

## **June 2016 Minutes for Sandusky Central Catholic School Board of Directors**

June 15th, 2016

Present: Duff Milkie, David Harrison, Mary Murphy, Julie Youskievicz, Chris Kolar, Julia Colavincenzo, Jen Lippus, Carla Pelz, Fr Joe Steinbauer and Fr Michael Roemmele.

Guests: Dennis Antonelli (Principal grades 6-12), Tad Windau (CFO), and Paula Roth (principal PK-5)

Excused: Rob Kaftan

The evening began at 6:00PM in the Panther Performance Center with an open forum for concerned stakeholders. There were no attendees.

An Executive Session for Board members was convened and the regular meeting was called to order at 6:05 PM by Duff Milkie.

Julie began the meeting in prayer.

### **Principals Reports:**

Paula's efforts to secure funding from IDEA-B resulted in funds paid to North Point this month, which will offset costs for our Intervention Specialists. She continues to work with Sandusky City Schools to plan for the 2016-2017 budget.

Professional development for math training (Pre-K through 3<sup>rd</sup> grade) and iPad training for 15 elementary teachers was completed this month, providing resources and growth opportunities for our staff.

Present enrollment needs require an additional preschool classroom for 2016-2017 school year. Interviews for a Preschool Teacher and Aide, as well as a First Grade Teacher are in process and she anticipates these positions will be filled by June 30<sup>th</sup>.

Reports comparing Fall and Spring MAP testing for grades 3-10 revealed our student scores were above the national average in all areas. Results showed continued improvement in meeting and exceeding Diocesan averages. Spring MAP scores in Science and Reading exceeded Diocesan averages in all grades (with one exception). Science and Language scores reflected growth through the year and continued efforts to demonstrate improvement.

Denny reflected on the end of the year events including May crowning, award ceremonies and recognition for graduates, Service Day, All School Mass, and Graduation. The administrative team is assessing this year's experience as a template to plan for the 2016-2017 school year. Results of MAP testing were reviewed as outlined above and the administration continues to explore programs that would allow teachers to assess individual MAP data to create plans for improvement for individual students.

Senior projects allowed our students the opportunity to explore their career interests and represent our school in the community. Feedback from mentors and area businesses during

interviews reflected a positive experience that will help help prepare our students for their future.

Five students competed in the State track meet and yielded state titles for Hayden Snow in long jump and Matt Lamb for discus. The 4x100 relay team finished third, Hayden went to the podium 8th in 100-yard dash and 5<sup>th</sup> in high jump. The team finished third in the standings. Accolades for the graduating class of 2016 include academic and athletic achievements. This class had 63% receive academic letters (>3.2 GPA), increased average composite ACT score by 1.5 points compared to 2014-2015, and were offered 5.5 million dollars in scholarships (1.6 million accepted).

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

## **CONSENT AGENDA ITEMS:**

### **Committee Reports:**

#### 1.) Governance

The Governance committee completed their GAP analysis of the 2010 and 2015 Strategic Plans. Using these documents as a template, they recommend forming an ad hoc committee this next year to update and revitalize the Strategic Plan using feedback from each committee.

The slate of candidates for school board elections was presented. The candidates include Duff Milkie, Kathy Morrow, Paula Grant and Matt Maschari. Their biographies will be in this week's bulletin and elections will take place the following week.

A motion was made to accept the slate of candidates. This motion was seconded and unanimously approved.

#### 2.) Human Resources:

In advance of the meeting, Carla sent out the proposed Family School Handbook for the board members to review. A discussion regarding wording in the Wellness policy to reflect current practices, wording for the tuition policy regarding payment options, and the proposed dress code reviewed these areas.

A motion was made to accept the handbook as presented, clarifying the areas discussed without major changes. This motion was seconded and unanimously approved.

This handbook will be combined with the Extended Care/Preschool/Athletic handbooks approved by the board earlier this year into one Family School Handbook with a tab for each of these categories. These will be distributed to families for the 2016-2017 school year.

### 3.) Finance:

Efforts to arrange the Stewardship Presentation for the School board, Parish finance committees, Foundation board and CCAB board for this June meeting were met with scheduling conflicts. Plans are to move this presentation to the Fall meeting after new School board members have been elected and oriented to their roles.

Finance committee recognized the favorable balance for the 2015-2016 school budget and proposed approval of the preliminary 2016-2017 school budget. This budget will be reviewed and finalized in October and sent to the Diocese after enrollment is complete.

A motion was made to accept the proposed 2016-2017 school budget. This motion was seconded and unanimously approved.

### 4.) Facilities:

Roof repair for the Kinzel Center (upper balcony and lobby) is in progress and the cost is covered by the Kinzel donation. Roof repair at the main entrance of the school is in progress and will be paid for by funds from the St Mary's parish capital campaign. Concerns regarding blown fuse with increased usage of power with air conditioning in the Kinzel Center has been addressed with the power company and includes plans to increase the size of the transformer.

The committee continues efforts at organizing and cleaning storage areas in the school and hopes to continue with painting projects in the high school over the summer.

### 5.) Programs:

The committee has been reviewing the role of the Programs committee, its membership and focus this year. They are proposing the committee be comprised of one teacher representative from PreK/K, Elementary 1-3, Elementary 4-5, Middle School, High School, Administrators (including principals, assistant principals, guidance counselor) and facilitator (board member). They have outlined the scope of their purpose and feel this would assist in communication and integration throughout our Pre-K through grade 12 campus. Their "Building Leadership Team" (BLT) structure would allow the board liaison for the Programs committee to set the agenda and reporting relationship to the board, while allowing the BLT structure of teachers and administrators to evaluate programs and procedures that will enhance the mission of our school.

### 6.) Catholic Identity

The Catholic Identity committee will continue working this summer to:

- evaluate the retreat opportunities at SCCS (grades 1-12)
- review and update the Catholic Identity Plan
- plan a domestic Mission Trip for the 2016-2017 school year.

### **CFO Report:**

-The CFO report reviewed the financial variances for this year and is pleased to report a balanced budget for the 2015-2016 school year.

Preliminary proposed budget for 2016-2017 was approved by the Finance committee and Board and will now be sent to the Diocese.

Efforts continue with collections and accounts receivable, recognizing these collections reflect a rollover from previous years, as well as uncollected tuition from 2015-2016.

The tuition policy requires families to be up to date with their payment of tuition to re-enroll students or to receive their diplomas/transcripts. We discussed the challenges for families that owe a considerable amount and the importance of balancing realistic payment plans with enforcement of the tuition payment guidelines as we move to paid-in-full and FACTS only tuition payment next year.

### **Vicar's Report/Development:**

-Fr Michael reports a projected enrollment for 2016-2017 school year of 590-595 students which reflects enrollment similar to this year even with a large graduation class and multiple school family relocations. As we add another pre-school classroom for next year, we will welcome an increase in new families to our school community.

-The Foundation Endowed Chair funds and Investing in Educators funds will be distributed to teachers in July. Efforts continue to maximize compensation for all our teachers through these supplemental sources made available by generous SCCS donors.

-The administrative team, including new Executive Administrative Assistant Jillian Gill, completed the interviews for the remaining positions for the administrative assistant team. The position of Main Office Secretary/ASP Clerk was offered and accepted by Lois Walsh and the Receptionist/Safety Coordinator position was offered and accepted by Jodi Parrish. Korrine Capizzi was offered and accepted the Physical Education Teacher position.

### **New Business:**

- 1.) Fr Michael provided the board a proposal from AVI Food System. The report reviewed the foodservice, catering and wellness component of their consulting services provided to many schools in the Toledo and Cleveland area. It also outlined a specific proposal for SCCS. We discussed assessing the needs of our school in the context of the financial impact, food quality, meal pricing, continued provision of free and reduced lunch without government subsidy, and the impact on current employees. The board discussed in detail each of these factors and created a process to begin the discernment of this proposal in the context of the needs of our school community.
- 2.) The City of Sandusky contacted parish and school leaders to begin a discussion regarding properties related to the Land Bank of the City of Sandusky, present needs for the city owned Mills Golf Course, property of Catholic Cemeteries of Sandusky, and related properties on Jefferson Street across from the school campus. The board will await written proposals from the City of Sandusky before pursuing further discussion.

The regular meeting was closed in prayer by Fr Joe and concluded at 8:35 PM.

Respectfully submitted by,

Mary Murphy  
Secretary, SCCS Board of Directors