

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

Meeting Date: December 15, 2011	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 Dr. Sandra Reilly Dr. Danet Bluhm (absent) Adriana Virgen (absent) Gary Glick Steve Tovar (absent) <p style="text-align: center;"><u>Guest</u></p> Melly Trakas	<p style="text-align: center;"><u>Ex-Officio Members</u></p> School Principal: Alvin Caro School Development Director: Leslie Payne (absent) School Representative: Ann Marie Ibar Pastor: Rev. Dennis D. Arechiga (absent) Parish Finance Council: Mike Finger Parish Council Representative: Teresa Rivera PTC President: Deanna Collier (absent)
<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 • Mr. Caro/Mr. Bloom • Don DeCotis • Don DeCotis • Don DeCotis • Don DeCotis • Teresa Rivera 	<p style="text-align: center;"><u>Notes</u></p> 7:00 – 7:15 p.m. Meeting started at 7:15 p.m. Mr. Caro led us in prayer and Mr. Bloom recited the school’s mission statement. November minutes approved. No activity. However, Don welcomed Melly Trakas. Don stated that at our next council meeting in January, Fr. Dennis will give the School Council an update on the request for a Spiritual Committee and Melly Trakes role and responsibilities. Yvonne asked if the school’s mission statement was going to change and Mr. Bloom and Mr. Caro responded it would not change. Yvonne is going to pursue to receive a bid for making a sign with the mission statement. Mr. Bloom mentioned we should look into the Target Red Card program. For every Target purchase a school family makes, Target will give the school 1% of the total sales transaction. Highlights: David asked if a target date has been established for the completion

<ul style="list-style-type: none"> ○ School Enhancement/Survey <ul style="list-style-type: none"> • Closing prayer • Adjourn meeting 	<ul style="list-style-type: none"> • Yvonne Rizzo <ul style="list-style-type: none"> • Fr. Dennis/Mr. Caro • Don DeCotis 	<p>mentioned they have ready begun making favorable quality tracking changes to the process. For example: Customer ratings on service and customer approve if job is complete. Refer to attached report for further details.</p> <p>Highlights: Yvonne passed out a photo copy of the new school signs. Yvonne mentioned we need to upgrade the exterior lighting in the main school foyer because it's too dark during the day and night. Yvonne informed council we have selected a painter to paint the school name letters on the exterior of the school building. Refer to attached report for further details.</p> <p>Mr. Caro led us in a closing prayer.</p> <p>Meeting ended around 7:55 p.m.</p>
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St. Matthew School Council
Monthly Meeting
For the SMCS School Council Meeting – December 2011

Today's Date: December 13, 2011

Committee Name: SMCS Finance Committee (FC)

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

Committee Met on: December 12, 2011

Form Completed By: David Garcia

Committee Meeting Update

Completed Tasks:

- Reviewed monthly operational report, actual to budget, through the month of November.
 - Dollar amount in the Accounts Receivable fund is up again; communication letters distributed in early December to lower the current amount.
 - Correction to the Facilities & Repairs line item – the projected amount (forecast) needs to be the same as our budget amount as we do not see an increase or decrease in this expenditure for the remainder of this year.
 - All other expenses look to be in line
 - Revenue amount trending higher due to enrollment; Current enrollment at 737 compared to our budget enrollment of 715 students. The 22 additional students contributing to the additional revenue.
- Continued preliminary discussion on the budget for 2012/2013 school year. As noted previously, the following items will be added or adjusted as part of the next school year budget exercise:
 - Athletic fees (previously reported)
 - Building Maintenance Fee - @\$25/family
 - Campus Improvement Fee - @ \$25/family
 - Text book adoption – Science (grades 1 – 8), Reading (Grades 2 and 3); Currently reviewing need for other adoptions at the middle school level
 - Budget amount in the 2012/2013 school year to allow for increased Development and Marketing for the school.
 - Salary increases – Faculty and Staff
- Reiterated time line to get bonus checks distributed to the faculty and staff. Our thanks to the school council members for their quick response to approved this measure. All is in place to get this distribution to occur prior to the holiday break.
- Reviewed the format of the monthly report, again. We need to settle on a format in order to provide some consistency in our reporting.

Outstanding Items:

- Budget review meetings in December and January
- Report format – David will working on next version

Next Meeting: January 16, 2012

**St. Matthew School Council
Monthly Meeting
For Dec. 15th, 2011 Meeting**

Today's Date:	Dec. 14 th , 2011
Committee Name: PPC Committee Members:	
Form Completed By:	Fr. Dennis
Committee Meeting Update	
Agenda:	
<p>1) Update on Church Building: Cram Roofing Co. was selected as the winning bid on November 22nd. The renovation, barring unexpected discovery of damage, is set to cost \$169,000; 170K plus was raised by Project Restore and Renew Phase I to cover this cost. Cram has ordered the supplies and will begin any day now on repairs. Also, Kopplow Construction Co. was chosen as the general contractor for the repair; they are also doing the work on the Archdiocesan Sports Park at Mission Conception area. Some preliminary work has been done inside of the church; this week some work was done on the furred down area that received water damage. The final selection of terrazzo was made at the last Building Board meeting on Dec. 7th. There will be a board containing samples of the colors and materials to be used in the renovation provided by Debbie Sutton, the interior designer, for display in the church foyer coming soon. Discussion is ongoing regarding the type of light to be used, since LED may be cost prohibitive; no final decision made yet. Also, discussion on the baptismal font's location and material used to build it is ongoing. If budget allows, a new altar and ambo may also be included in the renovation. Plans are for parish to be able to secure a line of credit up to \$750,000 for the renovations. Insurance monies have been agreed upon by Fr. Dennis and the insurance company; some numbers will be in flux until total repairs have been completed. New chairs will be ordered for the Bride's Room and the Choir; the choir chairs will have a place to hold music books.</p> <p>2) Our Lady of Guadalupe Shrine: Shrine is coming along. About a third of the overall shell has been completed. Planning to commission artist Mr. Cortez to create a statue of Juan Diego – he follows his father's workmanship displayed at Brackenridge Park in which concrete is formed to look with wood.</p> <p>3) Christmas Mass Schedule: Saturday, Dec. 24th: 4 p.m. MFC (R.E. Christmas Pageant); 4 p.m. Cafeteria 6 p.m. MFC (School Christmas Pageant); 6 p.m. Cafeteria</p>	

8 p.m. MFC; Sunday, Dec. 25th: Midnight Mass MFC; 9:15 a.m. Mass MFC [no 9:30 a.m. Mass!]; 11:00 a.m. Mass MFC; 11:15 a.m. Mass Cafeteria; 12:45 Mass MFC (Spanish) and 6:00 p.m. Mass MFC

- 4) **Solemnity of “Mary, Mother of God”**: This Solemnity falls on Sunday so we will follow the regular weekend schedule of Masses.
- 5) **Adoration**: Adoration will end earlier at 5:30 p.m. on Christmas, Dec. 25th and New Years, Jan. 1st; both days fall on Sunday.
- 6) **Parish Office Hours**: Parish offices will be closed on Friday, Dec. 23rd; Saturday, Dec. 24th; Monday, Dec. 26th; Offices will close early at 5 p.m. on Friday, Dec. 30th ; Saturday, Dec. 31st; Monday, January 2nd.
- 7) **Sacrament of Reconciliation**: There will be no confessions heard on Saturday, Dec. 24th due to Masses being held for Christmas Eve. Parish Advent Penance Service taking place at 7:00 p.m. Thursday, Dec. 15th.

Next Meeting: January 11th, 2012

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

Today's Date: December 15, 2011
Committee Name: PTC
Committee Members:
Form Completed By: Deanna Collier
Committee Meeting Update
<p>Completed Tasks: Spirit Week Fundraiser continues to bring in donations. The total money raised is now over \$70,000.</p> <p>On Friday, December 9th the PTC hosted the Christmas Faculty/Staff Breakfast. Breakfast was catered by Anne Marie's and parent volunteers made lots of delicious extra goodies. Several parents donated items which were given away as door prizes to the teachers/staff. The PTC also gave each Faculty/Staff member a \$50 gift card to Target.</p> <p>The PTC continues to plan for "A Big Deal" spring Gala to be held on March 3, 2012 at The Vista at Valero.</p> <p>The PTC will also begin planning for all of the Catholic Schools Week activities that will take place at the end of January.</p>
<p>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 Night entertainment and a DJ as well as a silent and live auction.</p> <p>Catholic Schools Week – January 30 – February 3, 2012.</p>
<p>Next Meeting: PTC Board Meeting – January 3, 2012 PTC General Meeting – February 8, 2012</p>

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

Today's Date: December 15, 2011	Completed by: Mr. Caro
Enrollment: 737 students are currently enrolled. This represents a decrease of one student over last month.	
Openings: PK - full, Kinder - 10, 1 st - full, 2 nd - 5, 3 rd - 3, 4 th - 6, 5 th - 1, 6 th - 6, 7 th - 1	
Pending Applications: One family with two children has shown an interest in enrolling after the Christmas Holiday. They are scheduled to tour the school this week. Enrollment for new families wishing to get on the waiting list for St. Matthew Catholic School for the 2012-2013 school year will begin on January 4, 2012 at 7:30 A.M. in the school cafeteria.	
Staffing Report: We are currently fully staffed.	
Tuition: Families who are behind in tuition payments will not be allowed to return for the second semester unless arrangements for payment are made prior to the end of the current semester. Letters reminding them of this policy were sent out last week.	
Curriculum: <ul style="list-style-type: none"> • The first semester will end on December 21, 2011 with grade reports going out on January 6, 2012. • Preparations are underway for the annual Christmas Eve Mass and Living Gospel by our 4th and 5th grade students. Mr. Daniel Collier and Mrs. Veronica Stack are working with the children this year. Everyone is invited to attend the 6:00 P.M. service on Friday, December 24, in the McDonald Family Center. • Poinsettias are still available for purchase at \$12.00 each to help the Student Council raise money for scholarships. 	
EVENTS:	
Early Release/ No after school care	Dec. 21 st at 12:00 P.M. grades PK-3 / 12:05 P.M. 4 th – 8 th .
Christmas Eve Mass	Dec. 24 th at 6:00 P.M. in the MFC
Christmas Break	Dec. 21 st through Jan. 3 rd , 2012
School Resumes	Jan. 4 th , 2012
Waiting list for prospective students	Jan. 4 th , at 7:30 A.M. in the School Cafeteria
Grade reports are distributed	Jan. 6 th , 2012

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

Today's Date: December 8, 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: <ul style="list-style-type: none">• Are there ever
Outstanding Items: <ul style="list-style-type: none">• Strategic Plan, request for any concerns from Administration, none at this time.• Bylaws and Constitution updates, motion to accept the archdiocese versions (review)• Spirituality in school, update Clergy more involved and that is a good thing, Archdiocese already manages the religious curriculum school cannot deviate• Nominating Committee, going public, involve Leslie to make announcement or request.• Grounds and Building maintenance over all, less concern about MFC as school is almost on break but will revisit in January, will make request of city for over seeding exemption• Communication, Website is being reviewed and implemented with current vendor•
If needed, please attach supporting documentation.
Next Meeting: Dec 8, 2011

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

Today's Date	December 14, 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">• Quiet month as we have been monitoring system reliability and performance. Minimal issues reported – none with new system configuration• Initial Network Topography plan was completed• Began conversion of legacy programs to Servers (due to complete Weekend of 12/17 and 18)	
Outstanding Items: <ul style="list-style-type: none">• 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 meeting will occur in January after the holidays	

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

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 – 6 San Antonio Magazine- 1 (3x) – feature, mention, and ad Total placements – 10. Average of 2.5 placements per month Upcoming placements: Today's Catholic feature story for special Catholic Schools Week Issue Today's Catholic ad – Catholic Schools Week Issue
Outstanding Items: <u>PR/New Family Packet</u> – We are currently working on putting together a new family packet which includes information about St. Matthew Catholic School as well as enrollment materials. <u>School Video</u> – currently working on creating and editing the school promotional video. The video will be provided in the new family packets and sent via email to all of our school families. It will also be added to the website. <u>Fundraising Review</u> – school policy review, compliance with Archdiocese rules/Texas State Law. <u>Website design and enhancements</u> – currently working on a new design for the school website. Once the website is ready, we will have a big launch announcement for our families. <u>Enrollment</u> – We are currently working with Renweb to provide online application and online enrollment capabilities. We do not anticipate being ready to provide online application for new families in time for this enrollment period (Jan. 4 th), but are hopeful that the enrollment modules will be ready for our existing families wishing to re-enroll for next school year. <u>Alumni</u> – We are excited to begin building relationships with our alumni in preparation for our 20 th anniversary. We will have presence at the khaki & Plaid event in their alumni alley with folders containing an alumni form and information about St. Matthew Catholic School.
Next Meeting:

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

Today's Date: December 13, 2011

Committee Name: Development

Committee Members: Billy Bloom and Leslie Payne – until Strategic Plan is built

Form Completed By: Billy Bloom

Committee Meeting Update

- Meeting was held with a few of the faculty and staff. The intent of this meeting was to begin concrete discussions on strategic planning.
- Information discussed at the meeting is being consolidated and synthesized by Leslie.
- Although it will be difficult to hold additional meetings through the holidays, Leslie has sent a strategic questionnaire to the team in order to keep the momentum going.

Intent is to have a strategic product by February that we can begin to socialize in small circles. Based on feedback, we will begin to rollout to the entire community through various media strategies/channels.

Outstanding Items:

- **Assessment by faculty and Staff**
- **Meeting with the clergy**

Next Meeting: TBD

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

Today's Date: December 8, 2011
Committee Name: POLICY AND PLANNING Committee Members: ADRIANA VIRGEN
Form Completed By: ADRIANA VIRGEN
Completed Tasks: <ul style="list-style-type: none">• Accepted the role of Committee Chair for remainder of this school year
Outstanding Items: <ul style="list-style-type: none">• Begin the review process of the current school Handbook• Invite members upon approval from the council to assist with this process• Remain available for the strategic planning process
If needed, please attach supporting documentation.
Next Meeting: January 2012

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

Today's Date: December 13, 2011
Committee Name: Building & Grounds Committee Members: Roy Barrera III
Form Completed By: Roy Barrera III
Committee Meeting Update
Completed Tasks: Requested bid proposals from multiple landscaping companies re: routine maintenance of school lawn and landscaping.
Outstanding Items: Continued assessment of school's needs.
Next Meeting: TBD

St. Matthew School Council
Monthly Meeting Update
For the month of December 2011

Today's Date:	December 14, 2011
Committee Name:	School Enhancement Committee
Committee Members:	Yvonne Rizzo, Ann Marie Ibar, Monika Behrens, Jay Lynn Garcia, Sandra Reilly, Adriana Virgen, Alexis Adams, and Ronnie Parker.
Form Completed By:	Yvonne Rizzo, Committee Chairperson
Committee Meeting Update	
Completed Tasks:	<ul style="list-style-type: none">• Installed new school entrance sign and office school emblem sign.• Enhanced lighting in main school foyer.• Received bid for painting letters (St. Matthew Catholic School, 4) on outside of building.• Completed Parents Demographic section of survey.
Outstanding Items:	<ul style="list-style-type: none">• Revise & execute Parent's survey. Currently revising Cafeteria section.• Acquire cost information for exterior/interior entrance rugs for school.• 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.• Remove & possibly replace old sofa in Teacher's lounge.• Devise plan for updating Cafeteria and Library walls.
Next Meeting:	Thursday, December 15, 2011