

May 2016 Minutes for Sandusky Central Catholic School Board of Directors

May 18th, 2016

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

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

Excused: Julie Youskievicz, Paula Roth

The evening began at 6:00 in the Panther Performance Center with an open forum for concerned stakeholders. Chris and Korrine Capizzi were there to address the board related to the hiring process for the new administrative positions. Upon completion of the presentation the Capizzis were thanked for the information and the open forum session was closed.

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

Chris Kolar began the meeting in prayer.

Principals Reports:

Denny provided highlights from his written report that included:

-Confirmation celebrated at Holy Rosary Cathedral with Bishop Thomas.

-Bishop asked all high school administrators in the diocese to use standardized criteria for selecting the recipients of the Bishop's Cross award. Denny was pleased that the criteria that has been used at SMCC is similar to these standards.

-Results from MAP testing will be available to report at our June board meeting comparing student progress from fall to spring testing interval.

-ACT prep course to be offered in June has 28 students enrolled.

-A letter was sent to families introducing the approved ten-point grading scale to be implemented for the 2016-2017 school year.

-Spring concert highlighted talents of choir and band students from grades 5-12. The junior high and high school students are in the planning phases of a band trip for the 2016-2017 school year.

Paula submitted a written report for the board reviewing the continuing efforts to secure funding for student services, professional development for teachers and testing results to be presented at June board meeting. The administration is in the process of interviewing for a third intervention specialist.

A motion was made to accept the minutes of the April 2016 Board meeting with one wording change suggestion. This motion was seconded and unanimously approved.

CONSENT AGENDA ITEMS:

Committee Reports:

1. Governance

The Governance committee is continuing to review the 2010 and 2015 Strategic Plans to determine what goals have been met, what goals are no longer relevant, and what are the current priorities and needs. They plan to present a summary and list of recommendations at the June board meeting. As each committee reviews these recommendations that impact their scope of influence, determination will be made if an additional Ad Hoc committee is needed to update the Strategic Plan. The governance committee intends to add a staff member to their committee roster for the 2016-2017 school year. The committee is in the process of inviting candidates to consider running for board positions and plan to present the slate of candidates by the end of May.

2. Human Resources:

A combined handbook that includes Extended Care/Preschool/Family School Handbook continues to be revised. Plans are to submit a first draft of the Family Handbook component by the June board meeting so that this can be edited and ready to be distributed for 2016-2017 school year. The Faculty and Staff Handbook will continue to be worked on by all the members of the administrative team in conjunction with input from diocesan guidelines over the summer.

Teacher appreciation events organized by Panther Nation and the administration were well received.

3. Finance:

Discussion to select Wednesday June 15th 7:00-8:00 PM for SCCS Stewardship presentation for parish stakeholders, Foundation members and board members.

4. Facilities:

Recent challenges with leaking in the Den/Kinzel Center remain a priority and the committee has worked to coordinate projects for the student service day on May 27th.

We discussed the barriers to involving adult volunteers in school projects with students and meeting requirements for Protecting Our Youth seminar and BMV fingerprinting/background checks. Discussed the possibility of organizing a day to offer parents and parishioners the opportunity to attend a Protecting Our Youth seminar and mobile BMV

fingerprinting and background check station. It would be ideal to search for funding to help cover the cost of the fingerprinting and background check.

5. Catholic Identity

The committee has selected the ministry theme for the 2016-2017 school year:

The Corporal and Spiritual Works of Mercy

September-Feed the Hungry & Share Knowledge

October-Visit the Sick & Comfort those who suffer

November – Bury the Dead and Pray for the living and Dead

December-Advent

January –Shelter the homeless and Be patient with others

February- Clothe the naked and give correction to those who need it

March-Lent

April-Forgive those who hurt you and help the imprisoned

May-Give Advice to those who need it and Give drink to the thirst

Pat Frey and Diane Dudenhoefer will retire after many years of service on the committee and several potential new members are considering joining the committee.

There are three subcommittees that will be meeting this summer to:

-plan a mission trip opportunity for students for summer 2017

-review the retreats offered K-12th grades to assess if these experiences are creating the building blocks for spiritual growth through these formative years.

-review and update of the Catholic Identity Plan

6. Programs: no report

7. Development

The committee continues to review the Development and Marketing Plan, looking at the evolution of Emily's role and the utilization of resources within the department by the Foundation.

CFO Report:

- The CFO report reviewed the financial variances and the projected deficit reduction with adjustments and projects the budget for 2015-2016 school year will close with a small surplus
- Efforts continue with collections and accounts receivable, targeting the funds due from uncollected tuition from direct pay families. Transition to a model requiring Paid in Full/Ed Choice/FACTS only next year with the change in the tuition policy with only very limited exceptions, will reduce these collections in the future.
- Chrissy continues to have individual meetings with families with the new enrollment process, working with families to create a plan to pay off existing balances to allow them to enroll for the next school year.
- The preliminary 2016-2017 budget was submitted to the diocese for the May 1st deadline and copies were reviewed by the board. This will be reviewed by the Finance committee at their next meeting and they will send their recommendations to the board for approval at the June board meeting. Board agreed to adjust the dashboard for next year to have the Finance committee review the preliminary budget in April, have the board approve it at their April meeting, and then send to the diocese by May 1st.
- Discussion of letter of intent given to staff earlier in the year and projections for staffing needs for 2016-2017. Awaiting 2016-2017 contracts from the Diocese to be offered to teachers. Discussion regarding the precedent of sending letters of intent to inform teachers of the school's desire to rehire them for their position prior to contracts being offered. This will be explored further with diocese consultants.

Vicar's Report/Development:

- The first position for the Executive Administrative Assistant was offered and accepted by Jillian Gill. Her first day at SCCS will be May 25th.
- Discussion of the overall hiring process and the timeline to hire two additional staff members to provide administrative support, ASP clerk responsibilities and receptionist duties.
- Continued efforts to secure funding for the security system utilizing programmable key fobs for the school. Two thirds of the cost has been funded by grant money.
- Current enrollment numbers project an enrollment for 2016-2017 school year are tracking closely to last year at this time. We anticipate the loss of 11 students due to family relocations and 13 students leaving school for other reasons. The preschool enrollment has exceeded the number for three full classes but the waiting list has not yet reached a point where it will support the financial investment for adding an additional preschool classroom.
- Performance reviews for staff have been completed for this year. Faculty evaluations are being finished

now and evaluations for staff have been distributed.

-Fr Michael submitted a complete list of the annual reports the school submits so they can be added to the board dashboard. Included in this comprehensive report is the type of report, agency the report is submitted to, individual responsible for the report and the date it is due.

-We are currently in the fourth year of our accreditation cycle.

-Fr Michael recently visited Gilmore Academy in Cleveland to observe their operations. He noted the highlights of the operations systems he observed and shared with the board a few areas for consideration as we continue to consider all areas of financial stewardship for the school.

The regular meeting was closed in prayer by Fr Joe and concluded at 9:35 PM.

Reminder-our next board meeting will be as scheduled on Wednesday June 15th, but we will meet before the SCCS Stewardship presentation from 5:30-7:00 PM and then the presentation will be in the PPC from 7:00-8:00 PM.

Respectfully submitted by,

Mary Murphy

Secretary, SCCS Board of Directors