SAN JOAQUIN MEMORIAL HIGH SCHOOL
BOARD OF DIRECTORS MEETING MINUTES
October 24, 2018
Media Center

BOARD PRESENT
Susie Byers ’88, Chair
Neil Angelillo ’83, Vice Chair
Fr. Robert Borges
Steven Campos
Edward Fanucchi ’86
Kathryn McDougal
Tony Smith ‘82
Msgr. Robert Wenzinger, Rector (ex-officio)
Tom Spencer, Principal (ex-officio)
Shawn Carey, Administrator (ex-officio)
Dennis DuPertuis, Faculty Rep (ex-officio)
Lucina Myers, Secretary

BOARD ABSENT
Michelle Kusch ’87
Jerry Laval
Ralph Muñoz ’85
Jeffrey Peracchi ’85
Doug Sampson ‘84
Mona Faulkner, Superintendent (ex-officio)

SCHOOL STAFF & GUESTS
No Guests

Dinner at 5:45 pm.

I. Opening Prayer (6:00 pm)
Fr. Borges led the opening prayer.

II. Call to Order – General Meeting Session (6:05 pm – 6:10 pm)
Board member Tony Smith motioned to approve the September Board minutes and the minutes of the special Board meeting held September 18, 2018; Board member Steven Campos seconded the motion. Motion carried.

III. Superintendent’s Report (6:10 pm – 6:20 pm) – Absent, No Report

IV. Chairperson’s Report (6:20 – 6:25 pm)
Board Chair reminded the members of the following:
• Each member is to contribute $50 for the meals fund.
• There is no Board meeting in November.
• The next Board meeting is December 5.
• The Board is hosting the Christmas social for teachers and staff on December 20, from 6-8 pm at Piazza del Pane (8043 North Cedar Avenue, Fresno). She encouraged all to attend.

V. School Operations Reports
A. Admissions and Outreach Report (6:25 pm – 6:45 pm)
Rainey Lewis, Admissions Coordinator, provided the following information:
328 7th and 8th graders attended the middle school visit day on September 27, 2018. Most were from our partner schools. Not attending were Our Lady of Perpetual Help and St. Helen’s. Other outreach opportunities included:

- September 22, 2018: FresYes Movie in the Park
- September 23, 2018: St. Anthony’s school carnival
- October 10, 2018: Partner school visit to Our Lady of Victory
- October 11, 2018: Partner school visit to St. La Salle and St. Helen
- October 16, 2018: Partner school visit to Saint Anthony
- October 17, 2018: Partner school visit to Our Lady of Perpetual Help
- STEAM Launch
- Class of 1986 gift presentation to school
- SJM Fall Play

Mrs. Lewis has completed 11 shadow visits this year (compared to 4 completed at this time last year). There are 5 possible January transfers. She is planning for open house. Notices have been placed in church bulletins and social media. They have also been sent to the partner schools, Carden, Community Armenian School and placed at the entrance to home games.

Upcoming outreach opportunities include:

- October 31, 2018: St. Helen Halloween Parade and/or Our Lady of Victory Jog-a-Thon
- November 5, 2018: Partner school visit to Mary Immaculate Queen in Lemoore
- November 8, 2018: Saint Anthony’s school Raider Run
- November 29, 2018: Our Lady of Perpetual Help Fun Run
- Tour for Principal and Vice-Principal of Community Armenian School
- Work with counseling to develop “High School Success Nights.” Counseling will be doing these at partner schools, inviting all parents, regardless of where they plan to send their children.
- Continue to contact parish offices about possible display areas or presentations to mom’s group, prayer group, RCIA, Catechism, Confirmation, etc.

She and Sung Chu, Director of International Recruitment and Strategic Partnerships, have been working collaboratively regarding the international school.

Principal Tom Spencer also added that Paul McDougal did not recommend we do radio broadcasts at this time. Billboard advertising depends on availability. Testimonials from Mike Der Manouel have been carried on Channel 30. More information will follow on a marketing plan strategy.

B. Technology Report (6:45 pm 7:05 pm)
We are outfitting the Mac lab with 20 computers; it will eventually include CAD exposure for the students. We are now at the final phase of iPad returns.

VI. Principal’s Report, Tom Spencer & Shawn Carey (7:05 pm – 7:25 pm)
A. Principal Search Progress Report
A $25,000 donation has been received to defray some of the costs of the Principal Search. Peter O’Neil and Karen Neitzel, the consultants from Carney Sandoe, will be here November 6-7 to meet with Board members, staff, alumni, current and past parents,
and current students. They will then come up with a position description that will be used to advertise the principal’s position. This should create a high degree of confidence from the community. Principal Spencer encouraged Board members to reach out to parents and others to attend the sessions.

B. STEAM
The STEAM Launch was a successful event, very festive. 100 people attended, all very positive. Board Chair Susie Byers and Jeff Peracchi were among the speakers. Others included Bishop Armando Ochoa, Diocese of Fresno; President Joseph Castro, California State University, Fresno; Congressman James Costa, 16th Congressional District; and Daniel Guggig, Class of 2019. Proclamations were received from James Costa and Joaquin Arambula, representing California 31st Assembly District. The evening concluded with student engagement stations.

Two events will be held November 13 and 28 in the Media Center for parents and those attending the Open House that are interested in getting more information about STEAM.

Steam Finance and Steam Construction are the two committees that oversee the project. $2.5M has already been raised, of the $5M needed. $5M would also need to be raised for an endowment for STEAM (donors would have up to 5 years). Projected start date is end of this school year.

Joan Bouchard and four teachers from math, science, social studies and the art departments are attending the Steam Symposium in Long Beach the end of October. Title II funds will pay for this.

Principal Spencer is very pleased that after the last meeting regarding the realigning of the budget, working with Kathy Ramirez, Business Manager, Anthony Goston, Vice Principal of Student Affairs, and Joan Bouchard, Vice Principal of Academics, almost all the necessary steps have been implemented. Hours have been reduced where possible and one employee has been released. Current teachers are contributing by handling substitute coverage during their prep times (as opposed to hiring outside substitute teachers). If we budget for the anticipated $150,000 from the auction, the current year’s deficit is reduced to $237,000. Chair Byers acknowledged the hard work done by Principal Spencer.

At the end of this school year, contracts will be offered to teachers on the basis of the number of anticipated students and the necessary classes. This is a difficult process because of the timing of when contracts are offered (i.e., prior to the end of the school year, but before we truly know the actual enrollment). Principal Spencer encourages people to attend Board meetings to stay abreast of developments.

VII. New Business
Board member Steve Campos addressed the Board regarding the school’s buses. According to the Air Pollution District, they are eligible for upgrades. However, the District is not dealing with religious institutions at this point.

Fr. Borges said Our Lady of Perpetual Help contracts with Clovis Unified when they need buses for class field trips and asked of the possibility to get a bus from Memorial for retreats.
Principal Spencer informed him that we do that now, especially if the retreats are on weekends.

Board Chair Susie Byers and Principal Spencer have begun work on the committee reorganization; this is not yet complete as the principal search has taken priority. The Board Retreat will be in August 2019, not in June as shown on the schedule of meetings. We will have a better sense of enrollment at that time. She would also like to consider having a third party facilitator work with the Board to manage the retreat.

VIII. Adjourn / Closing Prayer
Principal Spencer led the closing prayer.

IX. Executive Session (If requested) – None

NEXT MEETING: December 5, 2018