

Meeting Minutes ~ October 5, 2011 6:30 p.m.

Attending: Chad Barwick, Principal; Father David Ruppert, Pastor; Katy Cressy, Stephen Gaetano, John Griffith, Tom Guinan, Maria Harding, Rob Kelly, Michelle Kuehn [Secretary], Lou Miller, Sherri Schmitt [President], and Pam White [Vice President].

Absent: Peg Taylor

Others Present: Jeff Roth [Athletic Director]

Call to Order: After the opening prayer and reading of the school's mission statement, the meeting was called to order at 6:35 p.m. Newly appointed school board members were welcomed.

Approval of Past Minutes: Minutes from May 31, 2011 and the School Board Retreat held on Aug. 13, 2011 were unanimously approved.

Pastor's Report: Since arriving to St. Anthony's in June 2011, the Pastor has been pleased to become involved in the numerous parish and school committees. In particular, he spoke about this year's strategic plan that will have to meet diocesan requirements and be presented to the Diocese in April 2012.

Principal's Report: The Principal offered many thanks to all who helped make this a smooth and successful beginning to the academic year. There has been considerable paperwork involved with voucher enrollment and state reporting, and St. Anthony's has been prepared to handle these requirements. The Pastor has been a welcome, daily presence in the school building. The Principal noted several other highlights:

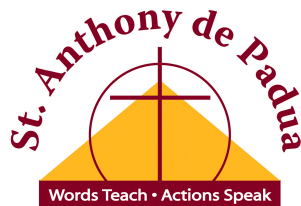
- Bishop Kevin Rhoades will be visiting St. Anthony's on Friday, Oct. 7th.
- The school is at its routine, two-year check-in for full accreditation.
- First voucher payment is expected in late October, and the other half will be issued in February.
- Thirty-two (32) vouchers were brought to St. Anthony's this year, and many were from the adjacent neighborhoods.
- Half of the voucher students are Catholic.
- New school families have appreciated how the St. Anthony community has reached out to them.

- Every new student underwent enrollment testing and FACTS enrollment.
- Next year, we anticipate the need for a defined lottery process.
- St. Anthony's theoretical maximum capacity is 539 students. The school currently has 387 enrolled students.

Decisions/Needs/Voting:

- *Athletics*
 - a. The Spirit Wear Program will be overhauled by branding St. Anthony products, expanding to online ordering, and moving to the same vendor for school and athletics.
 - b. Financial changes are being considered and include an increase of participation fees due to growing athletic teams and the cost of gym rentals.
 - c. The annual athletics fundraiser Monte Carlo Night would like to have more parishioners and school families attend.
- *Parish and School Finance*
 - a. Budget Committee is working through models to plan for some measure of growth.
 - b. There are 21 SGO students who will migrate into voucher status next year.
 - c. Working with the Pastor to develop a documented debt repayment plan to the Diocese.
- *School Board Goals*
 - a. Strategic Plan
 - b. Welcome New Families – “Getting to Know You...” series through the communication folders
 - c. Stewardship – Implement programs within the school.
- *Website Status Update*
 - a. Working with the Pastor as existing contract will be up for renewal within six months.
 - b. Current roadblocks have prompted thoughtful discussions about the future.
- *Strategic Planning*
 - a. Will go beyond the standard diocesan strategic plan that is due April 2012.
 - b. Will create a manageable 3-year plan and add aspirational goals to meet the required diocesan five-year structure. The goal is to shrink the gap of current weaknesses.
 - c. Through the strategic planning exercise, risk assessment will be conducted.

Closing Prayer/Adjournment: After the closing prayer, the meeting was adjourned at 8:10 p.m.



Catholic School

Administrative Report, Oct. 3, 2011

- **Faculty/Staff**
 - Emily Johnson returned from maternity leave. Gratitude to Graceann Taylor for great work.
 - Jane Kiley worked morning for Pre-K3, afternoon for Pre-K. Now, she will work afternoon to replace Lili Pimentel for Pre-K3.
 - Sister M. Cecelia Clare has done an excellent job so far.
 - HASA mini-grant for “God Made Music” student workbooks.
 - M-W at school teaching grades 3-6.
 - Diocese is thinking about offering an early-retirement bonus for teachers. More information will be coming, but it could affect us.

- **Enrollment**
 - Enrollment is currently 387.
 - Important to note the tireless work of Pam White in state reporting for both vouchers and monthly reports. Invaluable and indispensable work for our start of the year.

- **Technology**
 - Contracted with Pixel Creek to work with us as computer consultants. A benefactor gift has given us 25 hours of contract time with them. We have used 4 hours so far (to catch us up) to get server maintenance, our internet service working well, and to figure out a technical issue with our web site and how many visitors can come from within our building. Very needed service and welcomed greatly.

- **Extra-curricular**
 - Spanish club began this week and is facilitated by Sue Martinez.
 - Our Pro-Life Club kicked off last week. They are helping with our “40 Days for Life” work, saying prayers every morning.
 - We are hoping to get a great school response in joining our parish for “Saint A Day to Pray” on Ironwood Circle on Sat. Oct. 15, 7 a.m. – 12 p.m. Our school board is welcome to participate.
 - Our Table Tennis club started today (Wed.) Great relationship with Coach Dan Seemiller, US Men’s Olympic coach.

- **Bishop's Visit/Eucharistic Holy Hour**
 - Bishop Rhoades to celebrate Mass Friday, then visit students.
 - We will present him with a fleece/book in church and a St. Anthony statue afterward during a breakfast.
 - School building cleaning has been a priority; special thanks to our school board members that made the PMR look so lovely.
 - Due to the size of our student body, we are strategizing how to allow more parents into the pews. What a good problem to have!
 - On Friday afternoon, from 2-3, we will have a Eucharistic Holy Hour for grades K-8. We will look at the 4 different types of prayer and how to adore Christ during the special time. We will dismiss from the church.

- **Curricular**
 - We continue our work with ACE at the University of Notre Dame to help us with Math and Social Studies curriculum development. There is a workshop for our teachers on Oct. 28, which is a day off from school for our students. There is a follow up in November in Warsaw with all master teachers and principals.
 - Our follow up AdvanceEd accreditation report is due to Dec. 1, and we have begun working to articulate our Math goal for the future. Part of this goal is to start collecting more data on the success of our Everyday Math program in grades 1-4.
 - We will have to create a product for the diocese for our Strategic Plan in advance of completing a useful 5-year timeline for our building. The most accelerated timeline would be mid-November.



Committee Report Summary

October 5, 2011

Athletics

- Budget Report will be provided.
- Possible increase in participation fees in football and court sports (volleyball, basketball).
- Revisions/Updates being made to Student/Athlete Handbook.
- Sports Banquet Dates (3 this year).
- Monte Carlo – Changes coming; possible mandatory participation in ticket purchase (1 ticket per family).
- Board Openings – Track & Field (2011-12), Basketball (2012-13), Intramurals (2011-12).
- Golf Outing 2012

Catholic Identity

- Top priority. This year, emphasis on stewardship.
- Name each classroom after a saint and, under the teacher's direction, involve students to study the saint. Each year, select another saint for homerooms and cafeteria.
- Utilize school communication folders to send home information about Catholic tradition, feast days and saints. Promote family prayer.
- Create prayer booklet for Pre-K3 – Grade 2.
- Incorporate the school chalice into the All School Masses.
- Connect service projects with the Corporal Works of Mercy.

Development

- Pursuing grant funding, benefaction, and a possible fundraising endeavor coupled with community involvement.
- Applying to any grant for which we qualify. Emphasis on computers, language, and capital improvements.

Finance - Parish

- Working with Pastor to establish cash flow projections
- Working with Principal and others to ensure voucher payments are processed and recorded appropriately.
- Exploring Parish-in-need Diocesan grant opportunity
- Looking to establish SCRIP user-group to advise on and support program
- Presented annual financial report in Sept. 17-18 church bulletin.

Finance – School

- Established Budget Committee.
- First meeting scheduled Sept. 28

HASA

- As of September 21, 2011, account balance is \$21,044.28.
- Currently this year's largest expense has been the purchase of mulch for the playground.
- Will incur more expenses soon for the purchase of new equipment to replace broken playground items. No cost has been given yet.
- Will be welcoming arm of the school this year. We are here to raise money (to cover basic costs) but we are mainly functioning as a group who will welcome new and old families and work with them to participate in the many facets of the school.
- HASA is still looking to fill the position of President Elect.

Marketing

- School Directories have been distributed. An addendum is being compiled.
- A 2-page, pictorial outline of our faculty and staff is being compiled for all families.
- Working with Pastor to put together a small budget for our ad and marketing needs.
- We received a small blurb in "Today's Catholic" and "SB Tribune" for Spaghetti Dinner.

New Members

- Working to fill 3 open slots on board.
- Survey Monkey used to compile list of suggested members and also traits, qualities, and skills of ideal candidates from current board members
- Eighteen (18) candidates identified.
- Survey results and candidate list presented to Principal for submission to Pastor.
- Candidate list to be shared with board for use in selecting committee members
- If all three new members come aboard with a 3-year term, we will have six members come off at one time. Recommendation to make each new member a 1, 2, or 3 year term to balance the rotation of members to 3 at the end of this school year, and 4 each of the following 2 years. It is also recommended that member with 1-year term be considered for a consecutive term.

Strategic Planning

- In the process of designing a timeline, approach, and defining the deliverables.
- Will provide summary for review with school board.