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

March 16th, 2016

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

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

Paula Roth (principal PK-5)

Excused: Jen Lippus, Rob Kaftan, 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 6:20pm by Duff Milkie.

Fr Michael began the meeting in prayer.

**Principals Reports:**

Dennis provided highlights from his written report for the Board which included updates from the Lenten Fish Fry, 6th grade retreat at Rosary cathedral, Lenten retreat with Fr Eric Schild, Academic Challenge Team, technology-based formative assessments, and End of Course exam results for American Government Social Studies. The Seniors will be leaving for their class trip and are finalizing plans for Senior projects. Winter sport team accolades were applauded and the SBC extended invitations to six NOL teams which have agreed to join the league.

Paula will be meeting with representatives from Sandusky City schools March 18th to rectify any discrepancies in current budget and services that have been contracted. They will begin discussion on the 2016-2017 budget. Assessment of student special education needs and current staffing continues as the administration helps families determine if their needs can be met at SCCS. We discussed physical space limitations and staffing levels that would influence expanding special education programs. Professional development for teachers through the Math Grant and Marzano’s Essential Teaching Strategies through North Point continue throughout the school year. Observations and evaluations of staff are ongoing.

Discussions:

1. April 24th area law enforcement representatives to do a presentation for students and parents on Heroin Epidemic.
2. Our specific school policy regarding rounding grades will be communicated to our school community with adoption of new grading scale.

**CONSENT AGENDA ITEMS:**

**Committee Reports:**

1. Programs:

The committee presented a summary of their detailed discussion regarding class schedule for next year. We will continue with a 7 period schedule (A/B lunch with enrichment) and learn from the challenges of using the scheduling software last year. Being attentive to the structure of classes and not offering classes with only one section in the same time slot will allow greater flexibility and class offerings for students.

1. Finance:

The Finance committee has developed a financial analysis communication tool to compare the income/expenses/enrollment/parish support for the school over the last 10 years. This will be used to create a common language among shareholders, parishioners, Foundation members, CCAB, and school supporters to demonstrate the historical perspective and comparison to present financial realities. They discussed the importance of connecting our school with parish involvement. The committee plans to do a formal presentation for these groups in April and/or May of this year. The budget process for 2016-2017 school year has begun. The Board will approve the forecasted budget in April and send to the Diocese by May 1st. A revised budget based on actual enrollment and fiscal realities will be presented to the Board in October.

1. Governance

The Governance committee is reviewing the 2010 Strategic Plan and beginning the process of preparing for the 2016 Board elections.

1. Facilities:

Discussed outside lighting needs and plans to reconnect power to outside light during Phase III of the Kinzel project, which will begin next week and continue for 2-3 weeks. Work to be completed includes multiple steps to remove the HVAC units, rebuild the platform, roof decking and place the units and duct work for AC and heat in the Den. Additional aspects of this phase include the coach’s office and handicapped bathroom. The Board recognizes the diligent work involved in accomplishing each of these phases this year working closely with the Kinzels to assure the work reflects their wishes. The committee plans to ask if a football service day could be organized to paint the exterior of the football building for a savings of $3,000.00.

1. Catholic Identity

The committee is discerning the ministry theme for 2016-2017 school year. Plans are in progress to create the opportunity for our high school students to take a domestic mission trip during the summer 2017. Considerations for SCCS organizing the trip and offering this opportunity for interested students from area parishes are being explored. A subcommittee has been formed and will meet this summer to review all retreats offered at SCCS from grades 1 through 12. The goal is to create an integrated approach with these retreat experiences to allow them to build on these experiences as they move through each grade and grow in their faith.

1. Human Resources:

Committee is planning a Teacher/Staff appreciation event the first week of May which will involve the students and Panther Nation. A volunteer appreciation Mass and reception will take place May 27th. Volunteers are invited to be a part of Service Day. The committee plans to create an invitation that will be mailed to each committee chair and administrators to allow each committee/team/administrator to extend a personal digital invitation to those who volunteer in their area. A general invite to all those who volunteer for our Panther family will be in the Panther Connect. The administration has modified an evaluation tool for non-teaching personnel reviews (secretaries, Development office, IT, maintenance and cafeteria employees) and is currently testing it as evaluations are completed.

A motion was made to accept the minutes of the January 2016 Board meeting with one modification. This motion was seconded and unanimously approved.

**CFO Report:**

-Included in Board packet financial statements this month was the Independent Accountant’s Compilation Report, as well as the monthly profit and loss statements. Efforts continue maximize accounts receivable and reimburse instructional expenses covered by ASP funds for 2016-2017 budget. New windows and mild weather have reduced utility costs this winter.

-Representatives from Administration, finance committee, and Foundation continue to work together to allocate Endowed Chair funds and share Development Office staff resources.

-Proposed timeline for 2016-2017 budget process includes creating a forecasted budget for Board approval in April 2016 to send to the Diocese by May 1st deadline. The budget will continue to be reviewed and a revised budget will be presented to the Board in October 2016.

**Vicar’s Report/Development:**

-Fr Michael reports a smooth transition with the new enrollment process. Chrissy has enrolled ~100 of our 380 families (~209 of 590 students) to date. Responses regarding the process have been positive and provided helpful feedback from families.

-Discussed continued plans to assess the international student program and work at increasing enrollment.

-The Administrators continue to complete evaluations for all teachers and staff for 2016-2017 in preparation for offering contracts for the 2016-2017 school year. The Board discussed the potential evolution of the administrative structure in relation to the President/Principal model.

-Reviewed the Development Office objectives, highlighting publications for expanding outreach to inactive donors and creating a “Case for Support” that emphasizes primary areas of support (tuition assistance/scholarships, Investing in Educators program, Innovative Panther classroom, and Expressions of Faith).

-Auction committee in the midst of preparing for April 23rd event.

-The proposed school calendar for 2016-2017 was presented to the Board. A motion was made to accept the calendar as presented. This motion was seconded and unanimously approved.

**New Business:**

-Names for Ad Hoc Long Term Committee to be presented next month

The regular meeting was closed in prayer by Mary and concluded at 9:45PM.

Respectfully submitted by,

Mary Murphy

Secretary, SCCS Board of Directors