

St. Catherine of Siena School Advisory Board Notes for September 11, 2018

In attendance: Jessica Griswold, Father Anthony, Marty Ochoa, Marisa Lujan, Annette Liberty, Jeremy Cooley, Emma Mallo, Ryan DeGooyer, Jarek Gadek

- Meeting started at 6:30pm
- Marty Ochoa lead the board in opening prayer
- Minutes from August 14, 2018 were approved.

Announcements

- Annette Liberty's 61st Birthday
- Board minutes are on the school website, which was announced to parents at Coffee with the Principal.
- Move future board meetings from 6:30pm start time to 6pm start time

Principal Report

- Girl's bathroom was fixed by Jarek Gadek
- St. Catherine needs 5 more students to attend to not tap into savings.
 - Looking for more preschool students.
 - Father has given interested parents contact information to Jessica.
 - Open House in October to attract more students
- Home Tour is on October 13. Faculty is discussing what should be displayed on the school walls to showcase St. Catherine of Siena School.
 - About 500 people are expected to attend
 - Have an alumni section
- Jessica Griswold has met with a parent who is a consultant and designer. Jessica Griswold and the parent walked the campus and discussed what the priorities are. They discussed what is needed to help showcase the school and make St. Catherine of Siena School's image stand out.
- More student work is going to be displayed throughout the school
- Looking into an official and unified logo for the school.
 - Maybe bring back the vintage logo.
 - Currently, we have 3 logos.
 - Tightening marketing with logos-make all marketing with one logo.
- STAR testing is completed and data is compiled. Jessica Griswold is talking to all teachers about each student's strengths and weaknesses. Jessica Griswold is meeting with each teacher weekly.
- Looking into having a student spirit store on campus.
- Preschool students are attending Mass.

President's Report

- Grandparents' Day was a huge success with over 200 guests.
 - Jessica Griswold emailed grandparents who left their email addresses.
 - Father Anthony and Marty Ochoa visited local businesses.
 - Alumni committee is being formed. Need to get started on names and ideas for a data base.
- How to connect and find St. Catherine of Siena alumni?
- Annette Liberty suggested "A Moment in Time" articles in the church bulletin leading up to the 70th anniversary with pictures and stories from alumni about St. Catherine of Siena school.
 - Emma Mallo suggested pillars instead of bricks to commemorate the 70th anniversary of the school.
- Home Tour with Alumni involved through photographs.
 - The mural is being redone and lighting in church.
 - Annette Liberty is in charge of Halloween –Trunk or Treat.
 - Candy packets will be sent to all St. Catherine students on behalf of the St. Catherine's Advisory Board. YLI and Knights of Columbus will donate money towards the candy.

PTG

- Executive board met last Tuesday.
- There is a budget based on the A's game sales. Seed money from the game will be used for future events.
- Still need a budget from the auction and golf tournament.
- Jeremy Cooley announced that this is a learning and building year for the PTG.
- There will be a general meeting on September 20th for all of St. Catherine of Siena School parents to participate in and sign-up for future events. It will be in the Parish Hall at 7pm. Parents will find out how to help at the general meeting.
- Jessica Griswold requested that all sign-ups be copied to the office so that the office is aware of parents who have signed-up.
- Jeremy Cooley asked that the weekly newsletter not include the March 30 Golf Tournament, as it is so far out. There are other PTG events that are before that, that need to be addressed.

Maintenance/Safety Report

- Upper yard was cleaned last month. Many hard working parents volunteered to help.
- Jarek Gadek and Santiago helped with the tile outside the kindergarten wall. They pressure washed the wall to clear out the buildup behind the tiles. It took Jarek Gadek and Santiago two hours to put back the tiles.
- Jarek Gadek said he would donate two more water fountains for the school. Jarek Gadek will install them as well. The water fountains do need an electric outlet. It will cost approximately \$500 to run electrical. Jessica Griswold suggested that they go in the preschool where an electrical outlet is already available.

- Jessica Griswold would like to paint two 4 Squares on the upper yard and install a ball wall. Students are getting into trouble due to lack of things to do. Father Anthony brought up that he has a concern about the bad pavement on the upper yard and safety for the students. Father Anthony wants to make sure the ball wall does not interfere with parking for Mass. It was brought up if we can repave. The campaign for the new gym is still ongoing until 2019; therefore nothing structurally can happen until the campaign is over.
- Creek behind the upper yard and preschool has an abundance of weeds. Need industrial weed Wacker to cut the weeds
- Would like vines or protective green screen for chain link fence behind preschool and upper yard
- Beatify school day.

Marketing/Community Relations

- Sunday Farmers Market in downtown Martinez from 10am to 2pm (year round)
- Martinis on the Plaza Gala on September 15 from 6:30-10pm at Plaza Ignacio Fountain at City Hall.
- Cars, Kids, and Coffee at the Cobra Experience on September 16 from 8:30am to 10:30am.
- Alhambra Homecoming Parade is on October 5. Theresa Briley is getting the float ready.
- 8th Annual Car Show on the Plaza hosted by the Knights of Columbus.
- Bingo is October 13. It is a fundraiser for Caritas.
- Trunk or Treat Spooktacular is on October 28th from 10-2pm. There will be a PTG sign-up for people to help with the event. Need 2 hour shifts with 2 people at each shift.
- Jessica Griswold will be in charge of getting postcards to Annette Liberty to hand out at the Spooktacular Trunk or Treat and for Homecoming.

Marketing/Outreach

- Fliers for Home Tour needed. YLI may pay for the postcards.
- Need more marketing, but costs are holding back marketing
- 40 brochures were made through Vista Print already
- Would like a photograph of students in church to put on the postcards to hand out
- St. Catherine of Siena School will be providing light refreshments (fruit and water) to groups of people that attend the Home Tour at St. Catherine's.
- St. Catherine of Siena School is signed up to do the Light Parade (November 30) and Holiday Frolic (December 1 from 10am-2pm) in downtown Martinez. St. Catherine of Siena School will provide face painting and tattoos for the Holiday Frolic and students can ride bikes with lights for the Light Parade. At both events, volunteers will promote St. Catherine of Siena's 70 years of education.
- Signed-up for Mini Motor Land on April 6. St. Catherine of Siena School will be face painting the event.

- Received permission to use Shell fence to put up St. Catherine of Siena School banner for 1 month.
- Looking into putting a St. Catherine of Siena School banner on the old Pine Meadows Golf Course chain link fence
- Emailed the Martinez Gazette to see if they would write an article about Jessica Griswold and all that is happening at St. Catherine of Siena School
- Creating a survey to go out to all the parents on what the school needs to focus on.
- Students have already been surveyed, which was discussed at Back to School Night. The students' survey showed how much they love the school
- Emailed edsources for the Contra Costa Times. They will not write about small private schools.
- Contacted Dana (Marty Ochoa's connection at the Contra Costa Times) to see if she would write a piece on St. Catherine of Siena School. Still waiting to hear back.

Father Anthony

- Hired a new, full time music director who is also a handyman. He will oversee all facilities
- Plan and upgrade facilities
- Deacon Dave's son and daughter in-law will be taking over confirmation
- Deacon Dave will be spending weekends working with the Catholic Cemeteries.
- Applicants for book keeper
- Staff Retreat discussing moving forward
- Make community more thriving by connecting Parish and School
- 5 Key staff members will be going to a Parish conference in Milwaukee as requested by the Bishop
- Moving Parish to Missionary Parish.
- Water leaks will be fixed
- Working on fixing ramps
- Rails will be fixed Friday
- Asking Martinez City for a ramp on the east side of the church
- Alumni donated \$12,000 for all 3 ramps to be installed. Only paying for materials, no labor cost.
- Legion of Mary, Respect Life on September 29
- May 5 will be the St. Catherine of Siena Festival. Participation needed from the school, faith formation classes, and confirmation classes for the Festival. Festival to last 2 days. A team will need to be formed to work out details.
- October 13 is the Home Tour
- Second phase of pastoral 5 year plan. We are in the phase of Goals and Objectives.
- September 14 Observe Day of Penance. No meat to honor healing of victims. 5pm Church service.
- The windows will be replaced in the office of the church and windows downstairs.
- Fixing Stained Glass windows in Church.
- Want to make Church a place to worship and gather in dignity

- Working on slowly fixing carpet in Church.

Ending Prayer at 7:30pm.