**January 2016 Minutes for Sandusky Central Catholic School Board of Directors**

January 20th, 2016

Present: Duff Milkie, David Harrison, Rob Kaftan, Mary Murphy, Julie Youskievicz, Carla Pelz, Chris Kolar, Julia Colavincenzo, Fr Michael Roemmele, and Fr Joseph Steinbauer.

Guests: Dennis Antonelli (Principal grades 6-12), Tad Windau (CFO)

Excused: Paula Roth (principal PK-5) and Jen Lippus

The evening began at 6:00 in the Panther Performance Center with an open forum for concerned stakeholders. Fr Michael opened the meeting in prayer. Gina and Jeff McCready addressed the Board regarding enforcement of the student code of conduct.

An Executive Session for Board members was convened.

The regular meeting was called to order at 6:20pm by Duff Milkie.

**CONSENT AGENDA ITEMS:**

A motion was made to accept the minutes of the December 2016 Board meeting as presented. This motion was seconded and unanimously approved.

**Principals Reports:**

Dennis provided highlights from his written report for the Board reviewing the continued development of the House System, hosting the Lenten Fish Fries and plans for Catholic Schools Week (Jan 31st-Feb 6th). Site visits from the MAX teaching instructor provided teacher observations and demonstrations in the classroom to model instructional strategies. He discussed athletic accomplishments this winter sport season and continued discussion with the development and evolution of the SBC.

Paula wasn’t able to attend the meeting due to family concerns yet provided her written report.

**Committee Reports:**

1. Programs:

Programs committee provided an overview of adopting the College Equivalent (10 point) grading scale and recommended adopting this scale for the SCCS 2016 freshman class to provide students greater access to scholarships, college selection, eligibility and motivation with grades. Additional discussion to determine best practices to convert the current 7-point scale for 10th-12th graders and articulating the school policy for rounding grades will be communicated to students and families. Programs committee plans to review our current number of class periods, scheduling constraints for certain areas of the curriculum, and present staffing levels to make recommendations to the Board for the 2016-2017 school year.

1. Finance:

The Finance committee is in the process of creating a communication tool to compare the income/expenses/enrollment/parish support for the school over the last 10 years. This will be used to create a common language among shareholders, parishioners, Foundation members, and school supporters to demonstrate the historical perspective and comparison to present financial realities.

1. Governance

The Governance committee is reviewing the 2010 Strategic Plan and creating a format to assess which objectives have been accomplished and those that require continued efforts. They are beginning the process of preparing for the 2016 Board elections.

1. Facilities:

Reviewed immediate concerns related to meeting cafeteria codes, gym ceiling leak and damage to the Den floor (insurance claim), and current boiler recirculation pump issues. Next month names for Ad Hoc Long Term Committee will be reviewed by Board.

1. Catholic Identity

Request for resources to make 50 bibles available for chapel, theology classrooms, and Good Shepherd program. Additional requests made for consideration for 2016-2017 budget.

1. Human Resources:

Committee is planning a volunteer appreciation event and Teacher/Staff appreciation in May which will involve the students. They continue to look at service and volunteer hours for families and students. Administration asked for the committee’s input in finding universal evaluation tools for performance evaluations for non-teaching personnel (secretaries, IT, maintenance and cafeteria employees).

**CFO Report:**

-The Board reviewed the 2015-2016 budget and recommendations made by the CFO to use reserve funds to meet the anticipated deficit, with the intent to continue efforts to increase collections and modulate spending to minimize this gap. A motion was made to approve the 2015-2016 budget. This motion was seconded and unanimously approved.

-Discussed timeline for 2016-2017 budget process. Plans to begin enrollment process and unveil the new tuition policy at the end of January 2016. Predictions for enrollment, public funding and parish subsidies will be utilized to create and have the Board approve the budget in April 2016 to send to the Diocese by May 1st deadline. The budget will continue to be reviewed with the transition to tuition payments via FACTS/Paid in Full, without direct pay as an option in the 2016-2017 school year.

-The Diocese requested a compilation financial report to assess accounting practices for the school and our CFO received a report confirming a good assessment of our current accounting practices.

**Vicar’s Report/Development:**

-Fr Michael provided a mid-year student loss report (enrollment=591 students) and losses were primarily related to relocation out of the area and homeschool families choosing to return to homeschooling option for their children.

-SCCS Education Foundation 2016 scholarships now offers $100,000.00 for SCCS students. Funds from the Gala ($20,000.00) to recruit, retain, and reward our teachers are the beginning assets for the “Investing in Educators” fund.

-Auction committee in the midst of preparing for April 23rd event.

-The outline for the State of the School scheduled for February 17th 2016 was presented, reviewed and agreed on by the Board.

-The Development Office is working to secure the donation of a truck to replace the school box truck. The next phase of the Kinzel project (coaches’ offices, AC units, roof prep work, and duct work) have been scheduled for Spring with tight time frames as the Den will be used for the musical, auction, Bishops’ Mass and graduation. Additional projects include the Multi-purpose room renovation (refinishing floor, repainting ceiling/walls, and new padding on the walls-upgrading bleachers to meet codes if additional funding is secured)

Mr. Kohler’s classroom and continued painting projects in the high school are also planned.

-The Administration is currently completing evaluations for teachers and has asked the Human Resource committee and the Diocese to provide resources to assist completing the evaluations for non-teacher positions. The expected timeline for completion is Feb 2016.

**New Business:**

The Executive Committee and the Board liaison to the Human Resource committee will meet with Fr Michael for the President’s Annual Review process and present feedback to the Board.

As the Programs committee review with the administration consideration for the number of periods in the school day, curriculum offerings, realities of scheduling with present staffing and their vision as we move into the future. They will make recommendations to the Board within the guidelines of the Toledo Diocese (number of days) and the State of Ohio (numbers of instruction hours) for determining the school calendar for 2016-2017.

The regular meeting was closed in prayer by Carla and concluded at 9:05PM.

Respectfully submitted by,

Mary Murphy

Secretary, SCCS Board of Directors