

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

Meeting Date: December 15, 2011	Time: 7:00 pm	Place: St. Matthew Catholic School, Music Room.
Attendees:		
<u>Officers</u> President: Don DeCotis Vice President: Roy Barrera III Secretary: Yvonne Rizzo Financial Officer: David Garcia (absent)	<u>Council Members</u> William Bloom Dr. Sandra Reilly (absent) Dr. Danet Bluhm (absent) Adriana Virgen Gary Glick Steve Tovar (absent)	<u>Ex-Officio Members</u> 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 (absent) PTC President: Deanna Collier
<u>Agenda</u> <ul style="list-style-type: none"> • Call meeting to order • Opening prayer • Approve minutes from prior month • Open Forum • Old business • New business 	<u>Presented By</u> <ul style="list-style-type: none"> • Don DeCotis • Fr. Dennis • Don DeCotis • Don DeCotis • Don DeCotis • Don DeCotis 	<u>Notes</u> Started at 7:02 p.m. Fr. Dennis led us in prayer and Mr. Caro recited the school's mission statement. October minutes approved. No activity. However, Don welcomed Melly Trakes, GG Addicks – Villalon and Hector Luna. None Don requested for a School Council member to volunteer to chair the Policy and Planning Committee at the request of Yvonne Rizzo, current chairperson. Don expressed that Yvonne has enough on her plate with the School Enhancement Committee and as Secretary. Adriana Virgen agreed to accept position as chairperson for the committee. Adriana Virgen brought up we need to inform the school community when a School Council meeting is going to be held. Don requested Leslie to include our meeting information in the school newsletter.

<ul style="list-style-type: none"> • Council Committees: <ul style="list-style-type: none"> ○ Executive ○ Finance ○ Development ○ Development ○ Policy & Planning ○ Building & Grounds ○ Nominating • Ad hoc Council Committees: <ul style="list-style-type: none"> ○ Technology ○ School Enhancement/Survey 	<ul style="list-style-type: none"> • Don DeCotis • David Garcia • William Bloom • Leslie Payne • Yvonne Rizzo • Roy Barrera III • Don DeCotis/All members • Gary Glick • Yvonne Rizzo 	<p>Grandparents club will be meeting once a month. Refer to attached report for further details.</p> <p>Highlights: Refer to attached report for further details.</p> <p>Highlights: Don DeCotis spoke on behalf of David. We are looking to introduce two new fees next year for a Building Maintenance and Campus Improvement. Refer to attached report for further details.</p> <p>Highlights: Mr. Bloom stated we need to stay balanced between the school and church. We cannot enhance one organization without enhancing the other. Mr. Bloom also mentioned he will be establishing a panel of parents to help create the strategic plan. Refer to attached report for further details.</p> <p>Highlights: We are continuing to build a positive image for our school by writing articles and advertisements in local newspapers and enhancing our communications with school families. Mr. Bloom requested that all faculty and staff members should be informed on all publications. Refer to attached report for further details.</p> <p>No report.</p> <p>Per Roy, no updates at this time.</p> <p>No report.</p> <p>Highlights: Gary was very excited to report both servers are working and their goals and objectives in reference to the servers have been met. Refer to attached report for further details.</p> <p>Yvonne thanked all school enhancement members for helping with the new framed photo's displayed in the main school foyer. Refer to attached report</p>
---	--	---



<ul style="list-style-type: none">• Closing prayer• Adjourn meeting	<ul style="list-style-type: none">• Fr. Dennis• Don DeCotis	for further details. Fr. Dennis led us in a closing prayer. Meeting ended around 9:05 p.m.
--	--	--

**St. Matthew School Council
Monthly Meeting Update Form
November 17, 2011**

Today's Date:	November 17, 2011
Committee Name:	PPC
Committee Members:	Parish clergy; Sally Guerrero, Cassandra Conder, Aaron Garcia (Youth rep.), Mary Eckert, Noe Garcia, Ken King, Irene Chapa-Einkauf, Terri Nañez, Greg Osuna, Theresa Rivera, Glen Sturgis, Roy Wonder, Peter Gazda. Ken King – excused absence.
Form Completed By:	Fr. Dennis
Committee Meeting Update	
New Business:	
<ul style="list-style-type: none"> • Meeting held Wednesday, November 16th 2011. • Ministry Organization Reports – Only the Youth Representative presented their report since most of the meeting focused on the updates on the church renovation. • Liturgy: 1) We added a 9:30 a.m. Mass in the cafeteria to help ease the crowding. Additional chairs were purchased and are used at the 9:30 and 11:15 a.m. Masses in the cafeteria. 2) A handout with the responses for the new English translation of the Roman Missal will be available in the Front Desk, MFC Foyer and will be e-mailed to all teachers for them to print for their classrooms so that all parishioners and school students can take this handout home and practice the new responses that will be introduced at the Saturday evening Vigil Mass on Nov. 26th, 2011. The handout will also be in the Nov. 27th bulletin as well. Please continue to read the liturgy articles in the bulletin. 3) Sacrament of Reconciliation in the priest offices is working smoothly; some offer screens for parishioners that don't want to confess "face to face". Parish Advent Penance Service scheduled for MFC at 7:00 p.m. on Thursday, Dec. 15th. 	
4) Christmas Mass Schedule:	
<u>CHRISTMAS EVE, SAT. DEC. 24TH</u>	<u>CHRISTMAS DAY, SUN. DEC. 25TH</u>
4:00 P.M. MFC [<i>School Pageant</i>]	12:00 a.m. Midnight MFC
4:00 p.m. Cafeteria	9:15 a.m. MFC
6:00 p.m. MFC [<i>R.E. Pageant</i>]	11:00 a.m. MFC
6:00 p.m. Cafeteria	11:15 a.m. Cafeteria
8:00 p.m. MFC	12:45 p.m. MFC [<i>Español</i>] & 6:00 p.m. MFC
<ul style="list-style-type: none"> • Clergy Updates: Msgr. Larry Stuebben continues to improve but is still in rehab; retired 	

military chaplain, Fr. John M. Wagener is improving very gradually and is still in a hospital in the Twin Cities. Please keep them in your prayers.

- Church Renovation Update: All pews have been removed and asbestos abatement is complete. The pews are being renovated by a company in Lockhart. Plywood will replace the old particle board on the back of the pews; an “espresso” or dark brown color selected for pew cushions and the wood will be stained a slightly darker tone of brown than what was used previously. Building Committee (BC) decided to restore the previous distance between pews by adding about 2 inches between them for additional comfort and ease; this will result in a loss of about 70 pews. Kopplow Construction Co. chosen by BC to be general contractor for church renovation; still pending a contract for Kopplow and our architect Mr. Jack McClellan. Still pending loan approval; currently requesting to borrow up to \$750,000 for the repairs using a line of credit. Archdiocese requests 50% of borrowing to be on hand. By including the 750K for loan; 200K for roof repair and 100K for Guadalupe Shrine, parish should have 50% of \$1,050,000 to proceeds but has a shortfall of \$78,000. Insurance has tentatively agreed to pay \$74,000 for certain repairs but this number needs to be finalized. This should bring us either to or very close the 50% required for funding. Also, bids have been given for the roof repair and will be opened at Pastoral Center in the afternoon of Tuesday, Nov. 22nd; that evening the BC will select the winning bid and review flooring samples. Selections have been made in the following areas: Flooring – **terrazzo** for sanctuary, area between pews and sanctuary, main aisle, all three foyers (main, Guadalupe, Sacred Heart) and **wood laminate** for chapel, cry room, bride’s room, usher’s room, sacristy and vinyl sheets for underneath the pews and **carpet** for confessionals; LCD lighting consistently in church ceiling also adding lighting on the four furred down areas that previously didn’t have any lights; sanctuary still discussing layout of steps but intent to add two inches to make them wider, and also intend to move the presider’s and deacon’s chairs from behind altar to side of altar towards choir side and remove one of the lecterns. Pending: specific samples of terrazzo and vinyl and wood laminate and carpet; details of sanctuary such as exact placement of chairs and altar and ambo; colors to be used for repainting of walls (also discussed having two tones on the walls, a possible darker tone on the lower half of the church). Estimated time of completion is sometime in January of 2012.

Next Meeting: December 14th at 7 p.m.

**St. Matthew School Council
Monthly Meeting Update Form
For the month of November 2011**

Today's Date: November 15, 2011

Committee Name: SMCS Finance Committee (FC)

Committee Members: David Garcia, Steve Tovar, Don DeCotis, Billy Bloom, Alvin Caro, Mike Finger

Form Completed By: David Garcia

Committee Meeting Update

Completed Tasks:

- Reviewed monthly operational report, actual to budget, through the month of October. Nothing out of the ordinary to report at this time of year as revenue and expenses are tracking as expected.
- Continued preliminary discussion on the budget for 2012/2013 school year. As noted previously, we will be making adjustments to our athletic fees as well as introduce two new fees for the school community. The two new fees include a Building Maintenance Fee and Campus Improvement Fee. Amounts for each of the fees are not yet determined but anticipate they will be in the \$25 to \$50 range.
- As we began an planning and budgeting for the 2011/2012 school year, several indicators led us to take action regarding salary and wage increases for the administration, faculty, and staff. It was decided that we would not increase any salaries of administration and staff, and allow only step increases for the teachers (which was minimal – approximately \$400).
BLOCKED
- Reviewed the revised format of the monthly report. This version reports the actual amounts for the previous month with comparisons to the budget and forecasted budget. Again, we are looking for a suitable format which is easier to produce and read.

Outstanding Items:

- Review operational revenue and expenses (actual) at our next FC meeting.
- Begin budget exercises in December.

Next Meeting: December 12, 2011

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

Today's Date:	November 16, 2011	Completed by: Mr. A. Caro														
Enrollment:	737 students This is an increase of 23 Students over last year at this time.															
Openings:	10 openings (First – 3, Third – 4, Fourth – 1, Seventh – 2)															
Staffing status:	We are fully staffed at this time.															
Curriculum:	<ul style="list-style-type: none"> • The Annual History Fair was held here at St. Matthew Catholic School on Monday. Participants from the 7th and 8th grade created many excellent presentations including exhibits, web page designs, documentaries and performances. • Our 6th grade class participated in a ropes course last week at the John Newcomb Tennis Ranch in New Braunfels, Texas. The students engaged in both the high and low elements of the course which are designed to build team work, cooperation and trust in one another. • The 8th grade class of 2012 is scheduled to take their Catholic High School Placement Tests on Saturday, December 3rd at the Catholic school of their choice. Many of them participated in the practice tests offered this past weekend. • Our Second grade students have been studying animals and their habitats. They took a field trip to the IMAX Theatre to view a movie on wild animals and returned to school to participate in a presentation of live animals including a porcupine. • Students collected canned goods for the St. Vincent DePaul pantry through November 16th. This is a project sponsored by the St. Matthew Catholic School Student Council each year. Once again we had a very successful event providing much needed items for Thanksgiving distribution. • We are at the mid-point of the second grading period three and one half weeks remain in the first quarter. Mid-term exams are scheduled for Monday, December 19th - Math and Social Studies and Tuesday, December 20th - Science and English. • Plans are underway for the annual 6 PM Christmas Eve Mass including a Gospel portrayal by our 4th and 5th grade students. 															
EVENTS:	<table border="0"> <tr> <td>November 21-25</td> <td>Thanksgiving Holidays</td> </tr> <tr> <td>November 30 & December 1</td> <td>School wide Reconciliation (3rd – 8th Grades)</td> </tr> <tr> <td>December 2</td> <td>History Fair Awards Ceremony after the School Liturgy</td> </tr> <tr> <td>December 2</td> <td>Early Release Faculty In-service training</td> </tr> <tr> <td>December 5 & 6</td> <td>Santa Visits St. Matthew School</td> </tr> <tr> <td>December 7</td> <td>Poinsettia Pick up in the school office</td> </tr> <tr> <td>December 8</td> <td>School Mass Feast of the Immaculate Conception</td> </tr> </table>		November 21-25	Thanksgiving Holidays	November 30 & December 1	School wide Reconciliation (3 rd – 8 th Grades)	December 2	History Fair Awards Ceremony after the School Liturgy	December 2	Early Release Faculty In-service training	December 5 & 6	Santa Visits St. Matthew School	December 7	Poinsettia Pick up in the school office	December 8	School Mass Feast of the Immaculate Conception
November 21-25	Thanksgiving Holidays															
November 30 & December 1	School wide Reconciliation (3 rd – 8 th Grades)															
December 2	History Fair Awards Ceremony after the School Liturgy															
December 2	Early Release Faculty In-service training															
December 5 & 6	Santa Visits St. Matthew School															
December 7	Poinsettia Pick up in the school office															
December 8	School Mass Feast of the Immaculate Conception															

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

Today's Date: **November 17, 2011**

Committee Name: **PTC**

Committee Members:

Form Completed By: **Deanna Collier**

Committee Meeting Update

Completed Tasks: Spirit Week Fundraiser was a success! The students brought in over \$73,000 in donations, matches and pledges. There was 83% participation by the students and 76% participation by the faculty/staff. Six homeroom classes had 100% participation. On Thursday, October 28th the students participated in a Fun Run where they ran/walked around a course and participated in several other fitness activities including a relay race. The Halloween Carnival was a great end to the Spirit Week activities. The Carnival raised approximately \$6,800 which was given back to each of the school groups that sponsored the booths.

Thanksgiving Luncheon for students and parents was held this Thursday, November 17th. Parent tickets were sold at the door for \$6. PTC gave the school faculty and staff a free ticket to the luncheon.

Outstanding Items:

The Faculty Christmas Breakfast will be held on Friday, December 9th in the school cafeteria (relocated from MFC Room 106).

The Spring Gala is set for Saturday, March 3, 2012. The Gala will be held at The Vista at Valero. There will be casino entertainment this year.

**Next Meeting: PTC Board Meeting – December 6, 2011
PTC General Meeting – February 8, 2012**

--

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

Today's Date: CANCELLED FOR NOVEMBER, 2011

Committee Name: EXECUTIVE

Committee Members: Mr. Caro, Fr. Dennis, Yvonne Rizzo, David Garcia, Roy Barrera, Don DeCotis
--

Form Completed By: Don DeCotis

Completed Tasks:

-

Outstanding Items:

- Strategic Plan
- Bylaws and Constitution updates, motion to accept the archdiocese versions
- Still expecting confirmation from Archdiocese on committee change from Survey to SE

If needed, please attach supporting documentation.

Next Meeting: Dec 8, 2011

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

Today's Date: 11/17

Committee Name: Development Committee – current focus on strategy

Committee Members: Leslie, Don, Deanna, A. Caro, Adriana, Billy

Form Completed By: Billy Bloom

Committee Meeting Update

Completed Tasks:

1. Held two meetings with faculty and staff where we discussed:
 - The goal of a strategy
 - The criticality of a strategy
 - The process of building a strategy
 - The typical deliverables that are developed as you moved through the process of building a strategy
 - Our next steps
2. Contacted, Mrs. Ibar on 11/16 to discuss a possible approach to gather feedback from faculty and staff.

Outstanding Items:

Strategic Plan – St. Matthew's Catholic School

Next Steps –

- **11/18 – 12/2:** Through Mrs. Ibar, collect feedback from all staff around the current draft (version 1) of St. Matthew's Catholic School strategy
- **12/2 – 12/5:** After collecting and organizing the feedback, build version 2 of the strategy
- **TBD (Special Council Session):** Discuss and ratify the "final" version of the strategy via a School Council meeting
- **TBD - TBD:** Socialize the final version of the strategy with all of St. Matthew's staff
- **TBD:** Brief the strategy at the PTC meeting

Guidelines:

1. As we prepare the strategy, we must articulate what we want to be in 5 years and the things we need to get us there without any monetary constraints. We will discuss money at operational planning when we are prioritizing initiatives and building a budget to fund those initiatives.
2. We must ensure that we focus on feeding our strategic advantage – our resources. We will do this by ensuring that experiences meet member expectations at the Church and School. The two must be in balance.

Next Meeting:

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

Today's Date: November 17, 2011

Committee, department or organization name: Development
Members:

Form Completed By: Leslie Payne

Meeting Update

Completed Tasks:

School year-to-date placements:

San Antonio Express News (North Central News) – 3

Today's Catholic – 5

Total placements – 8. Average of 2.25 placements per month

Upcoming placements:

Ad in San Antonio Magazine – December Private Schools Issue

Feature column in San Antonio Magazine – December Private Schools Issue

Today's Catholic feature story for special Catholic Schools Week Issue

*We continue to enhance our communications with school families. PTC provided us with a subscription to video email service. We have sent 3 videos to school families including one for Thanksgiving. Feedback has been very positive.

Outstanding Items:

PR/New Family Packet

School Video

Next Meeting:

**St. Matthew School Council
Monthly Meeting Update Form
For the month of November, 2011**

Today's Date	November 17, 2011
Committee Name: Technology Committee Members: Chair; Gary D. Glick Executive Members; Alvin Caro, Father Dennis, Mike Finger Don DeCotis Vendor Representative; John Welsh, Ivan Clayton Board/Parent/Parish; Cary Garza, Chris Gill, Bernard Zarazua, Mike Robles	
Form Completed By: Gary D. Glick	
Committee Meeting Update	
Completed Tasks: <ul style="list-style-type: none">• Completed major milestone with regards to Church/School system reliability<ul style="list-style-type: none">○ Both servers (church & School) were completely rebuilt to meet standards agreed upon by the committee○ Core business systems including MS Exchange were installed on both servers○ Dynamic change over will occur if one server goes down○ Process was validated over the 11/12/2011 weekend○ If a server would go down, the users would not experience any accessibility issues.○ If we lost both servers, a system rebuild would be accomplished in hours versus days/weeks we have experienced in the past.• Detailed project plan and action item list was created and is being used on a real-time basis to manage project• During process of upgrading network to provide Gigabit speed between Church Administration and School we identified some hardware issues. Rx-Technology is leading an effort to create a topography of our network and will make a recommendation.<ul style="list-style-type: none">○ Note: This is not an impact item to the network as the current bandwidth will support today's ongoing activities. This is to improve performance, enhance reliability, and to ensure bandwidth for future growth.• Plan in process of being updated to plan for migration of remaining business applications to servers. Approximately 5 programs. Being done to retire old, out of date servers and to ensure robust backup and recovery scheme in-place.	

Special thanks and recognition go out to Chris Gill and the RX-Technology team (Ivan Clayton & John Welsh) for all the late nights and weekends they put in to make this happen.

Outstanding Items:

- Complete network topography and enhancement plan
- Complete migration of legacy programs to Servers
- Complete full system testing once all legacy programs are on Servers
- Develop and publish maintenance schedule
- Develop trouble ticket reporting mechanism between Committee and RX-Tech
- Review and prioritization of remaining action items identified during server build-out and baseline assessment of system
- Brief the full school board on our infrastructure and service level reporting plan.

Next Meeting: Have been holding face-to-face and conference call meetings as key milestones occur. Next call tentatively planned for Monday 11/21

**St. Matthew School Council
Monthly Meeting Update Form
For the month of November 2011**

Today's Date:	November 17, 2011
Committee Name:	School Enhancement Committee
Committee Members:	Yvonne Rizzo, Ann Marie Ibar, Monika Behrens, Jay Lynn Garcia, Sandra Reilly, Adriana Virgen, Alexis Adams
Form Completed By:	Yvonne Rizzo, Committee Chairperson
Committee Meeting Update	
Completed Tasks:	<ul style="list-style-type: none">• Hung on the school's main foyer wall framed photo's of the Pope, Archbishop, Mr. Caro & Fr. Dennis, the first and most recent graduated classes of 1994 and 2011 respectively.• Completed the final design for new school entrance sign and office emblem. Received two competitive bids and selected best company. Received approval to purchase signs from Mr. Caro and placed order with Engrave-Tech & Graphics. Expect installation by the 2nd of December.• Purchased and installed rod/valiance for Teacher's lounge window.
Outstanding Items:	<ul style="list-style-type: none">• Develop & execute plan for redecorating main school foyer & cafeteria walls.• Revise & execute Parent's survey.• Look for opportunities of improvement from the 8th grade graduating student's survey.• Evaluate submitted Families leaving surveys.• Submitted the top Parents Survey issues and concerns to Mr. Caro and Don DeCotis. Response from owners outstanding.• Devise plan to help cultivate activity The Cardinal Buzz mail activity.• Remove & possibly replace old sofa in Teacher's lounge.
Next Meeting:	TBD