

SAN JOAQUIN MEMORIAL HIGH SCHOOL

BOARD OF DIRECTORS MEETING MINUTES

May 20, 2020

Virtual Meeting at 5PM

BOARD PRESENT

Susie Byers '88, Chair
Neil Angelillo '83, Vice Chair
Fr. Robert Borges
Steven Campos
Edward Fanucchi '86
Frank Hambalek
Michelle Kusch '87
Jerry Laval
Kathryn McDougal
Ralph Muñoz '85
Anthony Smith '82
Michael Thomason '88
Mona Faulkner, Superintendent (ex-officio)
Pete Dalena, Faculty Rep (ex-officio)
Msgr. Robert Wenzinger, Rector (ex-officio)
Michael C. Burke, Head of School (ex-officio)
Lucina Myers, Secretary

- I. **Opening Prayer (5:00 pm)**
Msgr. Wenzinger 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, Mona Faulkner (5:05 pm – 5:15 pm)**
The Diocese of Fresno received a large payroll and benefits loan from the Cares Act which was a huge godsend for all our schools, parishes and the pastoral center. This means these entities won't have to pay payroll or benefits through June 28. Superintendent Faulkner is instructing schools to reserve that money because there will be additional expenses as we reopen. This help will begin with the paychecks that will be received May 31.

The Superintendent has been spending her days on webinars with the CDC or the State of California, Fresno County, Madera County, etc. She speaks with these entities on a regular basis regarding the opening of the schools. The Bishop has set up a task force for reopening. First to reopen will be the churches; schools won't open again until August. The Superintendent has sent out a letter to families that said we are still planning to open in person in August. Though this is our first choice, we have to plan for various scenarios to accommodate the situation at that time.

Today she sent out an email to the principals laying out a few guidelines for reopening schools. For facilities, there will be additional disinfecting. There will be sanitation stations. They would prefer additional hand washing stations, but those are very expensive, so she doesn't know how we are going to afford those. For faculty, they will have to wear masks; they will have their temperature taken. There will be a different number of students in the classroom, but that number has not been decided yet. For students, we will have to do temperature checks. She urged principals to purchase infrared thermometers (costing about \$70 apiece). Foggers will be used in the evenings, though sometimes daily during flu season, sometimes just on Fridays to further sanitize the areas. Deep cleaning will have to be done several times a day. Principals can start preparing for these steps.

Large gathering spaces and large gatherings will not be permitted. No gathering in the gym. No gathering in the library. No gathering in the cafeteria. Kids will eat at their desk. High school kids, perhaps, can eat at tables where they are spread out a little bit because you have bigger spaces outside. It just depends on what the map of your campus looks like. The distancing is, by far, the biggest problem. We can mask teachers; we can mask our employees. We can disinfect and we can sanitize ourselves. The distancing with children is going to have to be different.

Board member Edward Fanucchi asked if we have a contingency plan to go on line fully in the fall. We are ready to go fully on line in the fall. The problem is that first we have to be able to do both. We have parents who are contacting principals and her personally saying their students have underlying health issues where they don't feel safe sending them back on campus until there is a vaccine. She does not want to lose those students so we need to have some on line plan for them. If we have to go online fully in the fall, we know how to do that. The problem is, we have people who won't return because they will not pay tuition for that.

High schools are unique. There will be separate guidelines just for high schools. If some high schools go completely online, that does not mean that is what we are going to do. That is not our goal. We can do it if we have to and if there is a huge outbreak in January or February or early December, we might have to. That option has to stay in place.

The Office of Education sent out a parent survey asking for parent input. Parents want their kids in school because children need to be with other kids. The Superintendent is assuming we are going to be open in August in person. The things we need to prepare for are delivering lessons for those who can't attend and scheduling issues. Memorial has the technology in the classrooms to have ZOOM lessons. Some schools don't and need to get ready to do both at the same time. The quality of the outline is touched by how many teachers are actually doing ZOOM lessons with the students. That's what the parent survey shows. If teachers are on a ZOOM with the kids 2-3 times a week, parents are quite satisfied. If teachers are not, then parents are dissatisfied.

IV. Finance Report, Frank Hambalek (5:15 pm – 5:30 pm) PPP program will have a direct impact on our bottom line.

Last month, the projection anticipated through the end of June, with the sweeping over of the \$250,000 auction proceeds and the remaining of the endowment totaling about \$315,000, would end the fiscal period with \$100,000 in the bank. Now, with this news of an additional \$790,000-800,000 benefit to the school this allows us to end the fiscal year in a

very positive note. Will report at the next meeting the impact the PPP loan had on the closeout of fiscal 2020.

As of April 30, we had \$331,000 in our operating checking account and we had \$230,000 receivables for May; expenses for May and June were projected to be just under \$485,000 each month. We will balance out positively even before the PPP program.

There is no change in the enrollment numbers. Mr. Burke is working on expenditure side to narrow the gap of the deficit that was projected on the budget.

V. Head of School Report, Mike Burke (5:30 pm – 5:45 pm)

In the last three weeks, we have lost one student (an incoming freshman) and registered 6 additional domestic students. We have two new international applications (Africa and Viet Nam – both students already in schools in the States).

Freshmen registration is at 115. We are going back to original goal of 125, since all the momentum we had was lost due to pandemic.

There's a whole series of events relating to graduation starting tomorrow when seniors will do a drive through to pick up graduation regalia.

On May 27, the original graduation date, there will be a drive through parade from the junior parking lot, through the center of campus, and out through the senior parking lot from 6:30 pm to 8:00 pm. This will be for seniors and parents. They can decorate their cars, wear their caps and gowns, and have some fun with it. There will be faculty and administrators along the way to cheer them on.

June 1 will be a virtual Baccalaureate Mass.

During June 2-3 there will be small group graduations (1 student every 5 minutes; each student may have 4 guests; graduation stage in front of gym).

VI. Chairperson's Report, Susie Byers (5:45 pm – 5:50 pm)

A. Submission of New Items for New Business

No new business.

Board Chair Susie Byers advised the Board they might be meetings in both June and July. The August retreat may need to be a ZOOM meeting unless the Diocese clears having meetings on campus. The Strategic Plan needs Board review and approval. The Bishop is hoping to open the Pastoral Center in June. At that time, the Superintendent will have a better idea as to how large the gatherings on campus can be.

VII. Adjourn/Closing Prayer

Fr. Borges led the closing prayer.