I. Opening (9:00 am)
   A. Prayer
      Principal Tom Spencer led the opening prayer.

   B. Welcome and Introductions
      Board Chair Susie Byers welcomed all for coming. Dennis DuPertuis is in his 3rd year.
      As he plans to retire the end of the 2018-2019 school year, a new representative will need
      to be chosen by the faculty.

   C. Schedule of 2018/2019 Meetings
      The upcoming Board calendar was passed out with all being encouraged to add these
      dates to their calendars.

   D. Approve April 2018 Board Meeting Minutes
      Board member Jeff Peracchi motioned for the approval of the April Board minutes. Board
      member Doug Sampson seconded the motion. Motion carried.

II. Superintendent’s Report, Mona Faulkner (9:15 am – 9:30 am)
We are facing the lowest birth rate since World War II. A national study by the National
Catholic Educational Association (NCEA) shows that families are looking for quality of
instruction, constituent relationships, operational excellence, financial health and overall
satisfaction when choosing schools. The faith component is missing. It is our job to show them what the faith component does for their children.

We may or may not be getting a new bishop; there will be a new vicar general. Schools need to be in exemplary condition. The Diocese has had no Director of Development for some time, though it doubled the scholarships in 2018 – 450 vs. 225 recipients + $292,000.

Partner Schools are managing, but tuition is getting out of reach at the elementary level. OLPH is full; they have one of the better multi-student discounts. St. Anthony is at 610 now with some classes closed. All principals have been hired for the 2018-2019 school year. Teachers are applying here from public schools. New programs in curriculum are showing positive results.

In the Diocese of Fresno, there are diocesan schools and parish schools. There are now 8 diocesan schools. Bishops are choosing diocesan because the number of priests is continuing to go down. St. Anthony’s School is a diocesan school; Our Lady of Perpetual Help School is a parish school. With Diocesan schools, the Superintendent is in charge. If the Bishop were to add more diocesan schools, the Superintendent’s Office would need more personnel.

Our graduation rate and the colleges the students will be attending prove how great of a job we’re doing.

Succession planning is continuing and being finalized for October announcement.

We need to be more aggressive in marketing to address the points specified by the NCEA study: 1) Quality of Instruction; 2) Constituent Relationships; 3) Operational Excellence; 4) Financial Health; and 5) Overall Satisfaction. We need digital interviews with current parents that could be sent out to prospective parents with the interviewed parents being able to call the prospective family to start making a connection to the school. We need to interview new families at the start of school and ask how they feel when they come into our office. We need to constantly continue to evaluate what is going on in other schools and offer students as much and more than other high schools in the area. And, to all this, we need to add the component of faith.

Board member Doug Sampson asked the Superintendent about cheating. Cheating is a factor in all our schools. There are new and inventive ways to cheat. Teachers are getting better at catching it. Teachers are being much more consistent. When a parent says, “not my kid,” we have to take that next step to develop their consciousness.

III. Principal’s Report, Tom Spencer & Shawn Carey (9:30 am – 10:30 am)
A. Board Member Expectations; Review of Constitution and Bylaws

Principal Tom Spencer distributed the Board of Director Job Description and asked the Board members to sign it. This is a good document to use when approaching possible new members. [A copy of the job description is included at the end of the Board minutes.]

He then reviewed the Constitution & Bylaws for the Board of Directors of San Joaquin Memorial High School. The Board is a consultative body and will formulate and communicate policies for SJM that are in accord with diocesan policies and regulations.
The Board shall guide the development of SJM’s financial plans and annual budgets, and monitor their implementation. The Bishop must approve an encumbrance greater than $10,000.

Mr. Spencer would like to have a more formal process to review the bylaws to refocus awareness and for compliance purposes.

Kathryn McDougal was recommended to the Board by its nominating committee after approval by the Board rector, Msgr. Wenzinger, in May 2018. The Board, via email in May 2018, accepted the recommendation of the nominating committee.

Mrs. McDougal’s biographical information was provided to the Superintendent Faulkner for presentation to the Bishop. It is the Board’s goal to have a diverse board with representatives from all parishes. Board member Dennis DuPertuis will work with Principal Spencer to come up with his successor.

The Officers of the Board are annually recommended by the Rector and the Principal of SJM for endorsement by the general Board. Principal Spencer recommended Susie Byers as Chair and opened up the nomination for Vice-Chair. Chair Byers nominated Neil Angelillo, who accepted the nomination. Principal Spencer then nominated Neil Angelillo as Vice-Chair. All approved.

The Bylaws state a simple majority of the authorized number of voting Directors shall constitute a quorum for the transaction of business. Regular meetings of the Board are held a minimum of six times a year. There are nine scheduled meetings for the 2018-2019 school year.

The Board committees are named in the Bylaws. The August Board meeting would be a good time to review the structure of the committees and reestablish meeting dates and times. Perhaps the STEAM Committee should be named the Advancement Committee.

Board insurance is available as an individual and is relatively inexpensive. Board member Jeff Peracchi can provide the details to those interested.

B. Staff Organizational chart for 2018-2019
Principal Spencer reviewed the school’s Organizational Chart for the coming year. If Principal Spencer and Administrator Shawn Carey were both absent, the person(s) in charged would be as follows: Vice-Principal of Academics, Joan Bouchard; Vice-Principal of Student Affairs, Anthony Goston. The Leadership Team consists of:

Tom Spencer, Principal
Shawn Carey, Administrator
Joan Bouchard, Vice-Principal of Academics
Anthony Goston, Vice-Principal of Student Affairs
Kenyeih Williams, Director of Advancement
Robert Del Pozo, Financial Controller
Patty Nunez, Administrative Assistant to the Principal
Jackie Ragsdale will serve as the director of the Steam Center; Amanda Wilson will chair both science and math departments. JD Sallies will be administrative assistant to the Athletic Director and will help out with discipline and security. Karen Baker will continue to be in charge of the Student Information System, noting what students are involved in. Advancement will consist of: Kenythe Williams, Director of Advancement; Lucina Myers, Assistant to the Director; Shirley Boujikian, Constituent Relations Coordinator; Gema Lopez, Project Coordinator.

C. SJM Data Update
35 International student applications have been accepted. Of these 11 have confirmed enrollment. Most come from China.

For the next Board meeting Doug Sampson is to bring an analysis of how many boarding international students are needed to make the international school break even. It needs to bring in $400,000 for the general fund.

Of the 121 domestic acceptances, about 100 have registered. Some are still waiting on financial aid decisions. The number includes both freshmen and transfer students.

Of the teaching positions, Math has an opening. There is the potential for us to have a part-time chaplain for school next year.

The attendance office will be moved to current faculty lounge; the faculty lounge will be moved to the current attendance office. Admissions will be in the current Attendance Office.

School will start at 9:00 am; teachers are to be on campus at 7:45 am. This allows dedicated time for teacher collaboration and office hours. It is not a time for clubs to meet.

Board member Peracchi asked about marketing for the new start time for the school. When we roll out STEAM, we should also roll out Capstone and market the late start for school. A TV spot will be airing soon showing Mike Der Manouel in support of SJM.

The WCEA/WASC accreditation committee will be here March 31 to April 3. We will be hosting a reception for them Sunday. All Board members should plan to attend. Guild and Boosters representatives should also be invited.

The State wants faculty to be employed 10 full months. There are some end-of-year changes that will be needed in order for the school to be finished by the end of May. Timing of the College Board AP testing cannot be changed. That leaves us incredibly squeezed at end of the year, especially the 2nd and 3rd weeks of May. Final testing and grading will have to be done in a very short time. Principal Spencer recommended we consider starting school in September instead of August. Athletics drives the August start; if we began school in September, there would be lower utility costs. Starting in September could be another plus for us, something other schools are not doing.

There will be a retreat at Three Rivers on August 13 and 14. The first day is mandatory for all staff; August 14 is optional for non-salaried employees.
D. Strategic Plan Review
During this past year we have continued to focus on 3 areas, Catholic Identity, Enrollment and STEAM, but not to the exclusion of the strategic plan.

Catholic Identity
We want to be more present in Holy Spirit Parrish. One athletic team, baseball, went on retreat during this past year. The team prayed together at the championship game.

In light of the NCEA report, Superintendent Faulkner is wondering if there is some way to add what faith does to our education into the strategic plan. She believes that we have to teach parents the faith component to education. Board member Michelle Kusch mentioned safety is also an issue. Board member DuPertuis stated WCEA surveys included safety in why students and parents come to SJM. Safety should be part of our marketing message.

Thank you to the Catholic Identity committee. All class Masses are being held at St. Anne’s Chapel. Service is becoming an internal, instead of a “have to.”

Enrollment
In Enrollment, the Standards of Excellence calls for 800 students, competitive faculty salaries and high Act test scores.

Board member Peracchi would like to see us publicize that the true cost of education at SJM is close to $15,000. Msgr. Wenzinger would like Strategic Plan, Enrollment, 9.8 to delete the word “Re-energize” from the objective, to read “Outreach to partner schools.” Superintendent Faulkner would like to see a closer interaction with the Diocesan priests to acquaint them with the school. She suggests that we bring them to campus, have them meet students and show them the best of who we are so that they can see the benefits of partnering with SJM. Fr. Borges spoke of transitioning students from grammar school to high school. Typically, if the first child in a family does not choose SJM, you lose the entire family. In fourth grade, we need to approach parents about how consider and save for the time when the student will be in high school. Superintendent Faulkner recommends a multiple child discount for all diocese-wide. Board member Peracchi would like to see us give faculty incentives for the teachers and administrators who work for the Diocese, not just for our school.

The STEAM Initiative has 3-prong approach: Program, Facility and Finance (Advancement).

Jackie Ragsdale, as STEAM Director, will have a period each day to plan things. Teachers will need to do cross-curricular work. We are building momentum with partner schools and companies: Fresno State; Fresno City College; Fresno Pacific University, MOU (Memorandum of Understanding) will be signed soon; Bitwise, some of the innovative things they are doing would work well with our school. Faculty from Fresno Pacific, specifically Simon Sultana, teaches at Bitwise and has expressed an interest in potential partnerships. We need to continue to think out of the box. STEAM encompasses a different environment, teaches creativity. San Joaquin Memorial High School had four teams participate in the Fresno State Lyles College of Engineering
Reinforced Concrete Beam Competition. Special recognition went out to the sophomore team for placing 2\textsuperscript{nd} out of 12 teams!

The obstacles we have gone through with City College, we won't have with Fresno Pacific since they are a private institution. This fall, we may have our students take classes for Bitwise at the building across the street from us. Time and money is needed for teacher training.

We need to keep in mind that we have not lost arts in STEAM; the center is called the STEAM Center of Innovation and the Arts.

E. Vote on Proposed Changes to ISO's (Integral Student Outcomes) and Mission Statement
Board member Jeff Peracchi motioned to approve the new ISOs (Integral Student Outcomes); Board member Michelle Kusch seconded the motion. Motion carried. The new ISOs, which focus on what students do after they leave Memorial, are:

**ISOs – Integral Student Outcomes**

**An SJM graduate demonstrates Gospel values & virtues, reflected in faith, learning and service.**

**An SJM graduate embraces a life of faith by:**
Acting with honesty, integrity and compassion guided by an informed Christian conscience;

Actively participating in Catholic traditions and Christian service;
Recognizing and affirming the God-given dignity of each human person.

**An SJM graduate values lifelong learning by:**
Demonstrating effective written, oral and digital communication skills;
Utilizing problem-solving skills fueled by critical thinking, creativity and innovation;
Using technology in a meaningful and ethical way.

**An SJM graduate lives a life of service by:**
Promoting the common good;
Serving the needs of others using his or her personal gifts;
Respecting diversity both within and beyond the community.

The mission statement was also revised to read as:

Striving to reflect the image of God and inspire the formation of our students, we provide a rigorous, Catholic, college-preparatory environment, within and beyond the classroom, guiding a diverse student body to lead and serve the community in imitation of Jesus.

Board member Kusch motioned to approve it; Fr. Borges seconded the motion. Motion carried.

**IV. Leadership Team Reports (10:40 am to Noon)**
A. Student Affairs
Campus Ministry
Expanded the Service and Retreat programs with the additions of two new positions. Seniors finished their service requirements a month and a half earlier than required. Expanded Campus Ministry to enhance opportunities for sport retreats, Masses, etc. In so doing, we have had to pull teachers out of classrooms more often. What is needed is a cadre of trained adults to help. Catholic identity in all areas of Student Life is being implemented.

Activities
Revamped curriculum for Student Leadership Class. Improved major event activities (orientation, senior farewell, graduation). Created new clubs: National Honors History Club; Chemistry Club; World Language Club; African American Student Union Club; St. Frances Club.

Athletics
Teams were awarded Valley championships in football, girl’s golf, boy’s basketball, girl’s basketball and baseball. Improvement of facilities included the baseball backstop, girl’s locker room and the southeast corner field. A sand volleyball court was added. Badminton and wrestling will be the sports offerings added when enrollment increases.

Discipline and Security
The camera system has been upgraded. Re-evaluated and revamped policies regarding dress code, absences and tardies, major behavioral policy. There is a change in the structure of the Discipline and Security office. Improved reporting and accountability in 2018-2019 will improve the implementation of policies.

B. Enrollment
102 freshmen have registered; three of these are International students. Transfer applications are up. Nine have registered.

In reviewing enrollment, our strong points are: Catholic identity, Athletics and Counseling. Areas we need to address are: Marketing Outreach, Financial Assistance and Teacher Turnover.

C. Curriculum
Professional development included:
• STEM Certificate from University of San Diego - 3 Math/Science Teachers;
• CATE (California Association of Teachers of English) Conference - 4 Teachers;
• CA STEAM Symposium – 1 Administrator; 1 Teacher;
• LA Congress - 4 Faculty and 2 Staff;
• AP Seminar Training – 1 Administrator; 3 Teachers
• AP Conferences - 2 English Teachers; 1 Math Teacher; 1 Science Teacher;
• PowerSchool University – 4 IT, Administrators, Department Chairs;
• Naviance – 1 Administrator and 1 Staff;
• Yearbook – 1 Teacher.
Anticipated 2018-2019 certifications include getting as many teachers certified under the National Board Certification, Apple Certification and Google Certification. Teachers so certified should get same pay as those who get their Master’s.

All of this training would not be possible without Title II money; San Joaquin Memorial High School receives $40,000 Tittle II annually. There is no cost for Apple and Google certification, it just takes lots of time to achieve either one.

The following curriculum have been updated from non-P/elective to “P” status (A-G Requirements): Computer Science P; Film P; Italian 4P and ASB Leadership.

New curriculum approved for the 2018-2019 school year includes: AP Seminar (approved by College Board); Personal Finance P; and Spanish 4P (submitted June 2018 for P Status).

2019-2020 approved curriculum is AP Research.

The Steam Certificate Program will be implemented in Fall 2019. The requirements are:

• 4 years of math;
• 4 years of science;
• AP Seminar & AP Research;
• 1 Additional AP Class;
• Participation in 3 years in a STEAM club.

60-70% of our students are taking 4 years of math already; 100% are taking 4 years of science. Principal Spencer believes we have many seniors that could qualify for a STEAM certificate this year.

Next year’s objectives include:

• Cross-departmental project based learning. An example of this is how The Great Gatsby was used in three classes this year: U.S. History, American Lit and Morality.
• Dual Enrollment Opportunities
• Full audit of all the course offerings to assure were are offering the best out there. There are currently 99 different courses, 47 stand-alone courses, 19 AP courses (including Seminar & Research) and 7 Honors Courses.
• Develop internship program – STEAM Project Manager Jackie Ragsdale will take the lead on this. She may be coming to the Board to help identify key contacts that would partner with SJM students for internship opportunities and to help identify real-world issues for students to use for project based learning.

D. Advancement

Director of Advancement Kenyeih Williams reported Advancement had a great year with the development of the capital campaign for STEAM and implementing new alumni and community engagement opportunities. The Fund for San Joaquin Memorial High School exceeded its goal of $125,000; total raised was $130,000 by 242 participants. There were over 350 participants at the auction, raising a net of $245,000. The Crab Feed raised $26,000 with 307 participants. St. Patrick’s Day Golf Tournament raised $53,000 with 144 participants. Board member Neil Angelillo
would like to see the names of donors advertised to the whole community. Board member Jeff Peracchi would like to see a “Donate Now” button on our web site.

The STEAM Campaign has $1.8M in commitments to date. Public launch is planned for August; by then 50% of the goal will have been raised. Paul McDougal will help develop a marketing plan and help with external outreach and publicity of the campaign.

The Annual Bishop’s Dinner was expanded to include all donors who gave at the $1,000+ level. About 100 guests attended. Generosity Meets Gratitude scholarship reception was held to bring donors and students together. An alumni mixer was held at Piazza del Pane. Next year we hope to do one off campus and one at school. The pre-game dinners had good attendance. Past inductees of the Hall of Fame were recognized at a football game.

Plans for next year include:
- Increasing the goal of The Fund for San Joaquin Memorial High School to $150,000;
- Include planned giving as part of the face-to-face meetings. Former Board member John Harris suggested we reach out to those who do Financial Planning to talk to their clients about Memorial.
- Public launch of the STEAM capital campaign; and
- Add a regional alumni event in the Bay area in the wintertime.

E. Counseling
Department Chair Lisa Cameron gave an overview of her department and what each person does.

Lisa Cameron (25 years)
- Department chair/Curriculum Committee
- Leadership Team
- Freshmen Counselor
- WCEA Co-Chair
- NHS Adviser
- Asst. AP Coordinator
- Parent of Alumni

Dennis DuPertuis (40 years)
- Sophomore Counselor
- CSF Co-Moderator
- WCEA Integral Group Co-Chair
- Board of Directors Faculty Representative
- Former Dean, Vice Principal, Activities Director, Teacher

Debbie Arceo (20 years)
- Jr-Sr Counselor (A-K)
- AP Coordinator
- Kairos Leader
- Grief Support Group Leader
• Alumni and Parent of Alumni

Roxanne Rogers (16 years)
• Jr-Sr Counselor (L-Z)
• CSF Co-Moderator
• WCEA Integral Group Co-Chair

Rainey Lewis (2 years)
• Counseling Office Administrative Assistant
• Scholarship Coordinator
• Alumni and Parent of Alumni

Combined, they add up to over 100 years of Memorial dedication.

What they do is summarized below:

• Academic Advising – Graduation & College Admissions
• Course Selection & Scheduling
• Admissions & Placement
• Naviance Family Connection
• College Planning
• College Options & Data Analysis
• Admissions Requirements
• Applications
• Scholarships
• Personal Counseling – 25-30% of the week is spent doing this. They work hard at building rapport with the students so they have a place to go to feel safe.
• Learning Disabilities – 10% of our students have learning disabilities
• Long-Term Illness/Injury

2017-2018 highlights include:

• 164 colleges offered admission
• 100% college-bound senior rate
• 99% graduation rate
• $11.2 scholarship & financial aid
• 25% increase in scholarship applications
• 100% of families use Naviance
• 75% of parents participated in Sophomore College Planning Meeting
• Met 100% of parent meeting requests

The goals for 2018-2019 are: new Naviance platform (Lisa Cameron and Rainey Lewis will be going for training); morning workshops and meetings.

Lunch (Noon – 12:30 pm)

V. Budget, Doug Sampson and Robert Del Pozo (12:30 pm – 1:15 pm)
A. Review of Budget Level References for New Board Members
Board member Doug Sampson gave in-depth presentation of the SJM Net Asset Analysis outlining where we stand collectively as a school. Besides Board member Sampson, the others working with him on this project are Board member Jerry Laval and SJM Financial Controller Robert Del Pozo.

The June 30, 2017 net assets were $8,027,444.

Statement of Net Assets - June 30, 2017
$1,370,000 - permanently restricted
$1,335,561 - Investment account earnings and board designated scholarship
$495,199 - scholarship
$300,000 - building fund
$3,449,464 - Investment in fixed assets
$77,833 - student activities
$215,328 – Auxiliary (Gridiron, Texas Hold ‘em, Boosters)
$670,310 - Unrestricted
$2,705,561 - Sum of endowment assets for 5%
$670,310 – pending possible $250,000 bad debt reserve

For 2017-2018, we have a designated reserve of $300,000; $250,00 reserve for bad debt; and an operating loss of $300,000.

The committee’s recommendations for fiscal year July 1, 2018 to June 30, 2019 would be:

- Designate enough McGarry Funds to establish the sum of endowment assets for 5% distribution to $3.5M (would require approximately $850,000 of the $1.3M);
- Designate remaining $450,000 for deferred maintenance, program investment, financial aid and/or board scholarship fund;
- Establish the designated reserve as shown at $300,000.

The April 30, 2018 Statement of Net Assets shows $1,319,870 for the McGarry Funds (unrestricted). Financial Controller Robert Del Pozo is to find out the value of the 13% ownership of McGarry land that is still owned by San Joaquin Memorial High School. Principal Spencer would like a recommendation from the Board before moving McGarry funds to the endowment account.

B. Present Preliminary Annual Budget

Financial Controller Robert Del Pozo gave a side-by-side presentation of this year vs. next year’s budget for the international program. There is a large increase projected from International Homestay Support as the middleman has been cut out. Of the expenses related to the international boarding program, $400,000 is for salaries (10 people, 6 benefitted and rest part time). There has to be male and female presence 24 hours a day, 7 days a week. $800,000 is needed to balance budget for next year.

Principal Spencer would like to have this presentation repeated at the August meeting. Chairperson Byers agreed. Enrollment would be the other topic to be covered at the August meeting.

C. Financial Aid Awards: Process
Board member Jeff Peracchi addressed scholarships. We have three different ways for aid: 1) financial aid, which is capped at 50% of tuition; 2) scholarships; and 3) Angels Fund. There is potential for student to received 100% of tuition paid with combination of all of the above although no family is getting 100% tuition coverage at this time. Principal Spencer would like to see us better promote how financial aid takes place and have the entire board meet with the coaches regarding the tracking of Angels Fund donations. Scholarships total about $300,000. Angels Fund is included in that total.

Board member Sampson asked Financial Controller Del Pozo to have a breakdown of the financial aid given out by class. Currently 40% of Memorial students are getting aid. Board member Jeff Peracchi calculated that if all paid full tuition, tuition would be about $8,000.

2018 will probably go down historically as one of the best years athletically. We have been given an opportunity with these championships to expose the community to all of the other things that are good at Memorial.

VI. Facilities, Neil Angelillo (1:15 pm – 1:45 pm)
Board member Neil Angelillo reviewed the plans for the new STEAM building. It will include a lecture hall for parent meetings and feature speakers. There will be a lobby area with display cases and back area for storage and/or changing rooms. Once we have site plan review from the City, we can better determine the cost of this project, though an approximation is $5M. An endowment will also be needed for technology advancements in the STEAM building.

Proposed areas to be addressed this summer include:
- Beach volleyball court
- Solar in the senior and junior parking lots
- 40’s remodel
- JV Softball field - eliminate backstop
- Gym renovation – audio & visual enhancements; backboard braces for reinforcement
- Baseball backstop (will be done in the fall and funded by Texas hold ‘em)
- Roofing on Mb/cafeteria/gymnasium

A long-term goal is lights on baseball stadium. This would allow JV and Varsity games on the same day. We could then move softball to the JV field so boys and girls could have equally good facilities.

Lillian Weiland (works with T.J. Cox) contacted him about Memorial possibly being able to get some funding from the government (funds for underprivileged areas) for projects under $5M.

The Bishop has not yet given approval on new site plan.

VII. Closing Prayer/Adjournment
Principal Spencer thanked all for a wonderful year. This was dittoed by Administrator Shawn Carey.

Board member DuPertuis said the closing prayer.
NEXT MEETING: August 22, 2018
Board of Director Job Description

Purpose: To serve as a voting member of San Joaquin Memorial High School Board of Directors to monitor finances of the organization, its programs, and performance. As part of my responsibilities as a member of San Joaquin Memorial High School Board of Directors:

1. I will act as a spokesperson in communicating the organization’s work, values and mission to the SJM Staff, students, parents, alumni and community.

2. I will work with staff and other board members as partners in the creation of the organization’s strategic plan and monitor the plan’s ongoing performance. I will assist in efforts for promotion and marketing of the strategic planning initiatives and will participate in any of these sessions if called upon.

3. I will attend at least 75% of the scheduled monthly meetings of the Board of Directors. I will be well informed on issues and agenda items in advance of meetings.

4. I will actively participate with at least one pre-established sub-committee as invited. I will attend and participate in at least 2 of the following special events:
   a. Bishop’s Dinner (September)
   b. Pre-Game Dinner (October)
   c. Annual Auction (November)
   d. Catholic Schools Week Mass (January) or other special all school masses.
   e. Booster’s Crab Feed (February)
   f. St. Patrick’s Day Golf Tournament (March)
   g. Panther Big Give - Annual Fund Fundraiser (April)

5. I will make an annual personal financial contribution through the SJM Annual Fund. The goal is to have 100% Board participation and a recommended leadership giving level will be suggested. Each Board member will make a personal decision regarding the monetary amount of their annual contribution.

6. I will assist with opening doors to secure major gifts. I will actively participate in one or more fundraising activities, including making a minimum of 3-5 personal calls for the Annual Fund for SJM’s Annual Appeal to either major gift donors or corporate donors. Additionally, I will personally try to cultivate a minimum of 2 new donors, in coordination with the Advancement Office, to the Annual Appeal campaign.
7. I will assist in fund development initiatives and networking for special projects or fund drives such as a capital or endowment fund campaign.

8. I will act in the best interests of the organization, and excuse myself from discussion and votes where I may have a conflict of interest.

9. I will agree to respect with absolute confidentiality all matters presented to the Board especially those dealing with financial or personnel issues.

10. Participation will be evaluated yearly in June. If I am not meeting these commitments to the organization, I understand that the volunteer board president will contact me.

**Time Requirement:**
We anticipate that you will need to devote at least 20-25 hours a year to serve on this board. This includes attendance at monthly Board of Directors meetings, committee meetings of the Board as required, and attendance at special events.

**Term Limits:**
Except for the priest appointed by the Bishop, all non ex-officio Directors shall be appointed to serve for a term of three (3) years commencing July 1 of the year of appointment and terminating June 30 of the third succeeding year. A Director shall not serve more than two (2) consecutive three (3) year terms.

**Statement of Commitment**
I understand the responsibilities and obligations expected of me as a member of the San Joaquin Memorial High School Board of Directors. I agree to serve for the term beginning _________ and ending _______. During that term I will actively and responsibly represent San Joaquin Memorial High School.

Signature ___________________________ Date ______________________

As chairperson of San Joaquin Memorial High School Board of Directors, I understand my responsibility to honestly and fairly represent the responsibilities and obligations of board membership. I agree to provide ongoing communication and leadership to board members. My term will be three years, and terminating June 30 of the third succeeding year.

Signature ___________________________ Date ______________________