



SAN JOAQUIN MEMORIAL HIGH SCHOOL

BOARD OF DIRECTORS MEETING MINUTES

February 24, 2021

Virtual Meeting at 5PM

BOARD PRESENT

Susie Byers '88, Chair
Michael Thomason '88, Vice-Chair
John D. Amendola '98
Neil Angelillo '83
Fr. Robert Borges
Edward Fanucchi '86
Frank Hambalek
Michelle Kusch '87
Kathryn McDougal
Quincy C. Pondexter '06
Anthony Smith '82
Michael C. Burke, Head of School (ex-officio)
Pete Dalena, Faculty Rep (ex-officio)
Lucina Myers, Secretary

- I. **Opening Prayer** (5:00 pm)
Fr. Borges said the opening prayer.
- II. **Call to Order – General Meeting Session** (5:00 pm – 5:05 pm)
Board member Kathryn McDougal motioned to approve the January Board minutes. Board member Anthony Smith seconded the motion. Motion carried.

Board Chair Susie Byers introduced John Amendola and welcomed John and Quincy Pondexter as new Board members.

- III. **Superintendent's Report** (5:05 pm – 5:20 pm) - Absent

- IV. **Finance Report** (5:20 pm – 5:40 pm)
To January 31, 2021, total income is slightly down due to enrollment. We're at 96% of budget. Some of the variances to note: Bookstore, transportation, and sporting events revenues are down.

From the expense standpoint, academic technology is so far advanced because we had to prepay all technology costs up front. This large variance will be mostly consumed at the end of June. We do anticipate being about \$50,000-\$60,000 over budget in technology, mostly due to additional support needed because of COVID.

In the Athletic Program, there is not much going on in respect to athletics. This money will roll into next year.

Year-to-date, we have an operating surplus of \$27,000. \$33,000 of scholarship money has been transferred in. With respect to cash, we're strong at the moment with about \$700,000 of liquid funds sitting in our operating accounts. This will get us through the balance of the year. We can thank some of that to the PPP loan program. All said, we are at a total surplus of \$61,000.

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

A. Report: SJM Organizational Structure/Approval of President-Principal Model and Interview Process

Included in the meeting package is a new organizational chart, the one included for last month's meeting was a little misleading. It looked like a principal position was being added in addition to the current positions we now have. The new chart shows areas, not positions. The principal will be in charge of these areas. It does not mean a person will be in charge of each area. How we reorganize positions is dependent on who the principal will be. The new principal must be a good long-term fit for the school.

29 resumes have been received for the Principal's search, eight of which look promising. Of the 8 candidates, 4 are from California, 1 from Chicago and 1 from Hawaii; none are from Fresno. March 15 is the deadline to apply. By the end of the week of March 15, some of the candidates will have already been interviewed via ZOOM.

B. Capital Campaign Update

The title of the campaign is Empowering Today, Transforming Tomorrow. Everything in this campaign is about improving the student experience. We are in the silent phase of the campaign. The brochure covers the vision of the campaign and talks about our 75-year history. Education today should not be confined to the classroom. In a true educational environment, education should happen everywhere. Part of the purpose of the campaign is to create an environment where learning can happen all over the campus.

The campaign includes \$2M to increase the Scholarship Fund to ease the tuition burden for qualified families who want to choose Memorial for their children and \$1M to create four Endowed Faculty Chairs, much like a college would do, to recognize outstanding teaching.

There would be a new front entrance to the campus on Fresno Street. It would create a single point of entry to the school that is welcoming, increasing security at the same time. As you enter, there would be an enhanced courtyard. A pergola and benches would create a congregation space for students and/or classes. This would also serve as a celebration space for school events. Cost: \$700,000.

The Mary Alice Diener Academic Center needs to be updated for today's need. Guidance and Counseling have already moved there. The Academic Center will also provide students the opportunity to take advanced online courses and be a collaborative learning and testing center. This will be the academic heart of the campus providing support to teachers and individualized help for students. Cost: \$500,000.

The Campus Commons is our current cafeteria. It is the only air-conditioned place on campus where a large group can meet. The goal is to make it a multi-purpose facility, not

just a place where you could have lunch. This could be a place where students can meet before and after school. Parent meetings could be held here. Cost: \$600,000

Air conditioning needs to be added to the Main Gym; locker rooms need to be upgraded, a permanent concession stand needs to be added. Cost: \$600,000.

Ryan Center needs to be an impressive first encounter for future Memorial families where they experience our commitment to excellence. It needs to be made into a multi-purpose facility, not just for basketball. It would be a great place for an expanded performing arts program with a Black Box theater. Cost: \$600,000.

The campaign includes a series of outdoor renovations, including completely upgrading all the bathrooms; refinishing the track; and continuing to work with the LED lighting. Cost: \$1.4M

When all of the above projects are completed, the goal is to install turf at the stadium. This will allow multiple teams to use the field and practice throughout their respective seasons. At the moment, we practice everywhere but on the main field. We go on the field only for game nights. Cost: \$1.6M.

To summarize, the Academic Community would be \$3M, Campus Improvements would be \$4.4M and the Turf Field would be \$1.6M, for a total of \$9M. No debt will be incurred for any project. Money will be kept separate from school funds and from the Diocese of Fresno. It will be kept in a Capital Campaign Fund only to be used for these projects. No project can start until there are sufficient funds to complete it. It is important to start working on a project as soon as sufficient funds are secured.

The Most Reverend Bishop Joseph Brennan is the Honorary Chair of the Committee; the Campaign Chairs are Judith and Donald Peracchi and Karen and Richard Spencer. The Steering Committee is: Kenyeih Williams (Capital Campaign Director/Director of Advancement), Mike Burke (Head of School), Susie Byers (Board Chair), Neil Angelillo (Board Member), Jeff Peracchi (Former Board Chair), Bob Hotz (American City Bureau), and Penelope Villa-Fiero (Campaign Assistant).

The first few months will consist of Mike Burke making personal requests of those already identified as possible donors, preferably accompanied by the person who made the introduction. Board member Quincy Pondexter offered to help.

Board member Neil Angelillo asked for specifics regarding the Endowed Faculty Chairs. These would be set up much like a college faculty chair. Each chair could be named; \$250,000 is the cost to own a chair. 5% of its annual return, or \$12,500, would be available to be awarded yearly. Of this \$12,500, \$2,500 would go to a particular faculty member deemed to be an excellent teacher to spend as he/she saw fit; \$5,000 would go to his/her department; and \$5,000 would be a general grant from which any teacher could request funds. The point is to reward excellent teachers and to get all the teachers some additional real money to improve what resources they have. A diverse committee would go through the nominations and make the selection. Typically, this would be a 3-year award which you could get one time only.

C. Monthly Reports: Athletics, Campus Ministry, Development, Enrollment, Student Life

Head of School Michael Burke is working on the calendar for next year, which will reflect a more traditional school year. There will no six-week break between Thanksgiving and Christmas. There will be a three-week break at that time, from December 20 to January 10. School will start the week of August 9; the first day of classes for students will be August 13.

We are currently working to bring more students back to campus, with the goal being to combine both hybrid groups so that they would come to school Monday, Tuesday, Thursday and Friday. Wednesday would be for deep cleaning with all students on ZOOM lessons. Students would still have the choice to stay remote. This change would start the week of March 15.

Staff is being vaccinated Saturday, February 27. 80% have chosen to take the vaccine.

Sports are starting to come back. Baseball, Softball, and Track are all coming back normal time. Football and Water Polo will start practicing March 1, with games starting March 15 and going to the end of April. No decision has been made by the State regarding indoor sports, Volleyball and Basketball. Cross Country is already back, as is Golf and Tennis. All sports should have a season of some sort, except possibly Basketball and Volleyball.

We have 121 applications for the Class of 2015, almost the same number as we had last year. Registrations have had to be done via mail; those are starting to come back in. We are still signing up international agents which is where the international students come from. We don't have high hopes for international students for next year. Even if they wanted to come, they probably would not be able to get visas from their home countries.

This week has been Homecoming Week. Homecoming Court will be Friday evening. Campus Ministry students raised money to build a bus stop on the Floradora side of campus for the students who ride the bus. The Walk of Fame project is about 95% complete. It is a good use of the space next to the DeFendis weight room.

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

A. Submission of Items for New Business - None

B. Strategic Planning (leadership teams/reminder)

The Board packets included information on the Strategic Planning. These are the items the Board selected to focus on. Board members have been assigned to categories. Your role as a Board member is not to do the work, but to be the administrator overseeing the faculty and staff responsible for accomplishing these things. This is just a reminder of the specific items. Mike Burke has given the Board members access to his Google Doc which include any recent updates. Work is 25% done or more. By the April meeting, you should have more updates from people working on these categories. Board Chair Susie Byers will get hard copies of the Strategic Plan for Board members John Amendola and Quincy Pondexter and will talk to them individually about their areas of interest. At the April meeting, each Board member should be able to give a report on their area of responsibility. At the first Board meeting of the next school year, the final report for each objective should be complete. In March or April of this year, we need to start looking at the objectives to tackle for next year.

Additional Board members are needed. Please submit names of qualified people who might be interested to Board Chair Susie Byers. She will share them with the Nominating Committee, composed of herself, Mike Burke, Neil Angelillo and Frank Hambalek. She will send all the Board members a list of areas to focus on when looking for possible new Board members. The selection of new Board members will need to be finalized by the Board at the April meeting so that their names may be forwarded to the Bishop for his approval. This would ensure the new members would be able to start with the August meeting.

Head of School Mike Burke would like to see the Board have a strategy session in August, hopefully in person.

VII. *New Business* (6:40 pm – 7:00 pm)

VIII. *Adjourn/Closing Prayer*
Fr. Borges said the closing prayer.

IX. *Executive Session* (If requested)

NEXT MEETING: March 24, 2021