

**Holy Spirit School Board Meeting
Fireside Lounge – Governo House
September 20, 2011 7:00 p.m.**

Meeting Minutes

A. MEETING OPENING – Lucia Peña

Welcome to new members and guests

Opening Prayer – Fr. Mat Vellankal

B. ROLL CALL

C. REVIEW & APPROVAL OF LAST MEETING’S MINUTES –n/a

D. STANDING COMMITTEE REPORTS

Please print any reports or documents as needed for personal review

1. Executive Committee – Lucia Peña
 - All committee chair positions filled for new year
 - Diocese School Board Workshop-
 - Sat. Oct 1st from 8:30 am-12:30 pm at St. John Catholic School (San Lorenzo)
 - Great for new school board members-topics include: Dept of Catholic Schools Strategic Plan, New Board Member Training
 - Please let Susan Buchanan know if you are interested
2. Building & Grounds Committee – Melinda Smith
 - Window Tinting for classrooms under church donated by Melinda Smith
 - New member needed for committee, please let Melinda know if you are interested
 - Prayer Learning Garden-add to priority list, create action items in conjunction with Grants Committee, needs volunteers to get planting done
3. Finance Committee – Dora Barrientos
 - Tuition Committee Meeting-to begin in November for next school year
4. Grants Committee – Lucia Pena for Dr. Joy Lopez
 - Add Prayer Learning Garden to priority list as requested by Fr. Mat
 - Any specific feedback on Grants, please e-mail Joy Lopez directly
5. Membership, Development, Stewardship & PR Committee – Sandra Raeside
 - Additional members welcome, please let Sandra know if you or someone you know are interested
 - Website development needed to serve as a better tool for marketing
6. Safety Committee – Lucia Pena for Rob Paglieri
 - Thank you and welcome to new traffic directors on Safety Committee who are trained and ready for new school year
 - Dates for goals to be updated
7. School Mission Enhancement, Policy & Planning Comm. – Jessica Readi-Brown
 - Please update new Tuition Policy in handbook on school website

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- New members needed, please let Jessica know if you are interested
8. Technology Committee – Lucia Peña for Tim Riener
- eRates-potential option to save money
 - Technology and Grants Committees to work on goal

E. SPECIAL COMMITTEE REPORTS

1. Parish Update - Fr. Mat Vellankal

- Congratulations to Lucia for taking on leadership of School Board
- Welcome and thankful to all board members for dedication and hard work for school
- International Rosary and Food Tasting – Oct 1st, see bulletin for more details
- Ministry Fair – Oct 2nd after all masses to learn about the 57 ministries available
- Mass Schedule Changes – Nov 27th, surveys going to all parishioners with options
- 3rd Edition of Roman Missal being introduced on Nov 27th, will incorporate learning in classes with students
- Fr. Johnson is being transferred to Pleasanton, join us Oct 16th for farewell
- Fr. John Ofor from Santa Clara to join us soon
- Please read Parish Bulletin for more details

2. Pastoral Council – no update

3. Holy Spirit School – Susan Buchanan

- Important Dates to note:
 - No School: Oct 10 (Columbus Day) or Oct. 14
 - Parent-Teacher Conferences on Oct. 11, 12, & 13 (Noon dismissal)
- Final School Budget to be presented to Diocese by the end of September
 - Finance Committee- to determine bad debt line item for budget
 - Budget-Projections were based on 300 students, only 280 enrolled causing shortfall in budget. Expenses and income assumptions were modified.
 - Enrollment of new students and retention of current students-Board priority
 - Sandra Raeside – to prioritize with Membership Committee, focus on outreach and marketing
 - Shelly Kirley– to get Parent Club Representative-assign projects
 - Brainstorming :
 - What are the reasons for lower enrollment this year?
 - What are solutions? Ways to mitigate the issue?
 - Qualitative difference in our education, what are the best schools doing that we can be doing? Churches that do

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not have a school should be targeted for outreach-talk at masses, pass out flyers.

- Parent website-show off our great activities,etc. (i.e.- Yosemite trip, iPads, articles of achievements and showcasing, music, art, Science Fair program)
- Add highlights that put us above other schools
- Leverage off church bulletin, Development Newsletter in church bulletin
- Monthly newsletters, videos that kids can write for extra credit
- Curriculum mapping-use to show how we exceed over other schools
- Question Parents-why do you send your child to HS?

4. Parent Club – Shelly Kirley

- Chairs for Halloween activities-games and activities, reach out to volunteers to step up

F. OLD BUSINESS – n/a

G. NEW BUSINESS

1. Bullying Survey Results – Lucia Peña and Jeff van der Sluis for Tim Reiner (15 min)

- As identified in the Executive Summary Draft-Please see full draft report for more details
 - Last student survey - Spring 2011 (4th – 8th grade)
 - Historically – 3 yrs of surveys to track information, track progress and trending. 3 components that need to work together for a successful program
 - Students
 - Teachers
 - Parents
 - There have been positive outcomes over the past year in the area of student awareness, areas of improvement identified in the area of bullying experiences, and executive recommendations created to make change.
 - Method of Shared Concern-statistically proven method to improve environment (No Bullying organization uses Solution Teams to accomplish this); Effectiveness of solution teams needs to be evaluated from the perspective students, parent and teachers
- Action ideas:
 - Find other sources to communicate with parents to promote additional educational workshops -e.g., work with room parents to make sure parents hear from multiple sources.
 - Use Video training/powerpoint presentation for parents to review on the HSS website if unable to attend a workshop.
 - Link anti bullying websites to HSS page
 - Do we have an anti-bullying policy?

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- Motion to accept Executive Recommendations-raised by Magdalena Garcia; Motion to approve seconded by Jessica Readi-Brown
- Anti Bullying Committee to be formed-Members needed, please let Lucia know if you are interested in this new committee.

H. PARENT, PARISH COMMUNITY FEEDBACK

- Shelly Kirley-
 - Exit interviews for families who leave? Do we know why they are leaving?
 - Church Envelopes-October Special Collection for school donation, suggests kids to participate at masses in uniform, hand out extra envelopes before each mass

- Monica Slivinsky-
 - Spanish? Denise Kashyap researched programs in area. IES-provides programs to top notch local schools. Very interested in providing program, next steps to meet with Susan Buchanan. Please direct any specific comments to Denise.

I. NEXT MEETING – OCTOBER 18, 2011

J. MEETING ADJOURNED – Lucia Peña

Closing Prayer – Tracey Wiese