



ST. THOMAS MORE PARISH SCHOOL

Reaching Minds · Touching Hearts · Shaping Souls

School Board Meeting Minutes September 12, 2017

I. Call to Order and Quorum

Diane Webber called the meeting to order at 7:05 pm. Board members present were:

Diane Webber:
President/Finance Comm.

Renee Harris: Vice
President/Advancement
Comm.

Duane Hartmann:
Secretary/Technology Comm.

Oscar Martinez: Buildings &
Grounds/Finance Comm.

Kate Lykes: Finance Comm.
Vicky Alvarez: Advancement
Comm.

Kristen Thome: Principal

School Board Members Not Present: Christina Hendrickson: Treasurer.

II. Opening Prayer

Diane Webber offered the opening prayer.

III. Reports

a. Principal's Report

General:

Renweb: Renweb database fields are being populated.

Enrollment: One family withdrew from STM school due to Hurricane Harvey. STM school also gained one student due to Hurricane Harvey.

Academics: Progress reports, scheduled to be sent out this week, were delayed due to Hurricane Harvey. Progress reports will be sent the following week.

Athletics: Sports calendars have been adjusted due to Hurricane Harvey. This week's STM football game cancelled. Twenty-six students signed up to play soccer, enough for a varsity and junior varsity team.

Facilities: Various school facilities did sustain minor roof leaks due to Hurricane Harvey. The new gym floor did sustain flooding. A section of the floor was affected. Repairs to the floor have been initiated. The school has flood insurance through archdiocese.

Red Cross Facility: STM has been designated as a Red Cross shelter facility. Initially, the old gym and Servant Hall were designated Red Cross

STM August 2017 School Board Meeting Minutes

shelters. [Since the school board meeting, Servant Hall is the only STM facility used by the Red Cross.]

Advancement:

This STM Annual Fund was mentioned in this week's Principal's memo.

b. Treasurer's Report

Ms. Thome presented financial information (through August 2017). Six families requested financial tuition support because they were adversely affected by Hurricane Harvey. Incoming tuition payments are received twice a month through FACTS. This is a change from previous years. School supply and annual endowment fund revenues were received.

c. Advancement Report

The Annual Fund Campaign information is ready to be sent. Mary Parsons worked with Kathy Prado to get information onto the website. Information was sent in this week's Principal's memo. Direct mailed letters will be mailed on Sept 15th. A short video will be developed and placed on the STM website. RENWEB will be modified to include an Annual Fund donor connect module to allow online donations.

Oktoberfest raffle tickets were sent home with the students.

d. Technology Report

No report given.

IV. Unfinished Business

a. Preview Board Assignments/Strategic Plan Update

Board members individually will review and comment on the school's strategic plan, with initial input to be submitted to the STM Principal by November 10, 2017. Thereafter, task groups may be created to provide additional feedback to Ms. Thome. These task groups should include parents outside of the board and the school administration.

V. Other Items

a. STM Administration is compiling a list of families affected by Hurricane Harvey.

b. STM logo trademark update: Board member Vicky Alvarez provided an update on the possibility of trademarking STM brand items, including the school logo and tiger image. Board member Alvarez requested a letter from the school administration stating the school's non-profit status.

VI. Adjournment

Renee Harris offered the closing prayer. The meeting was adjourned at 8:45 pm.