

SAN JOAQUIN MEMORIAL HIGH SCHOOL

BOARD OF DIRECTORS MEETING MINUTES

August 26, 2020

Virtual Meeting at 5PM

BOARD PRESENT

Susie Byers '88, Chair
Michael Thomason '88, Vice-Chair
Neil Angelillo '83
Fr. Robert Borges
Edward Fanucchi '86
Frank Hambalek
Michelle Kusch '87
Jerry Laval
Kathryn McDougal
Anthony Smith '82
Mona Faulkner, Superintendent (ex-officio)
Pete Dalena, Faculty Rep (ex-officio)
Michael C. Burke, Head of School (ex-officio)
Lucina Myers, Secretary

- I. **Opening Prayer** (5:00 pm)
Fr. Borges led the opening prayer.
- II. **Call to Order – General Meeting Session** (5:00 pm – 5:05 pm)
Board member Kathryn McDougal moved to approve the minutes of the April virtual meeting; Board member Michelle Kusch seconded the motion. Motion passed.
- III. **Superintendent's Report** (5:05 pm – 5:20 pm)
The State came out with some guidelines that would allow K-12 schools to form cohorts of 14 students or less for specialty reasons, like Special Ed. She will be calling the State Superintendent and the State's Public Health Director to ask if she can broaden that definition. Since it covers K-12, it would allow Memorial to have athletic conditioning and there could be pods of classes that are 14 or less.
Diocesan-wide, we're down about 400 students so far. Optimistically, though, the Superintendent believes if we can go back to in-person teaching, these students will come back. Principals have done a great job to make tuition as affordable as possible to those families that say they can't pay tuition and day care at the same time.
- IV. **Finance Report** (5:20 pm – 5:40 pm)
The 2020-2021 budget is due to the Superintendent by October 1. The budget presented today will need to be discussed further at the next Board meeting prior to submission to the Superintendent.

The proposed budget is with the assumption that will be remain with online teaching this semester and be back in-person teaching in January. Budgeted enrollment is 475 domestic

and 18 international students. We're now at 508, so there's a little bit of safety in case we lose some. The 2019-2020 school year ended with 505 students. The freshman class year had 112 students; this year's class is 124 (we were on track to reach 140 until COVID hit).

There is no international boarding school contemplated in the budget for this year. It was best not to open it in this environment. We have host families for our current international students. Security budget is down significantly as we were able to take off one 8 hour shift during night time. Currently, as there are no students on campus, we are working on only one shift of 8 hours a day of security. Once students return to campus, we will add another 8-hour security person, for a total of two 8 hour shifts.

Closure of the international school was part of a discussion that started pre-COVID in an effort to revamp how we approach our international school. The Campos Family has been included in these discussions. The main goal is to create a global studies program, which has lots of components to it, not just a dorm.

The 2020-2021 budget should end up with a surplus of over \$50,000any, without auction funds. Funds to be transferred in will be from the scholarship and investment endowment, totaling \$387,500. The key is holding the enrollment and tuition collection levels as they are now.

The proposed budget will be presented at the September Board meeting. This should be part of the Board packet for next month.

V. **Head of School Report** (5:40 pm – 6:10 pm)

A. Back to School/Distance Learning

Board member Neil Angelillo asked if there are any staff concerns regarding when students return to campus. A questionnaire sent out during the summer by Superintendent Faulkner showed only one teacher saying they were a little bit anxious, but would still return to teach on campus. When the time comes, Superintendent Faulkner said accommodations may be made if someone is anxious to return to campus. They might be able to teach from home, with a proctor in the classroom. If he had a choice,

Head of School Mike Burke expressed his desire to come back with some kind of hybrid program, meaning not all students would be on campus all the time, at least the first couple of weeks. It would be easier to train the new protocols to half of the students than to train all of them at the same time. It's all one-way hallways, temperature checks both in the morning and in the classroom, how will lunch be served, etc. All these changes are easier to implement with only half the student body and all the staff. Whenever we're given the go ahead for school to reopen, we are ready. There is a Plan A, B and C, depending on their stipulations.

B. Campus Update – Safety, Improvements

Four major projects were started this summer: 1) courtyard between cafeteria and locker room; 2) 90's bathrooms; 3) working on Willinger Hall; and 4) putting in additional water fountains. All these projects are in various stages of being finished and were funded through the summer appeal which brought in over \$200,000. Neil and Mike Thomason have been a big help with the summer projects, making sure we got the best prices and best contractors. Board Chair Susie Byers expressed her thanks to them both.

There are 9 international students that will be graduating this year. These will be difficult to replace. Most international students sign up in January for the coming year. Even if we are back by then, it is probably not likely that international students will have confidence about coming back. You should expect international numbers to be down again next year. The possibility exists that the boarding school will not open next year either. The other thing being considered is looking at domestic boarders. This will make us more interesting to foreign boarders as they want to live with American students where they can practice their English skills and become Americanized. We may look at 5-day boarding where students go home on weekends and take some foreign students home with them. We could then reclassify as a boarding school. If you don't have domestic boarders you cannot classify as a boarding school, even if you have a full dorm. We could then get on all the boarding school web sites for marketing. We could be part of the National Boarding School Association.

VI. Chairperson's Report (6:10 pm – 6:40 pm)

A. Submission of New Items for New Business – No New Items

B. Monthly Board Meeting Schedule

Chairman Susie Byers brought a few things to the attention of the Board. The Board meeting schedule was included in the Board packet. Meetings will continue to be the fourth Wednesday of the month, all via ZOOM, starting at 5:00 pm. Susie Byers was technically done with being Board Chair in June. The Executive committee asked her to stay on, which she was happy to do. Board member Mike Thomason will be the Vice Chair.

C. 2020/21 Executive Committee and NEW Board Member Suggestions (Matrix)

June 2021 will mark the end of Board terms for Susie Byers, Neil Angelillo and Steve Campos. It is time to solicit new Board members. Included in the Board packet is a matrix showing the current make-up of the Board. In nominating people to fill upcoming vacancies, try to be as broad and diverse and energetic as possible. Submit the names of nominees no later than the end of October.

D. Strategic Planning

1. Board Vote

Last year the Planning Committee did a lot of work with Catholic School Management. COVID prevented the group from having in person meetings to finalize the work of the committee. Much work has been done. There were surveys for students and parents; there were focus groups with faculty, staff and Board members. There was a lot of work that went into this project. This is the end product, our goals and objectives for the next 3-5 years. Some of these objectives will have to be changed in a few years, as priorities change. The Board is responsible for keeping the school going in the right direction. This is what will keep us accountable. When we agree what the goals will be, it becomes the responsibility of the Board to make sure things are done in a timely manner. Once the plan is approved, it becomes the role of the Board to work with the Head of School to prioritize the school needs. The goals were based on 4 categories: Mission and Catholic Identity; Governance and Leadership; Academic Excellence and Operational Vitality.

Board member Neil Angelillo motioned to approve the 2020 Strategic Plan; this was seconded by Board Vice-Chair Mike Thomason. The motion carried.

2. **Prioritization of Goals (Requires Board Input)**
The items listed in the Strategic Plan are not in rank order. Head of School Mike Burke will put together his list of priorities which can be broken up into four groups with 3 people in each group to work on the various sections. This process will be important to document for the next time the school has to apply for accreditation.

3. **Initiation of Capital Campaign – Goal and Timing**
Work is ongoing for the capital campaign. The consultant is ACB, American City Bureau. They specialize with capital campaigns for Catholic schools. The committee is composed of Susie Byers, Mike Burke, Jeff Peracchi, Mike Thomason, Neil Angelillo and Kenyeih Williams. The next step is to create further sub-committees. The original launch time was October 2020; it will probably be in January or February. Much work still needs to be done in identifying improvement projects and coming up with specific costs for these. An important part of this process is the paper written by Head of School Michael Burke regarding the path forward from COVID 19. This was emailed to all and a hard copy will be mailed to many in our community, some of which are large potential donors to make them aware of SJM, our plans for the future, etc., so that the first time that we're talking to them or asking them for something they will know who we are. This will go out next week to help lay the groundwork for some of the larger asks. We need to be able to give people a clear path as to how they can help. The campaign is in the \$10 Million range.

VII. New Business (6:40 pm – 7:00 pm)

VIII. Adjourn/Closing Prayer

Board Chair Susie Byers closed the meeting with her comment that despite all the challenges, it looks like we're doing much better than most.

Fr. Borges said the closing prayer.

NEXT MEETING: September 23, 2020.