**Sandusky Central Catholic School**

**Board of Directors-Regular Meeting**

**November 11th, 2015**

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

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

Excused: Julie Youskievicz and Fr Joe Steinbauer

The evening began at 6:30 in the Panther Performance Center with an open forum for concerned stakeholders. There were no attendees.

The regular meeting was called to order at 6:35

­­­David led us in prayer to begin our meeting.

The meeting began with a presentation from Emily Kasper (Director of Advancement and Development) reviewing the 2015-2016 development objectives and progress year to date. Emily reviewed the evolution of her roles with the Foundation and the SCCS development office and their initiatives to educate donors to cultivate relationships of support that honor donor intent. From this discussion, the board agreed that it would be beneficial to create a plan for fundraising goals and priorities with the development office and Foundation to meet the projected needs for the proposed budget for 2016-2017 school year. In response to changes funds available from the restricted endowed chair funds that target stipend and financial incentives for high school and middle school faculty, but not the elementary teachers, the board would like to invite a representative from the Foundation, the school board and the administration to meet with our teachers to explain these changes and provide an overview of efforts from the Winter Gala to begin seeking funds to provide the same support for all our faculty.

Principal’s Reports:

Paula continues to work with the Sandusky City Schools to receive the services they have been contracted for-in particular speech therapy and school psychologist. She is also working to be sure those students who qualify for ELL (English Language Learner) assessments have these available. List of Gala items has been reviewed and submitted.

Denny reviewed highlights from this month regarding Catholic Identity (Kairos retreat, House Service Day), Academics, (Academic Challenge, Robotics) and Athletics (Fall sport success, beginning phase for SBC/SRL schools to explore league expansion). He indicated that they will be considering what steps are needed to move the Robotics program to the next level.

Staff development and teacher training for elementary/middle school/high school faculty have already started to make a difference in the classroom learning opportunities. The board and administration agreed to commit a portion of the presentation time for the State of the School in February to highlight how this training is enhancing the educational environment of our school.

**CONSENT AGENDA ITEMS:**

A motion was made to accept the minutes of the October 2015 Board meeting as presented. This motion was seconded and unanimously approved.

Additional Committee Reporting:

**Human Resources:** Carla Pelz discussed evaluating the success other schools have had with creating an expectation that each family will make a commitment to service hours each school year, and developing a system to monitor this investment in our school and to recognize the commitment of our volunteers.

**Facilities:** Chris Kolar discussed the immediate roofing needs in the Den, Annex, and main entrance and is in the process of getting quotes. These issues will need to be addressed before winter. The former classroom off the cafeteria has been cleaned out, will be dry walled and ready to reuse the space. The Annex building is next on the project list.

**Governance:** Rob reviewed plans for his committee to conduct a gap analysis using the 2010 and 2014 Strategic Plans. It was suggested that including a staff resource person to provide a historical perspective of what has been accomplished and then present this report to the board in April. Each committee can then utilize this data to set goals for their committees for the 2016-2017 school year.

**Development:** With the evolution of the development office and the expansion of their role, Jen and Emily have met to discuss the fundraising plan for this year. They plan to meet every other month to assess progress and have Jen be the liaison between the development office and the board. Governance suggested evaluating if there would be any concerns regarding the statutes in transitioning to a liaison role in place of a committee.

**Finance:** David provided a comprehensive overview of the proposed tuition policy. The proposal from the Ad Hoc tuition committee recommended that an increase tuition to be able to fully fund school operations. The committee provided options for families to maximize the resources available through the Ed Choice and the assistance through need based financial aid, scholarships and grants that will keep tuition affordable. Families will have the option to pay in full or utilize the FACTS program. This plan will provide the opportunity to enhance our outreach to meet individually with families. If families do not have questions or concerns regarding this new policy they can opt out of this meeting with the admissions director. This comprehensive policy also addresses accounts receivable, enforcement of the consequences of failure to meet the terms of the individual payment plans, and the need for a tuition payment counselor supported by a tuition review committee. The board asked that a final recommendation be presented at the December meeting for the board to approve. It was also suggested the CFO create a separate line item in the monthly report that delineates accounts receivable for current year past due and those from previous years.

**CFO report**- CFO report- Tad reviewed the 2015-2016 budget and discussed

potential expense reductions and additional revenue sources to help establish additional cash flow. Areas included consideration from the Foundations to provide support for a greater percentage of the Development Department's budget, recognizing the evolution of the role of the director and the other support services provided from the development office to the Foundation. The board also discussed asking the Foundation for financial support for the state mandated College Credit Plus program (replacing PSEOP) that no longer allows us to collect additional fees directly from families. The board intends to work with the Foundation to consider financial support for these two areas. Efforts continue to collect from families who are delinquent in their tuition payments

**Vicar’s Report:**

Fr Michael provided an abbreviated report from the Advancement and Development office after Emily’s comprehensive presentation, highlighting the plans for the Winter Gala and the categories of giving that will be presented that evening. The February State of the school outline will be reviewed at our next meeting.

**New Business**

The tuition policy recommendations were presented (see Finance report above).

Fr Michael presented a comparison of the results from the Fall 2014 and Fall 2015 ACRE test results for grades 5, 8, and 12. Administration and staff will review and assess if they would suggest making any adjustments in our curriculum.

Health and Wellness Policy was reviewed by Fr Michael and approved by the Board contingent on clarifications assuring the policy reflects current practices.

**Old Business:**

The names have been submitted for an Ad Hoc long Range Planning Committee and Chris will update the board as this process moves forward. Chris will also resend the capital facilities list that was submitted but not received prior to this meeting.

The regular meeting was closed in prayer by Chris and concluded at 10:05PM.

Respectfully submitted by,

Mary Murphy

Secretary, SCCS Board of Director