

St. Ignatius School Advisory Board Meeting Minutes

9/14/17

Attendees: Father Dennis, Jenny Malone, Ed Sharp, Tom Ducote, Christabel Rocabado, Evie Cascarano, Angie Carrizales

- School Update
 - o Enrollment
 - 230 total with 26 new and 28 open seats
 - Low enrollment in the Prek4/Kinder classes
 - o Teachers
 - Tanya Alvarez (Spanish 1)
 - Miss Beeney (1st)
 - o Events
 - Lady of Sorrows
 - o Administrator Update (Father Dennis)
 - Father John to begin greeting students at drop-off for visibility
 - Working on more Teacher retreats
 - Working on 2nd grade retreats and middle school retreats as a way to also collaborate with families and students to provide religious education in a fun environment
 - Looking ahead to plan more experiences to bridge the gap between the parish and the school (i.e. Lady of Sorrows mass)
 - Capital Campaign projects still in works (i.e. gate should be operating and coded within 2 weeks)
- Facilities
 - o Andre House
 - Roof was replaced
 - Fencing complete around the property
 - Playground ordered, awaiting the hire of a contractor company to install
 - o Family Center Floor
 - Multiple injury spots, areas in which old tiling can be seen
 - Explore the idea of tarp, purchase of a dance floor for events
 - o Kitchen
 - Refrigerator door is still malfunctioning
 - Ice Machine non-operating since PTO meeting (9/12)
 - o Questions on pending open capital projects
 - Timing on refrigerator fix?
 - Timing on fence/gate completion?
 - Timing on playground improvements
 - Concerns around the state of the gym floor
 - Concerns around the installation of the bathroom doors

- Father Dennis to invite Kevin Harrington (Parish Administrator) to discuss open items
- Financials
 - P & L
 - Balance Sheet
 - Mrs. Malone to provide financial data at the detailed GL level for review
- Academics
 - New software programs obtained
 - Mathletic – online math learning space and aligned to state-based standards from K to 8th (has shown improvement in many students)
 - Lexia – online literacy program that promotes adaptive assessment and personalized instruction (beginning with K)
 - Geometry
 - Now offering geometry
 - Advisory
 - Promoting collaborative skill setting with assignments, working to organize, and improvements with procrastination
 - Continuous feedback, locker checks, and mixing up the groups for variability
 - Assessments
 - Iowa Assessments
 - STAR
 - Each quarter/each grade
- Technology Update
 - Entering into Tier 3 – network, access points
 - Continuing to purchase student Chromebook
- Religion
 - Rosary
 - Each class is assigned to a rosary once a month
 - Retreats
 - 6th, 7th, 8th grades will be participating in 2 retreats
 - Teachers will be participating in more retreats
 - Religious Services
 - Brother Walter will continue to come in to teach and read with the classes
 - Father Tom/Father Dennis will be working with the 2nd grade
 - Cathal will be coming in to help around the school
 - Prayer Service
 - Each class will be participating in 2
 - Celebrating Feast Days
- Governance
 - Members for SAB
 - Need: Chair, Secretary
 - Tom to talk to Kate Meyers
 - Jenny to talk to Tammy Fotinos
 - Constitution of SAB

- - Members to look over and provide edit suggestions

St. Ignatius School Advisory Board Meeting Minutes

10/12/2017

Attendees: Father Dennis, Jenny Malone, Ed Sharp, Delane Ibarra, Christabel Rocabado, Angie Carrizales

Guest: Kevin Harrington, Parish Administrator

- Administrator Update (Father Dennis)
 - o Fall Fest 10/21 – committee led by Michelle Fontana and Blanca Vasquez
 - o Feast of St. Ignatius 10/17 – will be celebrating at the Fall Fest
 - o Religion Update
 - Kathy Aguilar working on pilgrimages to St. Edwards for noon mass and picnic lunches with classes 2nd to 8th
 - National Vocations Week – 11/5 to 11/10, Father J. Reyna will be presiding and will have a panel of vocations, visitors will be at the school on 11/10
 - #iGiveCatholic campaign – 11/28, will be a unified ask from both church and school for new tables and chairs for the whole campus
 - Capital Campaign Renovations – meeting room with chairs on target, working through master plan for parish, going through options for annex use (i.e. repurpose, tear down, renovate)
 - New websites will be out for both school and church
 - E-newsletter will be consolidated for easier read

- School Update (Jenny Malone)
 - o Enrollment
 - Down to 226 from 230– lost a family of 4 due to unforeseen circumstances
 - o Teachers
 - Mrs. Beeney (1st) on maternity, Nicki DeStaci (currently a resource teacher) will be taking over until Mrs. Beeney returns
 - o Events
 - Vision/Hearing Screenings
 - Parent/Teacher Conferences 10/18 – 10/19
 - Windy City 10/23
 - Pilgrimages to St. Edwards, 2 classes each day
 - CCS Filming 10/25
 - Halloween Carnival 10/27
 - o Financial Assistance Funding
 - Pursuing Kenedy Grant to help with tuition assistance, currently 113 students are using tuition assistance, and the grant will take care of 93 (40%, 59 families)
 - Pursuing Koch Foundation to help with Empty Seat Project
 - o Technology Update
 - Received 78 new chromes, old ones are being rotated for younger grades
 - Working on Tech-Hub option – a place for students to work tech experts (researching with Geek Squad) 2x a week, 2 hours a session, 18K for one school

year, need to see if this option will cover the same offerings as the current tech support used

- Advisory
 - Continuing to work through missing grade reports, providing students with progress every 2 weeks
- Academics
 - St. Michael's National Honor Society had 5 St. Ignatius alumni out of the 7 totals
 - Should advertise information like this on website for enrollment, work on getting numbers from other high schools
- Facilities (Kevin Harrington)
 - Andre House
 - Roof was replaced
 - Fencing complete around the property – one area to be closed off in the front area, awaiting electrician to handle the operation of the gate, ETC Monday 10/16
 - Relocated sand box
 - Swing set on hold until removal of trees to comply with requirements for clearance (ETC – 2 weeks)
 - Mulch will be spread as time allows by maintenance staff
 - Some interior renovations
 - Family Center Floor
 - Contacted floor contractor and old tiling is said to will always be able to be seen, working on repairing the holes currently in the floor
 - Will work with maintenance staff on proper cleaning process, and develop a more recurring cleaning schedule
 - Explore the idea of tarp, purchase of a dance floor for events
 - Kitchen
 - Walk in Freezer door has been fixed
 - Family Center Bathrooms
 - Framing of doors is causing the stick, constant adjustment with the door is being done to ensure that it can open easily
 - Pending Facilities Questions
 - Explore the idea of safety walkthroughs of the grounds and interior campus
 - Explore the update of event rental contracts to include cleaning fees to ensure floor is taken care of
 - Brother Walter will continue to come in to teach and read with the classes
 - Father Tom/Father Dennis will be working with the 2nd grade
 - Cathal will be coming in to help around the school
- Governance
 - Members for SAB
 - Need: Chair, Secretary
 - Jenny to talk to Tammy Fotinos

St. Ignatius School Advisory Board Meeting Minutes

11/9/2017

Attendees: Father Dennis, Jenny Malone, Ed Sharp, Christabel Rocabado, Angie Carrizales, Cathal Kelleher, Tom Ducote,

Guest: Michelle Fontana, Director of Marketing and Development

- Administrator Update (Father Dennis)
 - o USCCB National EIM Audit conducted and passed
 - o Fall Fest financials still pending
 - o Statue Dedication to Jane Rupert – 11/11
 - o Heart Gallery of Texas promotion, Right to Life
 - o Father will be going on Holy Cross & vacation, leaving to Rome 11/11 and will be gone for 2 weeks
 - o Still interviewing for new bookkeeper, Joyce is performing both positions as of now
 - o Capital Campaign Renovations Update
 - Duct work and cleaning
 - Renovation Committee – try to finish up with fencing, speak with Tony Parent about helping to do so
 - Roof on John Payne House
 - Extension of welcome center, book store, TV screens with event updates – targeted for first week of December
 - o Religion Update
 - National Vocations Week – 11/5 to 11/10, Panel of vocations, visitors will be at the school on 11/10
 - #iGiveCatholic campaign – 11/28, will be a unified ask from both church and school for new tables and chairs for the whole campus
 - Family Service Day 11/18

- Marketing Update (Michelle Fontana)
 - o Fall Fest
 - Internal recap meeting still pending, once financials are complete
 - o #Igivecatholic
 - 11/28, will be a unified ask from both church and school for new tables and chairs for the whole campus
 - Marketing videos from both parish and school to promote the campaign
 - o Mardi Gras Gala
 - Bishop Bill is confirmed, Holy Cross Happy Hour
 - Working on getting number of committee members up
 - Sponsor letters to go out next week
 - o Capital Campaign
 - 68% of goal
 - Will work with Father John for the last 12 months for a marketing push

- Parish E newsletter
- Website is up and is welcoming all feedback and comments from parents/parish

- School Update (Jenny Malone)
 - Enrollment
 - Down to 223 from 226– lost 2 students to moving, and 1 to unknown reasons
 - Teachers
 - Angie Cruz no longer with school, contact Jenny for FACTs issues and Joyce for bookkeeping until replacement is made
 - Events
 - Thanksgiving – All school luncheon 11/17, Prek3 Play 11/16
 - Christmas – School Christmas program 12/19
 - Pilgrimage
 - Open House – 1/21/18, noon to 3pm, need a committee head
 - Campus Security
 - Michelle and Jenny received Security/Emergency response books from Diocese, see if we can tailor for our school and share with faculty and staff
 - Work on Safety walkthrough for the premises
 - Inspection Committee by Ed

- Governance
 - Members for SAB
 - Welcome Tammy Fotinos

St. Ignatius School Advisory Board Meeting Minutes

1/11/2018

Attendees: Father Dennis, Father John, Fred Valle, Ed Sharp, Christabel Rocabado, Angie Carrizales, Evie Cascarano, Delane Ibarra, Tammy Fotinos, Tom Ducote, Julian Druffner

Guest: Angelica Segura (St. Austin's Bookkeeper)

- Administrator Update (Father Dennis), Welcoming of Father John
 - o Introductions

- Budget & Tuition Review/Discussion/Approval
 - o Review of Re-enrollment forms
 - o Review of Service Hour requirements
 - *Voted on language to be included in enrollment forms detailing 20 service hours requirement, \$10 per hour for all outstanding hours, and opt-out fee*
 - o Review of Technology Fees
 - *Voted on \$50 increase to Technology fee (total \$200 per student)*
 - o Review of Discounts (i.e. Multi-child, Parishioner)
 - Review of parishioner criteria (i.e. Stewardship Days involvement in the future,)
 - *Voted on no changes to discounts at this time*
 - o Review of FY 18-19 Budget and possible scenarios (220 /225 / 230 / 235 students)
 - *Voted on budget detailing 3% increase with proposed 230 students*

- Open House Plans/Review (via email update from Michelle Fontana)
 - o Marketing Update
 - FB event with paid boosts
 - Church bulletin running since early December
 - Ad in Catholic Spirit, not specific to Open House, but overall advertisement for the school
 - Full page insert into bulletin 1/12-1/14
 - Mass announcements 3 weeks prior
 - Insert next Wednesday in school parent packet encouraging current families to refer new families
 - Promotion on landing page on both websites
 - Mass announcement requests at St. Catherine's and St. Paul's
 - Video made with Mr. Valle inviting parents to come to our school
 - 2018 goal to move to continual year round emphasis on enrollment, i.e. giving tours, lunch and learn sessions with potential families

- Additional Topics

- Facilities Update
 - Kyle Hemmi would like to assist with consulting for new lights in the gym – possible Fun Run/Booster Club joint raise for 2018-2019 school year?
- School Events
 - Chess Club beginning 1/29 for grades 1 to 4th grade
 - Robotics Program
 - Open House – 1/21/18

St. Ignatius Martyr School Board Meeting Minutes - 3/8/2018, 7:00 pm

Members present: Father John, Fred, Ed, Tammy, Evie, Angela, Delane, Teresa Rojo for Christabel

Members absent: Tom

Opening: Fred gave prayer

Prior minutes: Angela and Evie approved

Items discussed:

1. Safety Committee – meeting set for March 19, 2018 from 5-6 pm. Safety committee members include Marc Pantoja, Rudy Estrada, Shane Scaramuzzi, Heather Haywood, Mike Murphy, Crystal Juarez, Angela Carrizales, Fred Valle. Top priorities – the Emergency Guide, PA system with speakers in every classroom, Andre House entry system, and security cameras. Mr. Patino, a school parent who works for Allied Fencing also recommends a metal fence on the north side of the Andre House. The school conducted a lock down drill. Fred will meet with staff for lessons learned.
2. Re-enrollment – 171 students, 20 new students. 39 short for financial break even
3. Finance – may not be in negative at end of year, 4-5 families were not Facts so they weren't charged correctly. Church looking at new financial software (Vamco?)
4. Gala - 4th grade won for most class tickets sold. SAB (Angela, Tammy agreed to chip in) owes them a pizza party.
5. Campus walkthrough- issues with emergency lights in halls, none in stairwells, water fountains, window covers in classroom, gym stairwell doors don't close (fixed?), damaged tile, stairwells need paint, no hot water in Andre House...
6. Fun Run – Goal is \$65k

7. Facility improvements- basketball goals to be installed over Spring Break, sun shade on back order, LEDs to be installed in gym lights during Spring Break.
8. School curriculum – more electives for middle school that meet twice a week. Elective ideas include creative writing, speech, robotic, orchestra, 2 Spanish tracks – 1 for high school credit, PSIA.
9. New School Board Members – Terry Aguia, Maison Porter, Maria Mudry, need 1 more
10. Committees – alternate meetings – 1 month board meeting, next month committee meeting. Committees and heads include Facilities – Ed, Finance – Tom, Security – Angela, need to add Development/Membership – Michelle. Need Strategic Plan and Community Identity.
11. Miscellaneous – updates given on Uniform Committee, PTO meeting and the Athletic/Academic Award banquet, readings by students at school collection mass, lottery seating for First Communion

St. Ignatius School Advisory Board Meeting Minutes

5/10/2018

Attendees: Father John, Fred Valle, Ed Sharp, Christabel Rocabado, Angie Carrizales, Evie Cascarano, Delane Ibarra, Tom Ducote, Madison Porter

- Review of March Minutes
 - o Change to correct "Parent" last name

- School Update - Fred
 - o Re-enrollment Update
 - 180 re-enrollment forms submitted
 - 25 applications submitted
 - 3 applications in progress, 1 waiting list
 - 205 total
 - o Personnel/Course Curriculum
 - Reductions
 - New Positions Needed: Robotics, Social Studies, 6-7th grade religion
 - New electives to be added to middle school curriculum
 - o Budget Update and Review
 - o Security Committee Update
 - Reviewing two final bids from Emergent and Allied Fence & Security, requesting board vote via email once received
 - Plans for speakers to classrooms, bathrooms, hallways, Andre House, Family Center
 - Change to telephone system
 - New Bell System
 - Reviewing safety protocols (I love you Guys)

- Fun Run Update – Christabel
 - o Currently \$64K, donations still coming through
 - o Father John competition at \$8K

- Uniform Vendor and Policy Update – Fred/Christabel
 - o Uniform committee decided on 2 vendors
 - Local: Austin Uniform Shop
 - Online: French Toast
 - o No significant changes to the policy for upcoming school year

- Fee and Contract Management Record Keeping
 - o Need to sure full listing of executed contracts is being maintained and reviewed annually

- EIM/Volunteer Hour Tracking – Christabel/Fred
 - o With new service hour requirement, need to ensure that verification tracking system is in place
 - o Continuous review of EIM compliance, and advertise EIM classes more frequently

- SAB Membership – Ed
 - o Members not returning: Delane Ibarra
 - o New members: Madison Porter, Christa De Leon

- Additional Topics
 - o Remaining SAB Meetings – Board elected to postpone all SAB meetings until the start of the school year (August)
 - Any items needing board approval will be sent via email