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

April 20th, 2016

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

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

Paula Roth (principal PK-5)

Excused: Carla Pelz and Fr Joe

The evening began at 6:00 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 6:15 PM by Duff Milkie.

Duff began the meeting in prayer.

**Principals Reports:**

Paula’s persistent two-year effort of consultation with Sandusky City Schools to review funds allocated to meet the needs of students and how the resources are being used has resulted in monies refunded to the school, assured funding for next year, and a commitment to follow ODE protocols for child service allotment for special education plans in place for next year. Efforts are underway to hire a third intervention specialist.

Arrangements for a one-week workshop for teachers (preschool/K/1st grade) by Ken Newberry using onsite materials available for teachers have been made for the week after the 2015-2016 school year ends.

Denny reports the House competitions are wrapping up for the year and they are holding elections for leadership positions for next year.

The 9th and 10th graders demonstrated good progress with the MAPP testing comparing Fall to Winter semesters.

He applauded the team work of students, staff, and volunteers for the spring musical production of Cinderella and getting the Kinzel Center ready for use in the midst of construction challenges.

Four SMCC senior athletes signed letters of intent this week for competing at the collegiate level (Cameron Gessner to Tiffin University for wrestling; Hayden Snow to John Carroll University for track; Abby Bastien to Johns Hopkins University for track, and Jenna Hinds to University of Alabama for track and cross and country)

Senior projects have been selected and paperwork is almost completed as students plan for their Senior year capstone experience. He is working with his teaching staff to arrange mentors for each student.

Arrangements have been made to schedule a training and technology workshop on June 13th for 20 teachers in grades K-12 paid for through Title IIA funds which demonstrates use of technology using Apple I-pads. After the training, the teachers/school get to keep the I-pad for use in their classroom.

A motion was made to accept the minutes of the March 2016 Board meeting with one date correction. 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 will seek input from each committee to assist in this endeavor.

The committee provided the board with a comprehensive list of prospective school board candidates. The board reviewed the candidates, considered the background of the present board members who will remain on the board for next year and prioritized those candidates they felt would add to the depth and breadth of the board’s expertise.

Board members (Rob, David, Julia) will assist the committee in asking these individuals to consider serving on the school board.

A review of the by-laws in regard to retaining a board position representing St Peter parish in Huron was requested.

1. Human Resources:

Duff reported for Carla continued efforts to revise and approve the school handbooks. The Athletic Handbook was completed and approved this year.

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.

1. Facilities:

Recent challenges with leaking in the Den/Kinzel Center are related to damage to the roof from construction equipment used to remove the mechanical components to prepare for the new heating/cooling system. An insurance claim will need to be submitted for the damage to the floor.

The present list of priorities includes:

The sewer line that runs under the teacher’s lounge will need repair this summer.

Solutions for outside lights that need an electrical supply.

Damage to the multipurpose room from baseball/softball practice

1. Programs:

The committee continues to seek opportunities for staff development, especially with developing IEPs. Teacher in-service and training time (2 hours each month with delayed start time) has been built into the school calendar. Discussion will continue on the best approach to meeting the needs of all our students and the best utilization of our resources necessary to provide support for those on the autism spectrum.

1. Catholic Identity

The committee is looking for volunteers to help with the House Service Day on Friday, May 27th.  The day will begin with Mass.  After Mass all students grades 6-11 will be sent out into the community or stay at SCCS/SMCC to perform students.  The service portion of the day will run from approximately 9:00am to 12:30pm.  Adults are needed to help chaperone students or oversee different service projects. All volunteers need to have completed the Diocesan Protecting our Youth Course, and have the FBI/BCI background checks on file. An invitation was emailed to board members to forward to all committee members.

1. Development

Development office activities are centered on auction that is this weekend. 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 anticipates a balanced budget for 2015-2016 school year, without needing to utilize reserve funds, as predicted earlier in the year.

-Efforts continue with collections and accounts receivable.

-Policies that require families to be up to date with their payment of tuition to re-enroll students or to receive their diplomas/transcripts will be followed.

-Continued efforts to increase our international student population utilizing support from our consultant company (anticipate a decrease from 10 to 4 students in 2016-2017 school year).

**Vicar’s Report/Development:**

-Fr Michael reports a smooth transition with the new enrollment process. Chrissy has enrolled

320 students to date and is working through the enrollment cards to meet with families.

-Donations from the capital campaign ($250,000.00) from St Mary’s Parish will be used to replace windows in the elementary building, serious maintenance issues (repairing the roof), and purchasing window shades. The capital campaign donation from Sts. Peter and Paul ($25,000.00) will be used for operational expenses. A motion was made to use these funds as outlined above. This motion was seconded and unanimously approved.

-Sts. Peter and Paul targeted to spend $40, 000.00 to demolish the former convent. Before moving forward with this project, they asked the school if they would like to assess the building for an alternative use and donate the $40,000.00 to the school to use for renovation costs. Fr. Michael proposed the possibility of exploring an affiliation between SCCS and a teaching order of women religious. This would require a partnership with the diocese to begin to develop a relationship with a religious order and the board gave Fr Michael permission to explore this possibility with the diocese.

-As the Sabolsky family moves from our community and Denise leaves the administrative support team, an assessment of current administrative assistant positions by an outside consultant recommended a reorganization of positions from 4.5 FTE to 3 FTE to improve efficiencies and effectiveness. Job descriptions have been created for these three new positions which are: Executive Administrative Assistant, Main Office Secretary/ASP Clerk

and Receptionist/Safety Coordinator. All current employees are being encouraged to apply for one of the new positions.

-April 28th Mass with Bishop Thomas in the Kinzel Center 9:30 AM

-May 4th Art Show in the Kinzel Center

**New Business:**

1. Committees

Board members were asked to review the priorities and performance of their committees. Suggestions were made to consider:

-Changing the “Programs” committee to the “Academic” committee and adding a committee called “Student Life” that could bring together representatives from Panther Nation, CCAB, Band/Music Boosters, and Student leadership (Teen Leadership Corp/Class leaders/House leaders/Ministry leaders).

-Consider structure for leading committee work and the relationship between staff members and board liaison.

1. Names for Ad Hoc Long Term Committee will be put on hold until the completion of the review of the Strategic Plan by the Governance committee as it relates to the Facilities committees.
2. Administrative evaluations almost completed.
3. Review Dashboard prompts-mandatory reports to be completed for Jon Peterson Grant and discussion about timing for accreditation.
4. SCCS Stewardship Presentation/Power Point:

The finance committee has worked for 6 months to create a review of the last 10 years of financial data for the school to communicate to stakeholders, parish communities, supporters of the school, CCAB, and the Foundation the past and present financial trends and patterns. This provides an opportunity to look at the shifts in dynamic resources and the impact of the current climate of increasing restricted funds and decreasing unrestricted funds. At the board meeting scheduled for May 18th 2016, an hour will be set aside for inviting the school supporters listed above to see this presentation, as well as 10 year financial perspective from the Foundation. These will be presented by Rich Finneran and Dan Moncher.

The regular meeting was closed in prayer by David and concluded at 9:00 PM.

Respectfully submitted by,

Mary Murphy

Secretary, SCCS Board of Directors