Dinner at 5:45 pm.

I. Opening Prayer (6:00 pm)
Principal Tom Spencer said the opening prayer. It was the prayer he shared in the previous week’s, This Week at Memorial. “Heavenly Father, we ask that you pour out your graces on the process we are undertaking to attract and hire a Head of School for San Joaquin Memorial. Through the intercession of our patron, St. Joachim, and St. John Baptiste de la Salle of the Christian Brothers, we ask You to guide all those involved in the search, and the candidate that You know would be best for our community, to work with humility to accomplish Your holy will. We ask this through Christ, our Lord. Amen.”

II. Call to Order – General Meeting Session (6:05 pm – 6:10 pm)
Modification to agenda, after the principal’s report, there will be a Financial report from Doug Sampson.

Board member Neil Angelillo motioned to approve both October and December minutes; Board member Kathryn McDougal seconded the motion. Motion carried.

III. Superintendent’s Report (6:10 pm – 6:20 pm)
Superintendent Mona Faulkner reported all the schools are deep into budgets. The Office of Catholic Education also has to do a budget to submit to the Bishop. The plan is to give out
teacher contracts in April. As it looks right now, all principals will be returning except for Tom Spencer at San Joaquin Memorial High School. The government shutdown has started to have an effect on our schools, especially our elementary schools. The full effect will be from those that plan to pay tuition with their tax refund.

IV. **Chairperson’s Report** (6:20 – 6:25 pm)
   A. Submission of New Items for New Business - None
   B. Dates to Remember
      Board Chair Susie Byers reminded all to calendar the rest of this year’s meetings. The Board Retreat will be in August, instead of June. This will give us time to have a more accurate budget. There are two Board members finishing their terms in June: Jeffrey Peracchi and Doug Sampson. Nominations for two new members should be submitted to her.

      Susie Byers is chairing the search committee for the new principal. There will be an initial phone call with Carney Sandoe on February 4. Within a week to 10 days, the search committee will be reviewing the candidates with Carney Sandoe. They will then Skype with the candidates who most meet the requirements specified in the job search. There are 7 great applicants already and hope that the number reaches 15. Carney Sandoe does the initial vetting of the applicants. After Skyping with the candidates, the top candidates will be asked to visit the campus. At that point, the community at large will have an opportunity to meet the candidates. A decision should be made by early April. Updates will be posted on the web site.

V. **School Operations Reports** – Admissions (6:25 pm – 6:40 pm)
   Total enrollment is at 544 (510 domestic and 34 international). There were 12 transfers this fall, compared to 2 transfers at this time last year. Looking at the Class of 2023, applications are at 75; last year we were at 48 at this time. 24 of the 75 are from “other” (a few are from St. Paul in Visalia, others are from public schools). For the international school, there is 1 freshman application and 3 transfers applications. January 31 is the deadline for priority registration.

   Director of Admissions Rainey Lewis has completed these 7th & 8th grade classroom visits (St. Anthony; St. Helen; St. La Salle; Our Lady of Victory; Our Lady of Perpetual Help; Mary Immaculate Queen; St. Aloysius; Armenian Community School, 5th/6th: Kepler Neighborhood School; St. Paul; and St. Joachim). Fourteen 8th graders have participated in shadow visits, compared to 5 last year at this time. She had led 29 tours (14 8th graders; 11 transfer students; 1 for 6th and 3 for 7th graders). She is trying to utilize church bulletins as much as possible. Panther Pete is making an appearance at various events (FresYes Movie in the Park, St. Anthony’s Raider Run, Our Lady of Perpetual Help Cougar Challenge, St. Helen’s Halloween Parade, Our Lady of Victory Fun Run, St. Anthony’s Carnival). A Memorial advertisement was included in the program for My Job Depends on Ag; Memorial was the Centerpiece Sponsor for the St. Mary’s Dinner/Auction.

   There will be an Admissions Table at the Riverpark farmer’s market on Tuesday evenings and at Vintage Days, April 27-28, 2019. Memorial will share a table with Our Lady of Perpetual Help at the Big Hat Days in Clovis, April 6-7, 2019. Board member Kathleen McDougal suggested Memorial also have a presence at the California Women’s Conference in September.
Other upcoming outreach events include:
• St. Anthony’s Muffins with Mom & Donuts with Dad
• Our Lady of Victory Crab Feed, January 26, 2019
• High School Information Night at the home of Phil and Dorothy Christensen, February 7, 2019
• Jr. High Academic Decathlon at SJM, March 2, 2019
• High School Success Night at SJM, March 27, 2019

Board member Ralph Muñoz would like to see us more visible at the churches, especially with students. He also mentioned This Week at Memorial (TWAM) is a very effective tool to communicate what’s going on on a daily basis and asked if all our partner school parents would be able to get this.

Board member Muñoz further inquired whether Memorial has a Twitter account, as we need to be part of what our students and parents are doing. Board Chair Susie Byers shared this is part of broader marketing conversation. In order to do that, we need a marketing person on staff. It would be more detrimental to do this without enough backup. We need a marketing plan.

Principal Tom Spencer reported Mrs. Lewis has also taken on some responsibilities for the international school. She will be fielding the questions that were previously directed to Sung Chu. Sung Chu resigned January 11, 2019. A week later, Mary Escarcega, the Resident Hall Manager of The Antonio & Juliet Campos International Academy, also resigned. Penelope Villa-Fiero, the boarding school chef, will be acting director for now. There is a person interested in Sung Chu’s position. She is the spouse of one of our teachers and speaks fluent Mandarin. She had planned on going to China for our school as an agent. Her focus would be primarily on China. Another person who will not be at Memorial next year is Roxanne Rogers, one of the counselors. She is resigning effective the end of this school year.

Board Chair Byers expressed her appreciation for all Mrs. Lewis has been able to achieve under very challenging circumstances.

VI. Principals’ Report, Tom Spencer & Shawn Carey (6:40 pm – 7:25 pm)
A. Proposal for consideration of multi-child tuition discount

Principal Spencer led further discussion for a multi-child discount. He is confident there are parents who won’t send kids to Memorial thinking they can’t pay the tuition if they have more than one student at a time at Memorial. Most elementary schools have some sort of multi-family discount, varying from 13-17%. Some of the comments made were:

• This sounds good, but only for those parents who are not being subsidized in any fashion.
• Maybe be should reward active Catholic families vs. those who are not.
• How would this effect the current cap we have on financial aid? We need to incorporate this with having them applying for scholarships.

Board member Doug Sampson recommended the discussion be continued at the next Board meeting.
B. WCEA Action Plan Approval

Principal Tom Spencer reported on the work needed to be done for the WCEA visit coming up in March. Staff and faculty have already worked on the Action Plans. He will send the actions plans to all Board members to review and comment. Their comments are due to him by February 15. Equally important is for Board members to be familiar with the action plans. There will be a reception Sunday, March 31, for the visiting WCEA committee. In addition to the Board, Booster and Guild members will also be invited.

Administrator Shawn Carey reported on the WCEA visit coming up March 31-April 3. Faculty, staff and community members have worked on the action plans to identify areas for critical growth. These areas include:

- Communications and Governance (to build greater confidence in, and a unifying vision for, our school community);
- Professional Development to Support Student Engagement (to improve student engagement through all curricular, co-curricular and extracurricular opportunities to maximize learning and enrich student life by providing professional development for all educators);
- Enrollment (to maintain and enhance comprehensive academic, co-curricular and extracurricular programs that benefit all students and to provide opportunities to all students who choose to attend San Joaquin Memorial);
- Catholic Identity (to continue to develop and support our understanding of how Catholic Identity shapes every aspect of the school).

Dr. Jim Brennan, President of Aquinas High School in San Bernardino, will chair the WCEA visit.

VII. Financial Report, Doug Sampson (7:25 pm – 8:00 pm)

At the September meeting, the Board approved the budget and set the figure for the endowment at $2.65M. Incorporating the reductions in salary and related expenses already made and the slight change (increase) in enrollment in the second semester, there is no need to modify the budget at the current time. We should end the year with a $350,000 deficit (funded by moving funds from the savings account). Next month we will address the tuition for domestic students. Staff has made recommendations. Board member Doug Sampson asked for advice from the Board members. Should tuition stay at the same level? The graduating class is made up of 150 students. If the freshmen class comes in at 130, that would be a drop of 20 students. Board Superintendent Mona Faulkner said we need 24 students in each class to break even. Board Chair Susie Byers brought up the fact that we have a special mission at San Joaquin Memorial High School: we aren’t just about competing with Clovis Unified and doing things the way everyone else does or offering all of the classes that everyone else does. We need to be competitive, but perhaps we don’t need to be just like everyone else. Taking into consideration the things that make Memorial different from other schools is important also. Board members Michelle Kusch, Jeffrey Peracchi and Tony Smith would like tuition to remain the same. Next month, the Board will decide if tuition will remain as is or go up 3%.

The Well Fargo investment account, ending December 31, 2018, went down from $4,879,861.88 to $4,600,351.50.
VIII.  New Business

IX.  Adjourn / Closing Prayer

X.  Executive Session (If requested)

NEXT MEETING:  February 27, 2019