



ST. THOMAS MORE PARISH SCHOOL

Reaching Minds · Touching Hearts · Shaping Souls

School Board Meeting Minutes

November 14, 2017

I. Call to Order and Quorum

Diane Webber called the meeting to order at 7:08 pm. Board members present were:

Diane Webber:
President/Finance Comm.

Duane Hartmann:
Secretary/Technology Comm.

Renee Harris: Advancement
Comm.

Oscar Martinez: Buildings &
Grounds/Finance Comm.

Kate Lykes: Finance Comm.

Vicky Alvarez: Finance Comm.
Advancement Comm.

Kristen Thome: Principal

Also present: Casey Leung: STM Business Manager

II. Opening Prayer

Kate Lykes offered the opening prayer.

III. Reports

a. Principal's Report

Renweb: Database is being updated on a regular basis. Grades entered by teachers are immediately available.

Enrollment: K-8 enrollment is currently 379 students. PK3-4 enrollment is currently 60 students.

Academics: Mid-term exams were cancelled due to Hurricane Harvey. The quarter ends after students return from Christmas break.

Athletics: STM has athletic tournaments underway. These tournaments bring added revenue. The school is investigating opportunities to add day camps over the holiday weeks.

Advancement: An STM bingo event will be held on December 15th as a kickoff for the Steps for Students campaign.

General: Due to recent events, school safety, while always a high priority, is being elevated. STM is raising safety level at all school functions, including school mass. School staff will be positioned throughout the church, and entry doors will be locked during mass. School staff is getting additional safety training. The parish might create a parish safety committee to address safety concerns around campus, including athletic events.

The state is changing how it distributes Title funds for education resources, etc., so that textbook purchases might be eligible for Title I funds. And the recent open house for prospective students was well attended.

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b. Treasurer's Report

Budget projections show a budget shortfall. The administration is working with the Parish to develop strategies to improve the financial outlook.

Oktoberfest is projected to pay approximately \$36,000 of proceeds into the STM endowment fund. The school expects a payment from the endowment in early 2018. Approximately \$39,000 more was raised for the school.

The Board and administration will prepare a budget for 2018-2019 by early February.

c. Advancement Report

Giving Tuesday is Nov. 28. STM will use the event to promote the STM Annual Fund. The administration would like to have 100% participation from the staff.

d. Strategic Plan

Ms. Thome continues to work on the Strategic Plan with input from the Board.

e. Technology Report

No report given.

IV. Unfinished Business

- a. Trademark: Vicky Alvarez reported that Shook, Hardy & Bacon LLP is considering filing for a trademark of the STM tiger logo at no charge to STM. The firm needs a contact person as part of the process.

V. New Business

- a. Referral/Tuition Incentive Program: Diane Webber emailed a proposed tuition incentive program for referring families. The Board agreed that such a program will be beneficial to the school and will review the document for the next meeting.

VI. Adjournment

Oscar Martinez offered the closing prayer. The meeting was adjourned at 8:45 pm.