

St. Matthew School Council 2011-2012
Monthly Meeting Minutes for January 2012

Meeting Date: January 19, 2012	Time: 7:00 pm	Place: St. Matthew Catholic School, Music Room.
Attendees:		
<p style="text-align: center;"><u>Officers</u></p> President: Don DeCotis Vice President: Roy Barrera III (absent) Secretary: Yvonne Rizzo Financial Officer: David Garcia	<p style="text-align: center;"><u>Council Members</u></p> William Bloom (absent) Dr. Sandra Reilly Dr. Danet Bluhm (absent) Adriana Virgen Gary Glick (absent) Steve Tovar <u>Guests:</u> Monika Behrens Ted Trakes	<p style="text-align: center;"><u>Ex-Officio Members</u></p> School Principal: Alvin Caro School Development Director: Leslie Payne School Representative: Ann Marie Ibar Pastor: Rev. Dennis D. Arechiga Parish Finance Council: Mike Finger Parish Council Representative: Teresa Rivera PTC President: Deanna Collier
<p style="text-align: center;"><u>Agenda</u></p> <ul style="list-style-type: none"> • Reading of all committee reports. • Call meeting to order • Opening prayer • Approve minutes from prior month • Open Forum • Old business • New business • Parish Pastoral Council Report 	<p style="text-align: center;"><u>Presented By</u></p> <ul style="list-style-type: none"> • All committee members & guests. • Don DeCotis • Fr. Dennis • Don DeCotis • Don DeCotis • Don DeCotis • Don DeCotis • Fr. Dennis 	<p style="text-align: center;"><u>Notes</u></p> 7:00 – 7:15 p.m. Meeting started at 7:12 p.m. Fr. Dennis led us in prayer and Don DeCotis recited the school’s mission statement. December minutes approved. No activity. However, Don welcomed guests Ted Trakes and Monika Behrens. None None Highlights: Archbishop appeal will be February 11th & 12th and our target goal for funds to be raised is \$171k. Desire to have church renovations completed by February 22nd but more realistically it will be sometime in March. Church will begin capital campaign to raise \$750K instead of taking a line of credit. Fr. Dennis will coordinate Ash Wednesday mass times with Mr. Caro.

<ul style="list-style-type: none"> ○ Development ○ Development ○ Policy & Planning ○ Building & Grounds ○ Nominating ● Ad hoc Council Committees: <ul style="list-style-type: none"> ○ Technology ○ School Enhancement/Survey ● Closing prayer ● Adjourn meeting 	<ul style="list-style-type: none"> ● William Bloom ● Leslie Payne ● Adriana Virgen ● Roy Barrera III ● Don DeCotis ● Gary Glick ● Yvonne Rizzo ● Fr. Dennis ● Don DeCotis 	<p>\$25 building maintenance fee and \$25 campus improvement fee. A request for an increase in PTC fees from \$25 to \$100 per family was denied. David motioned to approve the budget and Dr. Reilly 2nd the motion. Refer to attached report for further details. Council will have minimum 7 days to consider this motion before voting.</p> <p>No report</p> <p>Highlights: Leslie mentioned a featured article in reference to the 6th Graders field trip will be in Today's Catholic next issue. Leslie is gearing up for Catholic School Week and has created an excellent new parent folder and DVD in order to empower new prospective families in assessing our school.</p> <p>Highlights: Adriana is currently reviewing our Bullying policy and examining for any liability issue for the school administration, facility & staff, PTC members and School Council members. Refer to attached report for further details.</p> <p>Highlights: Don mentioned Roy is currently requesting bid proposals for maintenance of the school lawn.</p> <p>Highlights: We have three positions that will become vacant this year.</p> <p>No report</p> <p>Highlights: Letters to school name on the exterior of the building have been painted. Currently revising the Parent Survey and requesting input from all committee and organization leaders. Refer to attached report for further details.</p> <p>Fr. Dennis led us in a closing prayer.</p> <p>Meeting ended around 8:15 p.m.</p>
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**St. Matthew School Council
Monthly Meeting Update Form**

Today's Date: January 19, 2012
Committee Name: PTC
Committee Members:
Form Completed By: Deanna Collier
Committee Meeting Update
Completed Tasks: The PTC Board voted to increase the dues for the upcoming school year from \$25 to \$100 per family. Deanna will present this to the School Council Finance Committee. If the fee is increased, each family would receive two complimentary tickets to Gala. The Catholic Schools Week activities are set for Jan 29 th – Feb 3 rd . We have decided not to hold a donor of the Donor Appreciation Social due to falling attendance over the past several years. Instead, Donors will be given a special recognition at Gala. Teacher Appreciation Breakfast will take place on Tuesday, Jan 31 st . Open House/School Tours will take place on Wednesday, Feb 1 st from 9am- 2pm. Student Appreciation will be Thursday, Feb 2 nd . Students will receive ice cream after their lunch. Grandparents Day will be on Friday, Feb 3 rd . We will not be inviting the Grandparents to attend Mass due to the church repairs. The PTC will host a coffee in the gym and the students will perform for the grandparents.
Outstanding Items: The Spring Gala is set for Saturday, March 3, 2012. The Gala will be held at The Vista at Valero. There will be Casino and a DJ for entertainment. Live and Silent Auction items are needed.
Next Meeting: PTC Board Meeting – February 7, 2012 PTC General Meeting – February 8, 2012

St. Matthew Catholic School
Principal's Monthly Report to School Council

Today's Date: January 19, 2012	Completed by: Mr. Caro
Enrollment: 738 students are currently enrolled. This represents an increase of 32 students over last year at this time.	
Openings: PK - full, Kinder - full, 1 st - 2, 2 nd - full, 3 rd - 4, 4 th - full, 5 th - full, 6 th - 1, 7 th - 1, 8 th - full	
Pending Applications: One family with two children has shown an interest in enrolling at the end of January. They are included in the enrollment count above. Enrollment for new families wishing to get on the waiting list for St. Matthew Catholic School for the 2012-2013 school year will began on January 4, 2012. We are currently processing the re-enrollment applications. Thus far 7 children will not be returning for next school year.	
Staffing Report: We are currently fully staffed.	
Tuition: Tuition collections have been good with several families catching up during the month of January. A school budget workshop is scheduled for February 25 th at the Pastoral Center.	
Curriculum: <ul style="list-style-type: none"> • The school wide spelling bee took place on Thursday afternoon with the winner TBA. • The Archdiocesan Science Fair is scheduled for February 23&24. • Curriculum liaisons will be meeting with the Assistant Superintendent for Curriculum this month to coordinate the end of course Algebra I assessment along with other curriculum needs. • A Textbook Adoption Presentation to review Science online materials is scheduled for March 6-8 with the Catholic School's Office. 	
EVENTS: Catholic School's Week begins January 29th and runs through February 3 rd . A schedule of activities will be sent home with the students next week. The next scheduled general session of the St. Matthew PTC is on Wednesday, February 8 th at 6:30 PM in the School Cafeteria. A dress down day is being offered for the students whose parents are in attendance. Student holidays will take place on Friday, February 17 th for a Teacher Work Day and Monday, February 20 th for President's Day. The annual St. Matthew All Sports Booster Club Golf Tournament is scheduled for President's Day at Silver Horn Golf	

Club.

CALENDAR:

Jan. 29th Catholic School's Week Mass 11:00 A.M. MFC

Jan. 31st Teacher Appreciation Day

Feb. 1st Clergy Appreciation Day * School Wide Open House * All Day Tours and Classroom Visits * School Mass

Feb. 2nd Colonial Day, Student Appreciation Day (Dress Down/Ice Cream)

Feb. 3rd Grandparents Day: Student performances in the MFC

Feb. 8th PTC General Meeting

Feb. 10th 5th Grade Mass with Archbishop Gustavo

**St. Matthew School Council
Monthly Committee or Organization Report**

Today's Date: January 12, 2012
Committee Name: EXECUTIVE
Committee Members: Don DeCotis, Fr. Dennis Arechiga, Mr. Caro, Roy Barrera (absent), Yvonne Rizzo, David Garcia
Form Completed By: Don DeCotis
Completed Tasks (Meeting held dates and action items completed): <ul style="list-style-type: none">• Policy and Planning direction set, Internet/Curriculum is high priority• Update on current plan for Admission coordination and Catholic Schools Week• Discussion planning for Gala and fundraising policies moving forward• Front office action plan for admissions and new prospects• Accessed and determined number of positions that will expire this year on council
Outstanding Items: <ul style="list-style-type: none">• Budget process inclusive of proposals• Building and Grounds review for office space to incorporate Admissions• Further options related to expansion of space• Funding Building and Maintenance line item for future age issues and general upkeep••
If needed, please attach supporting documentation.
Next Meeting: February 9, 2012

**St. Matthew School Council
Monthly Committee or Organization Report**

Today's Date: January 16, 2012

Committee Name: POLICY AND PLANNING

Committee Members: Adriana Virgen and Parent Members: Alexis Adams, Janelle Imad, Georgina Michel & Loretta Smith

Form Completed By: ADRIANA VIRGEN

Completed Tasks:

- Recruited parent members to assist on committee and held brief meeting to outline goals of the committee for the remainder of the school year
- Next meeting tentative for Jan 25th. Meeting will be held approximately each week to attain our April goal for completion of majority of outstanding items.

Outstanding Items:

- Review the current Bullying Policy & examine for liability issues.
- Researching electronic curriculum liabilities, policy & procedures for its use and feedback from other institutions currently utilizing the same.
- Review of Athletic Policy & offer suggestions on how to make athlete disciplinary action even across the board with all sports/coaches.
- A general overview of the handbook with suggested changes or modifications.
- The "Planning" part of committee will be reviewed and addressed at a later date when the Strategic Plan is completed.

If needed, please attach supporting documentation.

Next Meeting: February 2012

**St. Matthew School Council
Monthly Meeting Update Form**

Today's Date: January 19, 2012

**Committee Name: Building & Grounds
Committee Members: Roy Barrera III**

Form Completed By: Roy Barrera III

Committee Meeting Update

Completed Tasks: No Report

Outstanding Items: Continued assessment of school's needs.

Next Meeting: TBD

**St. Matthew School Council
Monthly Meeting Update Form**

Today's Date: January 19, 2012

**Committee Name: Nominating
Committee Members: Don DeCotis / ALL**

Form Completed By: Don DeCotis

Committee Meeting Update

Completed Tasks: Determined that Fr. Dennis will request involvement of at least one Parishioner to assist on next year's council as an appointed member however he would appreciate if the remainder of the "slots" be filled via ballot. We have 3 positions that will become vacant this year through expired terms.

Outstanding Items: Development of a list of possible candidates for the council.

Next Meeting: TBD

**St. Matthew School Council
Monthly Meeting Update Form
For the month of January 2012**

Today's Date: January 17, 2012

Committee Name: School Enhancement Committee

Committee Members: Yvonne Rizzo, Ann Marie Ibar, Monika Behrens,
Sandra Reilly, Adriana Virgen, Alexis Adams,
and Ronnie Parker.

Form Completed By: Yvonne Rizzo, Committee Chairperson

Committee Meeting Update

Completed Tasks:

- Letters to school name on exterior of building have been painted.

Outstanding Items:

- Receive service bid for school mats.
- Acquire purchase price for school mats.
- Revise & execute Parent's survey.
- Look for opportunities of improvement from the 8th grade graduating student's survey.
- Evaluate submitted Families leaving surveys.
- Devise plan to help cultivate activity The Cardinal Buzz mail activity or discontinue.
- Devise plan for updating Cafeteria and Library walls.

Next Meeting: Friday, January 20, 2:30 pm & January 26, 1:30 pm.