEE REPORTS

1. Anti-Bullying Committee - Jeff passed out the update for anti-bullying committee. This is not a regular committee (it is a temporary Committee designated by the Board last year). There are no plans currently for renewing it. The outcome of the committee is we either had to partner with someone who does these types of programs or development our own. We decided to develop our own using LLC, which is designed to enhance social intelligence in students. We'll host an info parent night run by the School counselor. There will be more activities taking place during the year talking about how we want to get along with each other, and building character. Mrs. Drabin mentioned the "Ned show Never give up" how it encourages the children. Kids are really talking about it, and using the yoyo. The CAPA program is also coming back. It teaches getting along rather than focusing on what are you are doing wrong. We will perform a follow up survey, either March 15 or 22nd. The desired outcomes are a safe, secure, School. Only Grades 4-8 will be surveyed. Most professionals don't recommend surveying children below 3rd grade. That doesn't mean we shouldn't start teaching how to get along starting in kindergarten, it just means surveying is of limited value at that age. Questions: None. Jeff won't update each month, but will report when the March survey results are compiled.

2. Pastor – Father Mathew

Fr. Mathew is absent. He'll be here at other meetings.

3. Pastoral Council – not present

4. Holy Spirit School – Susan Buchanan

The budget needs to be looked at because the Diocese needs it by the end of the month. Thanks for all prayers and support for Mrs. Martin. Oct 1st is when she may come back and she's doing better. Shield of the Vulnerable will be at the Parent Club on October 3rd. This is the year all parents have to re-do the program. It's not on either parish or school website. If done on-line parents must print and send to diocese for coaching and school. Payment should go to the school. CYO coaches fee covered by CYO. Who you list in registration is who needs to be reimbursed. Friday all teachers will be working on math and language arts. We are working with the diocese to look at what are the main standards and where we want our kids to be. We want as high of standards we can achieve for them. Tim asked if Title 2 money goes in there? Susan said no. With Title 2 Fremont doesn't pay out to any entity catholic or Christian. Teachers had to register on their own. It's never in the budget because it has to be done in around about way. It's government money given thru Fremont. Bingo is on the budget. Are we hoping to get it going on? Susan replied it's a diocese template. Per Barney, the short version is bingo was money maker. After Fremont changed to no smoking in the gym it no longer made money. Barry commented that Script items need to be reviewed; 6712 Extended-care retirement increased; text books decreased. Susan replied that last year we bought 2 new series in science and social studies. The year before we were going to accrue but it didn't get put in like it was supposed to. The big text buy was not accrued. Susan mentioned workbooks are 6 years free every year. Endowment fund draw on 1st page. Lucia noted parent activities are down to 120. Susan said she brought it down to actual from previous year. She didn't want to put more into budget if it wasn't going to raise more. Robert stated interest rates are down. John asked if it's money from endowment interest and not principal? Interest Susan said \$40k down just from economy. We may need to take money out for enlarging the preschool. Father said we may need \$50K to pay back. This is the first time we've ever withdrawn from the endowment. 40K is roughly 10% of total amount. There is no history on when it was first started. Barry suggested we talk about whether we should even pay it back. Motion to approve budget. All approved.

5. Parent Club – Holly Drobick

Training class on shield the vulnerable had a good turnout. This year we'll have parent club board from 1 parent from each grade who will take notes at meeting. Holly will create minutes to have online. The Golf tournament is on Oct 3rd. Café Espirtu to re-open on Friday. Each class got \$249 for last year's café. The calendar is rolling for Mrs. Martin meals. The Arts and crafts show is Oct 17/18. Lisa-Maria will give an update. Grass volunteers signed up but need to be certified. Holly wants to create a calendar online so school parents can access it. Next meeting is Thurs Oct 1st Small Hall. Susan needs to get with the science guy. Mrs. Drabin asked if daycare will be taken care of? Yes, by the same grade who brings treats.

F. OLD BUSINESS

1. Guests comments move from beginning rather than end: Jeff V.
Resolved that the board chair can ask to move the agenda and a consensus vote by the members will be taken so a guest may speak at the beginning of the meeting. In the May meeting a proposal to move guest comments to beginning rather than end was mentioned. We tabled it until now. Discussion: Moving to top has been adopted by City councils so people who don't want to sit thru entire meeting. Lucia: If item is being discussed then card gets put in staff file until that person talks. Vanessa commented that Lori wrote notes but it's not really of interest. Patrick said comments near middle have 15 min total. The more people we have, the less talking per person to be addressed. Jeff suggested a compromise could be at discretion of board chair based upon size of group. We want flexibility. We can also invite people to come back. Vanessa said the chair should have flexibility. John mentioned we can make a motion to make chair move it at his/her discretion. That would leave you and board leeway. Sandra suggested what about a majority vote? Jeff noted public commenting used to take over the meeting. Consensus that board chair can ask to move agenda and a consensus vote by members taken. Caveats: Special guests should always be at beginning of meeting. Agreed. Motion to create enhancement: Patrick stated the chair has ability to change agenda order with concurrence of board at meeting. Lucia 2nd. Discuss John: Where are we doing to have public comment? Jeff replied with where it is now with discretion to move. All in favor. Lucia – how will you know if person has issue or is just there to view? Jeff said it will be noted on the sign in sheet or ask. Mrs. Drabin recommended the sheet should say what we do not have anything to do with.
2. 5 Year Goals & Yearly Goals: Jeff

5 year and yearly goals plan was to approve but in light of time we'll postpone until Octobers meeting. The board unanimously agreed. Since the goals are still drafts don't put them on website. Wait until their finalized.

G: NEW BUSINESS

Living Your Strengths: Jeff

How do we create the most vibrant engaged parish? How do you get individuals their spiritual fulfillment and yet not burnout? There is the 80/20 rule. This book and program shows how to use your innate gifts and talents for growth and service. The books are going to be readily available in our library. Jeff wants everyone on board to participate and read the book. This is our new top priority for parish. It strengthens us as a community. Take the strengths test and Jeff will pay for 1st six. Be prepared because in our next meeting we'll do an exercise.

H. PUBLIC COMMENT

“Safe Parking” - Lori Bruno-Marsters from the Social Justice Committee

The social justice department has been resurrected. They're focusing on things like Family to Family and Adopting a family. We're participating more with winter relief. The Safe Parking program in Santa Barbara has been successful for the past 5 years. It consists of churches through out the area opening their parking lot to sleep in overnight for homeless woman and children. Last year we looked to see if Holy Spirit could launch. In the Tri-City area there is estimated to be 2000 homeless families. Fremont & Newark have enough homeless to fill elementary school. It's heart breaking. Our Economy is getting worse. We propose a pilot program beginning in November consisting of 3-5 parking places along fence line allowing woman children only. They'll sleep over night in cars from 7pm to 7am. There will be a surveillance camera and a porta potty. Safe guidelines & rules pertain, including a clean and sober environment. One woman is assigned as the site captain. She ensures the porta potty is locked and unlocked, has a cell phone to call the parish social justice committee. Tri-City screens each woman by case managers. Susan stated these women are not out of work. They just can't afford place to live. Lori continued with children have to go to school. Tri-City coalition will provide breakfast daily, a bag lunch, dinner nightly, medical care once a month through the Hope Van. Faith formation will be offered as well as tutoring services. There are lots we can do. There has been concern because day care starts at 6:30am. The Parish wants to launch and extend our arm. CYO was already informed. Many individual groups have been told. Once there is buy in it will be posted in the parish bulletin. Are there any concerns to be addressed and safe environment for HS kids?

Barney said has concern for kids but thinks it should be no problem. It was cleared by the diocese.

Lori confirmed that at 7:45am the safety committee arrives.

Rob asked how many parking spaces are allowed? Lori said parking passes are given out for the same people for a month. Every month is pre-screened. There is no room at Tri-City or coalition so these are overflow from those. An evaluation is done monthly and case workers get different color different month. There will be 3-5 families to begin. There will be a cell phone to call 911. Father Aidan set up another number at parish. The woman can't invite friends. Captains have accountability on who comes. This is also empowering them to move on with their lives. They want program to succeed. This is different from anything church has done before. Vanessa asked if the homeless team captain checks the cards? Lori said Yes. Lori will also check after case manager has approved. Vanessa also asked what is the plan if car breaks down? Lori will call her Santa Barbara contact to get guidance on that question. What about leaks on asphalt? The parking spots are nearest the fence, not the ones next to the track. There will also be 24-hour security monitoring in rectory. Police parole every night and will be notified a week before it launches. Nov 6th Friday night launch. Rob stated Saturday nights are packed in parking lot so we should cone off the parking spaces. Hopefully this will spin off to other area churches and spread from there. Success is having non-incidents and seeing turnover. Not seeing the same people because they're getting housing. Abode screens the applicants. They're licensed. Patrick noted there are no costs listed. Lori said she submitted a grant from her company for \$5k hoping to cover costs. This program may provide more security and deter others who were coming but weren't invited. Outreach is limited for parish so we need to step it up.

John Barron wanted to let everyone know he's the Chair of the Italian Social Group for Holy Spirit. The money we raise goes back to parish 100%. On Oct 10th is an Opera event and he has tickets for anyone interested. 10 tickets will be left for the school office. There are 10 seats per table. He also mentioned “Walk for the Poor” on Sept 26th for Moreau. Registration starts at 9am and you can walk as much as you want. There is an Oakland council BBQ and face painting.

I. NEXT MEETING

October 20, 2009 at 7pm in teacher's lounge

J. MEETING ADJOURNED – Jeff