

Sandusky Central Catholic School
Board of Directors
Summary of Regular Meeting
October 15, 2014

Present: Craig Tyler, Tamara Humphrey, David Harrison, Duff Milkie, Ken Berlin, Carla Pelz, Julie Youskevicz, Mary Murphy, Chris Knight, Rob Kaftan, Fr. Joe Steinbauer

Ex-Officio:

Guests: Tad Windau (CFO), Dennis Antonelli (6 – 12 Principal), Paula Roth (PK – 5 Principal), Ryan Wikel (Assistant Principal for Student Services & Athletics)

Excused: Fr. Michael Roemmele

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 6:15. Mary Murphy began the meeting with a prayer.

Academic Administrative Reports

Mr. Ryan Wikel, Assistant Principal for Student Services & Athletics, gave an update on items being addressed by the academic administration. Some of the topics covered included:

- Safety – the school safety plan was updated, and approved by the Diocese. Classroom signs and evacuation paths have been corrected. Fire drills and lock down drills have taken place. Phones have been installed in remaining classrooms.
- Discipline – School year has started well. Repeat tardiness by some students is being addressed. Mr. Wikel continues to emphasize to teachers the importance of consistently communicating student issues to parents.
- Athletic Team Updates – Boys golf earned the first SRL champs for SMCC, girls cross country also are SRL champs.
- Athletic Priorities include: revising the athletic handbook, launching Schedule Star for winter sports, aligning middle school sports programs with the high school, finding positive ways to showcase our student-athletes, rewarding teams with highest GPA, making weight room / fitness center a priority for all sports
- 5th & 6th grade teams – Mr. Wikel presented an option for new leagues for our 5th & 6th grade teams. Travel times and cost are becoming issues for the CYO program. Mr. Wikel recommended SCCS enter into the following leagues: Boys – Firelands Area League, and Girls – North Coast Basketball League. Craig Tyler made a motion to support Mr. Wikel's recommendation to change leagues for 5th and 6th grade students, seconded by Duff Milkie. All in favor, motion passed.
- Mr. Wikel presented an update on high school league affiliation and a potential adjustment. Mary Murphy motioned to support the administration's continued discussion with others regarding a potential adjustment, seconded by Rob Kaftan. All in favor, motion passed.

In addition to his written report submitted to the board in advance of the meeting, Mr. Dennis Antonelli, Principal of grades 6 – 12, addressed the following topics with the board:

- Mr. Antonelli recently met with class officers. He will continue to meet with them regularly.

- The sophomore class and the Jr. High Academic Challenge team do not have faculty advisors. Carla Pelz suggested we have written job descriptions for faculty advisors. These position offers a stipend to the faculty members who assume the duties. Mr. Antonelli will continue to look to fill these positions.
- Academic assessments – various academic assessment tests are currently being given across all grade levels at SCCS. Mr. Antonelli and Mrs. Roth will continue to keep the board apprised of improvements and progress being made. Mr. Antonelli continues to seek out and offer additional test prep opportunities to high school students in an effort to increase scores on standardized college entrance tests.

In addition to her written report submitted to the board in advance of the meeting, Mrs. Paula Roth, Principal of grades PK – 5, addressed the following topics with the board:

- Many positive changes are happening at the elementary level. A significant amount of support for student success is now available. Students have been tested and each teacher has received an individual profile on the students in their classrooms. Tiers of support have been created so that each student receives appropriate intervention. Students will be re-evaluated in 9 weeks.
- Mrs. Roth presented criteria to become a 5 Star preschool program, as defined by the Ohio Department of Education. Our preschool staff is working very hard at meeting all requirements for 5 stars.
- Mrs. Roth has been conducting classroom walk-throughs and continues to regularly meet with teachers to review data and discuss instructional practices.
- Mrs. Roth will be meeting with parents on October 14th and 16th to provide an overview of assessments, their use, and impact on instructional practice.
- Mrs. Roth has created an E#1 team, a program that will provide classroom assistance to teachers.
- Rita Dominic is implementing the Good Shepherd program.

Consent Agenda

Minutes: The minutes from the September 17th regular board meeting were submitted prior to this meeting. **Craig Tyler made a motion to accept the September 17th regular meeting minutes as presented, seconded by David Harrison. All in favor of approval.**

Craig Tyler suggested that each committee communicate 3 goals they are working on.

Committees:

Finance:

Committee Meeting Summary: Committee met on October 15th, topics of discussion included: the projected income statement, the SCCS Education Foundation, CCAB contribution to SCCS 2014 – 2015 projected income (\$16,000).

- There is at least one vacancy on the committee, names of potential new members of the Finance Committee were given to David Harrison, committee chair.
- Concerns discussed about the anticipated decrease in revenue for funding 2014 – 2015 SY sports from the CCAB spring auction. The committee is concerned there will be working capital issues throughout the school year. The majority of proceeds from the 2014 auction will stay with the CCAB board to be used in support of athletics outside the SCCS operating budget.

Facilities:

Committee Meeting Summary: Committee met on October 1st, topics of discussion included: the new phone system, multi-purpose room PA system wiring, technology updates, Den sound system, school signage, centralized entrance, main boiler, volunteers fixing wooden trim missing on some doors, replacement of exterior doors.

- Question asked about advertising at Zierolf field. There are structural issues with placing advertising on the back side of the scoreboard
- Boiler head replacement work should be completed by the end of the week, the quote to replace was slightly less than \$10,000

Program:

Committee Meeting Summary: The committee met and is setting goals and refining an academic plan for this year and beyond. New initiatives have been put in place by the administration, including DIBELS, MAP assessments, PARCC, and Core curriculum (as dictated by Diocese of Toledo.)

Advancement & Development:

Committee Meeting Summary: Committee met on October 14th, topics of discussion included: Fundraising 360 plan, special events, communications and marketing, enrollment and recruitment, friend raising, annual fund, grant writing, alumni relations.

- Craig Tyler asked that the Development office provide a list of students who left SCCS last year, and the reason for leaving. He would also like to know how / if the development office is communicating with those who have left, in an effort to let them know there is still a seat available for them at SCCS.
- Discussion about a winter “meet the team” event
- Problems with the yearbook need to be addressed by the administrative staff.

Human Resources:

Committee Meeting Summary: Committee will be meeting in November.

- Discussion about committee projects for this year. Consensus of board was that committee was to focus on updated handbooks, job descriptions and a parent code of conduct.

Catholic Identity:

Committee Meeting Summary: Committee met on September 11th, topics of discussion included: the integration of the “We are Called” focus during the 2014-2015 SY, Fr. Matt meeting with grade school students during lunch, Eucharistic Adoration, the house system

- The committee is looking for opportunities for our students to take part in a mission trip.

Governance:

Committee Meeting Summary: Committee will be meeting soon

Executive Administrative Reports

Chief Financial Officer Report: Mr. Tad Windau submitted the financial statement and the 2014 / 2015 budget to board members in advance of the meeting. Discussion / questions about his report centered on the following:

- David Harrison made a motion to approve the budget as presented, seconded by Tamara Humphrey. All in favor, motion approved.

- Mr. Windau presented a cash flow impact of the absorption of the CCAB auction by the school. Discussion centered around the CCAB's contribution to the annual budget (as a result of their fundraising efforts at the spring auction), as compared to previous years, and the impact the smaller contribution will have on cash flow.

Vicar's Report: Fr. Michael submitted his report to the board in advance of the meeting.

Old Business:

- The SCCS School Board executive committee met with the SCCS Education Foundation executive committee on October 14th. Fr. Joe was also in attendance. It was agreed that there will not be a representative from the foundation as an ex-officio member of the school board. Instead, the executive committees from both boards will meet on a bi-monthly basis in an effort to enhance the working relationship.
- The SCCS Statutes that were sent to the Diocese for approval have not yet been returned.

New Business:

- Craig Tyler is still waiting for minutes of 3 past board meetings (April & May) from former board secretary Eric Dudenhoefer. **Action: Craig will contact Eric again.**
- Duff Milkie and David Harrison continue their research about an appropriate leadership model for SCCS.
- Carla Pelz attended the Northpointe dinner for area board members and gave a summary of what was presented

The regular meeting was adjourned at 9:26. Closing prayer was given by Duff Milkie.

Respectfully submitted by,

Tamara Humphrey
Secretary, SCCS Board of Directors