

**Holy Spirit School Board Meeting
Fireside Lounge – Governo House
November 27, 2018 7pm
MEETING MINUTES**

Meeting attendees

BOARD

Present: Albert Leano, Dale Such, Olivia Abar, Denise Latchford, Mung Bernardo, Patty Gerardo, Patricia Fiene, Mike Scholz, Gilbert Manzanares, Richard Orduno, Aaron Bakke, Tom Fezler

Not Present: Teresa Bonaccorsi, Charina Punzalan, Melissa Belluomini

EX-OFICIO

Present: Holly Marsh, Genghis Mendoza

Not Present: Fr. Ken Sales

GUESTS

N/A

A. MEETING OPENING

- Opening Prayer — Gilbert Manzanares
- Roll Call

B. REVIEW & APPROVAL OF LAST MEETING'S MINUTES

- Motion to approve last month's minutes – Mung Bernardo approved, Richard Orduno second; all in favor, none opposed

C. STANDING COMMITTEE REPORTS

- **Executive Committee — Albert Leano**
 - Did not meet this week
- **Finance Committee — Denise Latchford**
 - Going to have less fundraisers (main ones: Crab Feed, Fun Run, Parish 2nd collections, Cash Calendar)
 - Smaller fundraisers – income will be given to Parent Cub
 - Target the income to be spent on specific things (i.e. chromebooks)
 - Scrip fundraising has been incorporated into tuition
 - smile.amazon.com – use Holy Spirit School – advertise this in the church and school bulletin
- **Building & Grounds Committee — Gilbert Manzanares**
 - Windows – met with a general contractor, wants to know how to get on the list of preferred contractors of the diocese (currently working with the Palo Alto school district)
 - Needs the list of approved contractors

- Gave Richard the list of safety items
- **Safety Committee — Richard Orduno**
 - Cleaned the water fountains weekly
 - Gave proposals for crosswalk and pedestrian walkways to Fr. Ken – still awaiting response, target date is January
 - Emergency bins – has the list that New Haven uses (one 5-gallon bucket per classroom, shelf-life of 10 years except for the water); will continue to work with Albert
- **Grants Committee — Charina Punzalan (not present)**
 - Still wants to meet with Mrs. Marsh
- **School Mission Enhancement, Policy & Planning Committee — Teresa Bonaccorsi (not present)**
 - Requested a google doc of board members, tenure, emails, etc.
- **Technology Committee — Mike Scholz**
 - Will research computer storage bins with locks for the school computers
- **Marketing, Enrollment and Development Committee — Aaron Bakke**
 - Goal: enrollment at 270 or above
 - Update the NewPark Mall ad – change the logo, pictures
 - New idea: Targeted ad on Facebook \$150-200/month (analytics will be sent)
 - Advertise on the Holy Spirit Parish grounds (gym, DeSousa, Peace Center, etc)
 - Wayne & Gladys Valley foundation – gave a grant to CYO; HSS will be receiving some
 - Possibly advertise in the Catholic Voice; local private school booklet; greatschools.org – pops up in realtor websites
 - Expand the preschool? (more teachers/staff, trailer/space); start a TK?

D. SPECIAL COMMITTEE REPORTS

- **Parish update — Father Ken Sales (not present), update given by Albert Leano**
 - Dec 5-7: Advent Parish Mission, Fr. Matt, Fr. Ken, Deacon Tim – Dec 5th 7:30pm, Dec 6th 6:30pm, Dec 7th 7:30pm – spiritual preparation for Christmas
 - New electronic bell (7am – 8pm, every hour on the hour) test phase
 - Thanks to Mrs. Latchford and Mrs. Gerardo for attending the festival meetings
 - Thanks to Mrs. Marsh for hosting the Staff Day (church/school)
- **Holy Spirit School update — Holly Marsh**
 - WCEA pre-visit: Tuesday January 8th (tour school, meeting the staff, going over self-study report)
 - February 5,6,7: Possibly meet with the school board
 - Parishoner willing to donate an air-purifier/filter; caveat – an educational lesson for the kids (Science class)
 - 1st Muffins with Mrs. Marsh – talked about standards-based grading
 - Parent input: Wednesday newsletter and website (Constant contact, malechimp); each classroom has a saint's name; Red Book (directory of all the students, parents' names, email addresses); EXIT ONLY sign on Parish Avenue gate during morning dropoff; PE uniforms – voluntary/optional to wear their PE uniform on PE days, wear it all day; playground – fundraise to create a better playground; next one in the evening?
 - Service hours – broken down into trimesters

- Plaid uniforms – same plaid, new manufacturer; old plaid is ok, new plaid is ok, navy is ok

E. OLD BUSINESS

F. NEW BUSINESS

G. PUBLIC COMMENT

H. PARENT, PARISH, COMMUNITY FEEDBACK

I. NEXT MEETING – Tuesday 1/15/19

- **Free dress for attending today's meeting:** Thursday, November 29, 2018

J. MEETING ADJOURNED – Albert Leano

Closing Prayer – Richard Orduno