

**Holy Spirit School Board Meeting  
Fireside Lounge - Governo House  
May 17, 2016 7:00 p.m.  
MEETING MINUTES  
APPROVED**

**Meeting Attendees**

**Board**

Present                    Magdalena Garcia    Renee Champoux    Gus Rivera  
                                  Monica Slivinsky    Jeff Surdilla    Rich Quitevis  
                                  Michelle SooHoo    Albert Leano

Not Present                Rob Paglieri    Armi Banaria

**Ex-Officio**

Present                    Father Brandon Macadaeg    Jeff van der Sluis

**Guests**

Present                    Tricia Dela Vega    Phil Maher

**A. MEETING OPENING —Magdalena Garcia**

- Opening prayer-Renee Champoux

**B. ROLL CALL**

**C. REVIEW & APPROVAL OF LAST MEETING’S MINUTES**

- Motion to approve last month’s minutes by Gus Rivera; seconded by Magdalena Garcia - all in favor, none opposed.

**D. STANDING COMMITTEE REPORTS**

Please print any reports or documents as needed for personal review

1. Executive Committee - Magdalena Garcia

- Board needs a Executive Committee Chair for next year
- Welcome guest Tricia Dela Vega (Guest of Albert Leano)

2. Buildings, Grounds and Safety - Rob Paglieri

- Present quotes for awnings for over lockers came in too high, working on obtaining lower prices

## **APPROVED**

### 3. Finance Committee - Gus Rivera

- Waiting until next year to establish Endowment Fund policy with Phil Maher
- Met with Father Brandon, Jennifer Fields and Jeff van der Sluis to put together the 2016/2017 budget
  - > Budget is based on enrollment at 242 students
  - > Increased enrollment will sufficiently help with financials
- Current financial status is as follows: July 2015 - March 2016 Actual P & L

Income - \$1,792,743

Expenses - \$1,612,150

Profit - \$\$180.793 ( Should be closer to 250K)

Cash Balance:

Cash (checking and savings) - \$728,066

Endowment - \$508,212

Total - \$1,236,278

### 4. Grants Committee - Rich Quitevis

- Announced new Committee Chair Rich Quitevis

### 5. Marketing, Enrollment and Development Committee - Armi Banaria

### 6. School Mission Enhancement, Policy & Planning Committee - Monica Slivinsky

- Possible new committee member
- Waiting on 5 year plans from Safety and Marketing committees
- Making draft revisions, looking over differences in the 2014/15 and 2015/16 handbooks to present to Phil Maher

### 7. Technology Committee - Jeff Surdilla

- Finalized data for Bully Survey, will send to Lucia Pena (BFAT Committee Chair) before reporting to board
- Will be contacting teachers for technology wish list
- Obtaining a quote for new Firewall
- Our server has been updated

## **APPROVED**

### **E. SPECIAL COMMITTEE REPORTS**

#### 1. Parish Update - Fr. Brandon Macadaeg

- Immaculate Heart of Mary statue was crowned
- Saturday May 14 the church was open 24 hours for confessions
- Confirmations were done in two masses on Friday May 6
- First Holy Communion was held on Saturdays May 7 and May 14
- Car Raffle has raised \$85,000 so far, drawing will be held at 3:00 p.m. during the Festival
- Garden Club now has 25 members
- Screens and projector are up and running
- Parish Photo directory will be done over the summer, there is a link on the parish website to sign up to have photos taken
- Father Brandon's 3 year anniversary is Wednesday May 18

#### 2. Pastoral Council-Jeff van der Sluis

- Church passed the final inspection for Phase 1 of renovation
- Phase 2 - Audio Visual project is mostly complete and will be eventually connected to school as well
- Phase 3 - Restroom Renovation has started, both men's room and ladies room will include stalls
- Phase 4 - Stained Glass renovation, they will be removed and renovated at the studio then reinstalled
- Future phases will include Baptismal Font, and redoing the St. Francis side of the church
- Landscape completed in front of the Parish Center, special thanks to the Garcia/Reichel Family and looking into adding some benches
- Fire Safety inspection done on church, school, Peace Center and Parish Center
  - > Completed update on the stove and exhaust system in the Peace Center kitchen
  - > There was a deficiency in the fire alarm system, received bids on repairs
- Mission Envision plaques have been placed around the parish, will be adding school mission plaques as well

#### 3. Holy Spirit School - Father Brandon Macadaeg

- Our 8th graders will be graduation on Friday May 27th
- For the Graduation Ceremony Father Brandon is having commencement speaker Joe Nufable
- Emergency Drill was May 4, it went well, however there were some areas of improvement
  - > Mr. Strong and Mr. Velasco will work on needed improvements
- School has been doing earthquake and fire drills
- Our great 2nd graders received their First Holy Communion

## **APPROVED**

- 7th Grade parent Gloria Dela Cruz has offered to organize and open up the library for next year, with the help of a parishioner
- New parent orientation was not very well attended, possibly scheduled too soon
  - > May schedule a second orientation at a later date
- Student Council speakers did very well, winners will be announced May 18
- We have 244 students enrolled for next year
- Diocese appointed new Interim Superintendent Fr. Larry Young
- Big heartfelt thank you to Albert Leano for all of his hard work on the Golf Tournament
- This year will be the last Festival Parade, starting at 11:45
- Last Day of school is Friday June 3
- First day of school for 2016/17 is August 17

### 4. Parent Club - Renee Champoux

- Kitty Brand spoke about new possible Shoreline Amphitheater summer fundraiser, she had several people interested

## **F. OLD BUSINESS**

- Recruitment, always looking for new Board members
- Michelle SooHoo is staying in touch with the Fun Mother's Club for a possible opening at the Pre K Fair Open House
  - > Also suggested promoting license plate frames and decal sales along with spirit wear for next year
- Festival hour requirement for this year is two hours to be done one of three ways, volunteer at festival, purchase a four pack of wristbands for \$50, or volunteer at school where needed

## **G. NEW BUSINESS**

- New Principal Phil Maher has been transitioning to HSS and meeting with teachers one on one
- Will be assigned a mentor principal
- Has applied at Santa Clara University in a Master's program for school leadership

## **H. PUBLIC COMMENT**

- Tricia Dela Vega Is interested in joining the school board with interest in science and willing to help where needed.
  - > Possibility of taking on the STEM project (after school science program)

**APPROVED**

**I. PARENT, PARISH AND COMMUNITY FEEDBACK**

**J. NEXT MEETING - September 20, 2016**

**K. MEETING ADJOURNED -Magdalena Garcia**

- Closing Prayer - Michelle SooHoo