

MEETING MINUTES NOVEMBER 3, 2008

- Present: Russ Castle, Cindy Coy, Tom Hamilton, Bill Hoy, Jeanine Morgan, Chris Oswald, Anna Marie Porras, Carol Trelut
- Absent: Monsignor Otellini
- Carol Trelut opened meeting with a prayer at 6.34 pm
- Approval of meeting minutes from October – Russ Castle Motioned, Chris seconded, unanimous.

PRINCIPAL'S REPORT:

- The Five-Year Maintenance/Capital Improvement Plan and Technology Plan were presented for review and discussion.
 - Carol will provide specifications for the computer replacements recommended for the Computer Lab and Laptop Cart with 35 laptops as proposed in the Technology Five-Year-Plan. Discussed the laptops be the “Fund a Need” item for the 2009 Auction.
 - Principal, pastor, faculty and board will review the Maintenance/Capital Improvement Plan and discuss additional items and prioritization at the December meeting.
- Plans for advertising the Open House in January will include preschool visits and a message on the board. We will not be sending out postcards this year.
- The Board will review the efficiency of the climate control in the gym in December to determine the effectiveness of the changes made and explore alternative energy sources as the PG&E bill had not been received for October.

FINANCE REPORT:

- Capital Campaign letters to go out this week to new school parents & those parents who did not donate in the original appeal.

- The budget for the next school year will be prepared in January 2009. The office will provide the headcount for budgeting purposes.

OTHER BUSINESS:

- Auction 2009: Nothing to report.
- Christmas Tree Lot 2008: Room Parents to assist in scheduling prior to the parent/teacher conferences.
- Sobrato Pavillion: Russ Castle reports as follows:
 - There are still a few items on the punch list which will possible be completed by Thanksgiving.
 - Russ will contact Zee Medical to get a first aid kit on the wall in the Team Room.
 - Russ make sure that dialing instructions are by each phone in the gym, kitchen and by the stage in case of emergency and will check the lock-down status on each phone.
- Fundraising Campaign: We raised \$25K from the annual appeal last Sunday. Discussed ways to improve the process next year:
 - Make a live announcement the Sunday prior to the appeal.
 - Make sure that there are envelopes and pencils in the pews the day of the appeal.
 - Keep envelopes on the table.
 - Notify the Priest regarding the order of the speech/collection.

MEETING ADJOURNED 8:05 PM

Next meeting scheduled for Monday, December 1, 2008 at 6:30 pm