

**Sandusky Central Catholic School**  
**Board of Directors**  
**Regular Meeting**  
**January 21, 2015**

**Present:** Craig Tyler, Tamara Humphrey, David Harrison, Carla Pelz, Julie Youskievicz, Mary Murphy, Rob Kaftan, Duff Milkie, Fr. Joseph Steinbauer

**Ex-Officio:**

**Guests:** Tad Windau (CFO), Dennis Fr. Michael Roemmele (Vicar for SCCS), Paula Roth (Principal grades PK – 5)

**Excused:** Ken Berlin

**Guests:** Megan Howman (Guidance Counselor,) Ryan Kyle (Teacher and Coordinator of Scheduling)

The evening began at 6:00 with an open forum for concerned stakeholders. There were no attendees.

The regular meeting was called to order by Craig Tyler at 6:14. Carla Pelz began the meeting with a prayer.

**Minutes:** Mrs. Pelz made a motion to accept the December, 2014 minutes with two corrections, seconded by Rob Kaftan. All in favor, motion passed.

**Academic Administrative Reports**

Mr. Ryan Kyle (Coordinator of Scheduling,) made a presentation to the board on his role and current projects, and on changes to the course scheduling process for middle school and high school for the 2015 – 2016 school year. April 13<sup>th</sup> will be the first cut-off date for scheduling, the staff anticipates students registering by that date will be able to register for all requested courses. For students registering after April 13<sup>th</sup>, there will be no guarantee that their course requests will be fulfilled.

Questions were asked of Mr. Kyle regarding seven vs. eight periods for high school students. The board requested a written report and recommendation from the academic staff on this topic.

Ms. Megan Howman (Guidance Counselor) gave a presentation on her role and responsibilities. She discussed resources available to parents pertaining to scholarships, graduation, course selection, college selection, etc.

Mr. Antonelli and Mrs. Roth submitted written reports to the board before the meeting. Mr. Antonelli was unable to attend the evening's meeting due to a death in his family.

In addition to her written report, Mrs. Roth discussed:

- Response to Intervention;
- Funding available from Sandusky City Schools, to be used to improve academic success for students at risk through professional development opportunities and the purchase of student materials;

- We are in the process of mid-year academic assessments, Mrs. Roth has been meeting with teachers to create individual plans for student improvement;
- Professional development is important and will play a key role in improving student success;
- The new pre-school curriculum has been received, teachers are working on implementation along with a new 5-day a week preschool program for the 2015-2016 school year.

## **Consent Agenda**

### **Committees:**

#### **1. Finance:**

***Committee Meeting Summary: No committee report.***

- Discussion held about tuition rates for 2015 – 2016 school year. Mr. Windau presented a potential rate schedule; additional information was requested from the board with the intent to vote on proposed rates at a later date.

#### **2. Facilities and Transportation:**

***Committee Meeting Summary: Committee met on January 6th, topics of discussion included: boiler, doors, security grant, lights, windows, and the Kinzel Center. In addition to these topics, the board discussed the following:***

- The new bus has been ordered,
- The committee and staff are in the process of collecting bids for the Kinzel project, a general contractor will be used to oversee the project
- Craig Tyler made a motion to approve the scope of the Kinzel Center project, seconded by Rob Kaftan. All in favor, motion passed.
- Rob Kaftan made a motion to authorize Fr. Michael Roemmele to hire a general contractor to oversee the project, pending approval of the project from the Bishop, seconded by David Harrison. All in favor, motion passed.

#### **3. Program:**

***Committee Meeting Summary: Committee met January 15<sup>th</sup>, topics of discussion included program funding issues, resources available for additional tutoring, professional development opportunities, and new programs for the upper elementary grades.***

#### **4. Advancement & Development:**

***Committee Meeting Summary: No meeting***

- Professional staff and the Illuminations of Catholic Education Gala committee hosted a very successful event on December 15<sup>th</sup>, raising more than \$100,000 toward programs or initiatives.

#### **5. Human Resources:**

***Committee Meeting Summary: No meeting***

- The committee and PantherNation recently collaborated to provide breakfast for our staff.

#### **6. Catholic Identity:**

***Committee Meeting Summary: Committee met on January 8th, topics of discussion included: campus ministry theme for the 2015-2016 school year, activities pertaining to the Parish Mission evening, and potential collaboration with Brittany Taylor and the LifeTeen program.***

- Mrs. Murphy reminded board members of upcoming Bishop's Mass and activities scheduled for Catholic Schools week,
- A reminder was given for the upcoming March 25<sup>th</sup> Parish Mission evening, the goal is to keep the Panther calendar free of all events allowing families to spend time together at the Ray Guarendi presentation

#### **7. Governance:**

***Committee Meeting Summary: Committee met on January 6th, topics of discussion included: 2015 elections, packets for potential new board members, oversight of strategic plan, and the annual meeting***

- Board discussed timeline for elections.

### **Executive Administrative Reports**

**Chief Financial Officer Report:** Tad Windau submitted the financial statement to board members in advance of the meeting.

**Vicar's Report:** Fr. Michael submitted his report to the board before the meeting. In addition to that report, Fr. Michael discussed:

- Staff leadership evaluations;
- Status of SCCS vs. Tracy Frederick.

### **Old Business:**

- The statutes have been signed by the Bishop and returned to us.
- The annual board retreat is being coordinated by Mr. Milkie and will be held on February 4<sup>th</sup>. Committee chairs are asked to submit summary of committee work to Chad Kresser.
- Mrs. Humphrey will summarize outstanding board minutes recently submitted by the previous board secretary for board approval.

### **New Business:**

- The potential of conducting a financial audit was discussed, the board is requesting the finance committee provide a list of what we need to accomplish to become "audit ready." Mr. Milkie made a motion to have our finances "audit ready" by July 1, 2015, seconded by Dr. Tyler. All in favor, motion passed. Ryan Wikel will need to be involved in discussion regarding athletic finances.
- Dr. Tyler made a motion to appoint Duff Milkie as the coordinator of the annual board retreat on a date yet to be determined this summer, seconded by Mrs. Humphrey. All in favor, motion passed.

The regular meeting was adjourned at 9:10. Closing prayer was given by Tamara Humphrey.

Respectfully submitted by,

Tamara Humphrey  
Secretary, SCCS Board of Directors

