



# ST. THOMAS MORE PARISH SCHOOL

*Reaching Minds · Touching Hearts · Shaping Souls*

## School Board Meeting Minutes June 13, 2017

### I. Call to Order and Quorum

Mary Parsons called the meeting to order at 7:10 pm. Board members present were:

Mary Parsons: President

Diane Webber: Vice President

Carol Mezyk: Treasurer

Renee Harris: Advancement  
Committee

Christina Hendrickson:  
Secretary

Oscar Martinez: Finance  
Comm.

Duane Hartmann: Sign  
Committee

Kristen Thome: Principal

Pat Flippen: Administration

### II. Opening Prayer

Mary Parsons offered the opening prayer.

### III. Introduction of New Board Members

New 2017-2018 board members Kate Lykes and Vicky Alvarez introduced themselves.

### IV. Reports

#### a. Principal's Report

Teachers and staff: Ms. Thome has filled all but three teacher positions. A number of teachers are moving into different positions. New office staff has been training.

School cleaning company: A new cleaning company, All Points Cleaning, started work at the school in June.

Admissions: Fifth grade has a waiting list.

Prayer Garden: Work on improvements to the Prayer Garden, including installing a butterfly garden, has been started by parents and teachers.

Financial Aid: The school continues to hear from families that have been affected by a drop in financial aid available through the Archdiocese. Ms. Thome hopes the Archdiocese will make adjustments next year that will make more funds available to STM families, such as was done in previous years.

FACTS: About a third of the school families have not enrolled in FACTS.

#### b. Treasurer's Report

The Archdiocese implemented a new financial software package late last year. The Finance Committee discussed ways to track actual income and expenditures from month to month, compare those to the budgeted numbers, and the possibilities for re-forecasting to determine any

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necessary budget modifications. Overall, actual numbers are within 2 percent of budget. The fiscal year ends June 30.

Cafeteria income: Cafeteria monies will be placed into accounts for families thru FACTS. Ms. Thome will verify look into whether funds that remain at the end of the school year will roll over to the next year or if the family loses the funds.

### c. Advancement Report

Annual Fund: The Annual Fund will launch in August 2017. The committee is working on a theme, communications and social media campaign. It has an alumni captain and is looking for grade level captains. The first year's goal is \$20,000 with 100% participation from STM, but the intent is to capture interest from other constituents, such as alum, grandparents and parishioners. The Annual Fund campaign is not meant to interfere with other fundraisers (Oktoberfest and Gala).

Endowment: STM has an endowment that has approximately \$1.2 million. This year's annual endowment gift to the school was \$65,000. Gifts to the new Annual Fund may be directed to the endowment or operating expenses.

### d. Technology Report

The Technology Committee will work with school technology staff to identify technology needs. Network and Internet security will be included in the report.

## V. Unfinished Business

No unfinished business was discussed.

## VI. New Business

Review: The board was requested to review its goals and accomplishments of 2016-2017, and to think about areas of interest and goals for 2017-18.

## VII. Other Items

a. \$11,000 was raised through the Gala's Paddles Up to update campus perimeter fencing. Fencing around the gates has been upgraded for better security.

b. \$8,250 was raised through Paddles Up to go toward a new scorer's table in the gym.

c. Infograph: The STM infograph must be updated with current information by September 2017. The Advancement Committee will assist staff in researching targeted mailings.

d. HISD school report card: The Houston Chronicle reported the FY2016-2017 annual report card. It was suggested information from this report could be used to promote STM.

## VIII. Tabled Items

No items were tabled.

## IX. Adjournment

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Renee Harris offered the closing prayer. The meeting was adjourned at 8:35 pm.