

**Meeting Minutes ~ December 7, 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.

**Approval of Past Minutes:** Minutes from October 5, 2011 were unanimously approved.

**Pastor's Report:** The Principal applauded the Pastor's role in the recent Advent penance services offered to parishioners, St. Anthony students, and Marian High School students. The Pastor was asked to comment on the long-term projects outlined by the Buildings & Maintenance Committee, which impact the allocation of parish and school finances.

**Principal's Report:** The Principal spoke about the December Open House and the status of preparations for the next school year:

- The December Open House targets prospective families. St Anthony School is advertising to the Hispanic community.
- Minor enrollment fluctuations since October are the result of a few transfer students whose families switched from one Catholic school to another due to random circumstances.
- St. Anthony School is exploring the true cost of education and discerning how to collect money.
  - We would like to eliminate the registration fee.
  - At least one South Bend Catholic grade school offers online registration.
  - We are considering the feasibility of forming a co-op for technological support with other local Catholic grade schools.
- There likely will be 2-3 new hires next year - afternoon aide, part-time/full-time assistant principal, and two teachers.
  - This will be something that we will be doing every year over the next decade.

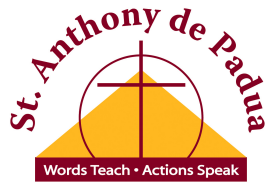
- We are growing in a very different way than many other schools because of our early childhood program having different requirements for teachers and aides.
- Having a vocational faculty position is a priority at St. Anthony School. We would like to have an ongoing relationship with the sisters of St. Francis of Perpetual Adoration.

***Decisions/Needs/Voting:***

- *School Board Self-Evaluations*
  - a. The new school board structure has enabled considerable improvement compared to past years.
  - b. The school board committees are now comprised of school board members and other members of the St. Anthony community.
  - c. Everyone is submitting their reports and comes prepared to the meetings.
  
- *Parish and School Finance*
  - a. St. Anthony's has been on a positive trend for the past three years.
  - b. Revenue is growing faster than expenses. This puts us in excellent position for early 2012, although we must factor in repaying the debt to the diocese.
  - c. SCRIP is doing much better this year. The average charitable contribution ranges between 30-50%.
  - d. Tuition delinquencies are minimal and easily remedied.
  - e. The diocesan model for tuition is driven by vouchers, and it offers parishioner and non-parishioner rates. St Anthony's will continue to trust its internal leadership and will set its own course.
  - f. The diocesan empty seat ratio is a tool used to identify (a) dying schools and (b) which schools can bring in the most vouchers.
  - g. We are in the same situation for vouchers as last year:
    - i. The State will release its 2012-2013 numbers in June/July. In the meantime, we should take enrollment forms and put people on a list.
    - ii. There may be lotteries in some grades for next year.
    - iii. Educate St. Anthony families in May.
    - iv. Existing St. Anthony voucher families will need to be income eligible next year.
    - v. Staffing the voucher enrollment process is another issue.
  - h. St. Anthony's will consider adjusting its maximum capacity to 25 students/class for the empty ratio report and the lottery process.
  
- *Athletics*
  - a. The Monte Carlo Fundraising Chair is re-energized by the planning committee's enthusiasm and may continue serving in this capacity for a few more years.

- b. A down payment for the gym's new sound system has been made. The total cost will be \$8,400, and the new system includes MP3/iPod capability, additional jacks, and a mobile DVD player.
  - c. The Athletic Director would like the School Board to review the Student-Athlete Handbook and advise about revisions.
  - d. The Athletic Association will be restructured for the 2012-2013 academic year in order to diversify the pool of volunteers and revitalize the advisory board.
  - e. The Athletic Director mentioned the need for a gym addition and expanded lunchroom.
  - f. The football participation fee will be increased to \$50/athlete. For now, there are no changes to the participation fees associated with court sports.
- *Strategic Planning*
    - a. The School Board reviewed the committee's big rock recommendations and converted some areas into pebbles because they were not focal points.
    - b. The Pastor defined "stewardship" as giving back to the parish and school in meaningful ways. This extends beyond monetary donations.
    - c. The Principal defined "development" as the building of relationships and grant writing. The revenue will follow.
    - d. The St. Anthony alumni represent untapped potential. We will engage, mobilize, and seek benefaction.
    - e. We desire to build a cohesive, parish-wide relationship that continues to engage families after their children graduate from the grade school.
  - *Committee Report Discussion*
    - a. The Academic Report and Empty Seat Ratio are tools used by the diocese to determine how a school is doing.
    - b. Alumni are interested in where their St. Anthony teachers are now.

***Closing Prayer/Adjournment:*** After the closing prayer, the meeting was adjourned at 8:25 p.m.

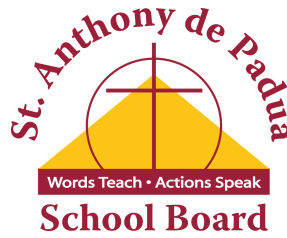


## **Catholic School**

### **ADMINISTRATIVE REPORT**

**DECEMBER 7, 2011**

- **Faculty/Staff**
  - Planning for transition. Recruitment. At the start of the new year, I will put out a feeler to see if we have any likely retirements. Without breaching private discussions, I can anticipate 2-3 hires next year.
  - (Repeat) 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 391.
  - Open House Sunday. Lower key than Catholic School Week Open House.
  
- **Budget Prep**
  - Happy to work in the next few weeks to determine viability of moving to a fee-free, all-in-one price for our school 'cost' (vs. tuition). Early prep here may help in starting to communicate to our parents. The idea would be to wrap all payments into one sum, then to use FACTS to break it up. I am even in favor of abolishing registration fee if we can find a way to set up draws so that we don't face a trough in liquid assets.
  - Looking to budget in Assistant principal, either part or full time, for the next school year. Increase state requirements for teacher observation/state reporting are emerging, and it looks to be quite the additional workload. I think the state model for public schools is to ensure this role as part of the school building. I can't see how we'll be able to accomplish level of work, save cloning Pam White (and getting that clone some admin-level licensure).
  
- **Curricular**
  - We have continued our work with Notre Dame on our Math and Social Studies curriculum. We're working to integrate it with the new Common Core State Standards, a group of education guidelines endorsed by close to 40 states. This, as well as ISTEP are being phased out over the next 3 years. The replacement is supposed to make our curriculum goals the same as most states and our mandatory testing a better metric for critical thinking. This, as well as state reporting, will have major implications on accreditation, observations, our school grade (A-F) and other odds and ends.



## **Committee Report Summary**

**December 7, 2011**

### **Athletics**

- Monte Carlo Night is scheduled for Feb. 18, 2012, and the proceeds will be used to purchase new gym tarps, athletic equipment, and chairs and tables.
- Anticipating that the installation of the new sound system will be completed by the end of January.
- Receiving quotes for the north-wall windows. Will proceed with fundraising activities, upon approval, to replace the currently boarded-up windows with glass block.
- Needs guidance with the reformation of the Athletic Association. Would like to include roles for each member: Gym Scheduler, Equipment Manager, Marketing Liaison, Play Like a Champion Liaison, and Special Events. Coordinators could fill these roles, but prefer to take a more diverse, big-picture approach.
- Due to update/revise the policies in the Student-Athlete Handbook. Requesting School Board input.

### **Buildings/Maintenance**

- Church vestibule: video monitor will be installed for announcements and funeral photos.
- School Multi-Purpose Room: needs direction and a decision about installing permanent walls to create two rooms. This project could be done over Christmas Break. Safer than the donated temporary cubicle walls.
- Gym: new sound system is to be installed. Add-on storage room plans are in progress with hopeful start in the spring and considering the feasibility of adding glass-block windows.
- Grounds: snow preparations underway with new maintenance coordinator/team and working to get some of the worn-out playground equipment warranted (i.e., swings, wobbly bridge).
- Long-range plan: in process with hopes to re-do the parking lot in 2012 followed by the Church roofs in 2013.

### **Catholic Identity**

- Short-term projects: Advent, Adoration, Lent, missionary work, and Catholic Identity metrics.
- Long-term project: prayer book for new families (Pre-K3 – Grade 2).

- Project manager is tasked to understand existing sacramental preparations during second grade. This information will be used as the committee begins to work on the prayer book.
- Created and distributed to school families a handout that promotes family prayer and activities during Advent.

### **Development**

- Focusing grant searches to technology, bilingual education, and facility improvements.
- Since October, the grant cycle has been idle. Identified several pertinent grant opportunities that open in early 2012.
- Benefaction tool and Top 10 List are being created. This will be helpful when making donation requests or as donors inquire about levels of support.
- Think Recycle Program will be launched in January 2012. Fundraising endeavor coupled with community involvement.

### **Finance - Parish**

- Applying the diocesan “empty-seat ratio” and “academic” reports to what that means to school enrollment, test scores, and finances.
- Working with Pastor to improve the overall fiscal administration of real-time cash balances and multi-year/-scenario cash flow models.

### **Finance – School**

- Exploring the potential impact to the St. Anthony community by a possible restructuring of the diocesan “parish subsidy” model.
- Will be playing an important role in fleshing out the yet-to-be developed financial piece of the Strategic Plan.

### **HASA**

- Currently working on the Christmas Staff Luncheon (12/16), Room Parent Duties for Monte Carlo Night, Catholic Schools Week activities/duties, and Run Panther Run.
- HASA will help pay for the playground equipment replacement.
- This year’s Teacher Scrip-of-Choice has been changed from \$50 to \$25 due to lack of revenue.
- Will discuss Catholic Schools Week, Chili Supper, and Monte Carlo Night at the next HASA meeting in January.

### **Marketing**

- Marketing committee was formed.
- Committee Chair and Pastor are creating a marketing budget.
- Submitted to “Today’s Catholic” (TC) an article and photo of the Jr. Scavenger Food Hunt to benefit St. Vincent de Paul.
- Working on placing ads for the December and Catholic Schools Week Open Houses. Small ad in TC for the Christmas season for the church.

- First recruitment Open House: December 11. Current St. Anthony families are encouraged to invite prospective families to attend. School Choice Scholarships (vouchers) will be highlighted.
- Would like to create a teacher page and school board page for our families for recognition purposes.

#### **New Members**

- Continuing “Getting to Know” staff forms. Response has been favorable.
- Will begin work on School Board Newsletter.
- Compiling new family database for School Reach questionnaire to new families.

#### **Policy**

- Becoming familiar with the relevant materials such as the Policy Handbook and revised School Board Handbook.
- Each committee member has been assigned a project that will be completed in several months.
- Consulting with Pam White and other past committee members to gain perspective and a sense of self-understanding.

#### **Strategic Planning**

- Comprised of three teams: Community, Life-Learning, and Catholic Identity.
- Identified seven subcommittees based on the “Big Rock, Small Pebbles” model, and each is tasked to actionable assignments.