



**SAN JOAQUIN MEMORIAL HIGH SCHOOL**

**BOARD OF DIRECTORS MEETING MINUTES**

**March 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  
Steven Campos  
Edward Fanucchi '86  
Frank Hambalek  
Michelle Kusch '87  
Jerry Laval  
Mona Faulkner, Superintendent (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. Robert Wenzinger said the opening prayer.
- II. **Call to Order – General Meeting Session** (5:00 pm – 5:05 pm)  
Board member Steven Campos motioned to approve the February Board minutes; Board member John Amendola seconded the motion. Motion carried.
- III. **Superintendent's Report** (5:05 pm – 5:20 pm)  
Superintendent Mona Faulkner informed the Board she will be retiring June 30, 2021. She is not going to be part of the process for finding her replacement. The Diocese has not posted the position vacancy. Board Chair Susie Byers thanked Superintendent Faulkner for working very diligently to keep schools open.

The new information regarding COVID-19 is that students are allowed to be 3 feet apart instead of 6 feet apart. Some of the schools have already moved in that direction, the elementary schools and Garces have moved to 3 feet. Teachers are to remain 6 feet. Everybody is to remain masked. This should help us bring more students back. If there are students on-line that want to be back in person, it gives us space for them. This should also help the budget line looking forward toward the fall because enrollment should go up significantly when the distance requirement is reduced. There are no requirements for vaccination. At some of the schools, all of the staff has been vaccinated, though not at all schools. The school year goes two weeks into June because the winter break was six weeks. She is hoping there is no COVID outbreak after the spring break.

IV. **Finance Report** (5:20 pm – 5:40 pm)

With respect to 2021-2022 budget, there is no change. If there are any changes that need to be made, they will be brought up at the April meeting when the budget will come up for approval. Enrollment numbers are holding. By the end of April, these numbers will be more solid. The budget will reflect enrollment.

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

A. Principal Search Update

There were 30+ resumes for the principal search. This was narrowed down to 8, which the search committee interviewed via ZOOM. On campus interviews will be March 25 with Mr. Noel Bishop from San Diego and March 26 with Miss Myka Peck from Bakersfield. The President/Principal model would start July 1, 2021. Changes to the organizational chart would have to be made quickly as contracts to the staff are due by April 1. Assuming there will be a full-time principal, Mr. Burke has begun work on an organizational chart (Plan A). If that happens, he will meet with all the people whose roles will change. If neither candidate works out, there will be an interim principal (Plan B). This would not necessitate as many changes. Either plan will expand the teaching roles of some currently serving only in administrative capacities. 8-10 people may be affected. Some may go from a full-year contract to a 10-month contract. This may also change some teaching positions from full-time to part-time.

B. Capital Campaign Update

All the collateral materials for the capital campaign are at the printers. Mr. Burke took a preview copy to Bishop Brennan to review as the Bishop will be asked to accompany him on some of the visits. He's made a few early calls that have gone very well. The question that keeps coming up is: "Is the Board behind this?" Foundations always ask the percentage of Board giving. What is the percentage of faculty and staff giving? This needs to be addressed. In the next month, he plans to reach out to all Board members about their involvement in the campaign. There are some Catholic foundations that will support capital campaigns, but they always want to make sure the campaign is approved by the Diocese, they want to see the percentage of Board and staff giving and they want to see a copy of the financials.

The campaign goal is for \$9M. He believes this goal will be reached before the start of school in August. He has verbal commitments for \$2.5M already.

Board member Mike Thomason expressed his concern of the high cost of building at the present time and wants to make sure donors do not feel oversold when it comes to the specific projects the campaign covers. This may change how some of the projects are prioritized. The beauty of the campaign is that it is not one big project.

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

This weekend staff will be getting the second dose of the COVID vaccine. 80% of the staff will then have both shots. Anticipating some staff would not be able to come to work because of the side effects from the vaccine, Monday will be a school holiday. In response to a rumor about SJM having a dance for our students, an email was sent out to parents informing them there is no dance being held by the school and expressed being against such an activity. If a parent takes on this responsibility, they will be personally liable.

12 students transferred to Memorial at the start of the 4<sup>th</sup> quarter. 128 freshmen have applied for next year; 90 have registered. That is almost exactly where we were last year at this time. Director of Admissions Rainey Lewis turned in her resignation, effective today. She will be working with 3-4 year olds Special Ed children, more in line with her training. Felix Lugo will assume the Admissions position for the rest of this year. The Advancement Spring solicitation will be a raffle, with the cash prize of \$5,000. This will go out to over 13,000 households. Purchasing options will be one ticket for \$25 or five tickets for \$100. This strategy will allow for alumni and friends to be reengaged with the school. Jackie White has been hired as the new Girls Basketball coach. 125 packages were sold for the drive-through BBQ. All the coaches were present to hand out the meals. Fr. Paul Keller was the celebrant at the second hybrid Mass celebrating Freshman Welcome Week. The Freshman Class was in the courtyard; all other students attended remotely from their respective classrooms on campus. The 2<sup>nd</sup> edition of the Panther Prayer book is complete. Board members will be getting a copy soon.

In-person teaching is at 4 days/week, instead of 2. Our staff has done a great job of adjusting to whatever needed to be done. 82% of our students are on campus; 18% are remote. If you are on-campus, you can always go remote if you feel unsafe. If you are remote and want to change to in-person, jump in periods are every three weeks. April 12 will be the next jump in date. The plan for next year is to go 100% live, especially since the 3 feet requirement would allow us to accommodate all our classes. Graduation will be May 22 at the school stadium, 9 am, with 6 guests per family. Baccalaureate will be May 18, most likely at Holy Spirit because they have installed cameras for live streaming. Overflow (250 people) can be accommodated in the hall. 250 is just the count of the people that have to be there; 500 is the number we need for graduates and parents. St. Anthony's can do 300. Senior awards will be incorporated as part of the graduation ceremony. Baccalaureate and graduation seating sold at the auction will be honored.

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

A. Submission of Items for New Business - None

B. Strategic Planning (leadership teams/reminder)

More on the Strategic Plan will be covered at the April Board meeting. For purposes of tonight, all Board members that have a leading role should have gotten a report from the respective staff member. All Board members were given access to the main Google doc and are able to see what everybody is doing. All school employees will update Google.doc. Board Chair Susie Byers asked instead that staff send their respective reports directly to the Board member.

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

The final meeting of the year will be in person, May 26. Details to follow.

At the April Board meeting, names of possible new Board members will be presented to the Board for confirmation. If approved by the Bishop, they will be asked to attend the May meeting.

Head of School Mike Burke has reached out to Maria Rivera at Catholic School Management to come back again in August for additional Board training since we will possibly have 6 new Board members. This will be a Saturday meeting.

**VIII. *Adjourn/Closing Prayer***

Fr. Borges said the closing prayer.

**IX. *Executive Session*** (If requested)

***NEXT MEETING:*** April 28, 2021