



ST. MONICA SCHOOL
"Learn, live and love through Jesus"

School Board Committee Meeting Minutes

Date: October 16, 2008

Item	Discussion Summary	Action / Follow-up Required
Attendance <ul style="list-style-type: none"> • Excused • Guests 	All in attendance Tom Mlada	
Meeting Notes		
1. Call To Order and Opening Prayer	A. Phillips (Call To Order) B. Jablonowski (Prayer)	
2. Approval of Minutes	September meeting minutes reviewed and approved	
3. Review of Agenda and Announcements	A. Phillips	
4. Pastor's Report	Fr. Herda presented the Pastor's report: <ul style="list-style-type: none"> • Capital Campaign update: <ul style="list-style-type: none"> ○ Brochures have been sent – more materials to come ○ A Parish video will be shown at the Oct 25/26 Sunday masses – packets of info to be handed out following that mass ○ Commitments will be requested in November – campaign wraps up in Dec. ○ Goal for the campaign = \$1.5 million • St. Eugene/St. Monica relationship update <ul style="list-style-type: none"> ○ A joint calendaring committee has been established ○ They are working out conflicts and on ways to promotes each other's activities 	
5. Principal's Report	Ms. Schram presented the principal's report: <ul style="list-style-type: none"> • The bullying program was held and went well. <ul style="list-style-type: none"> ○ Lisa Nelson asked if materials would be distributed to parents. Ms. Schram indicated that could be done and that she wanted to get materials to parents of children that couldn't attend the program. (unlike last year, it wasn't mandatory this year). ○ The group had a discussion regarding how Ms. Schram would communicate with the families of students who are involved in a "bullying incident." Steve Boettinger voiced the view that a feed back loop to parents would be helpful. Ms. Schram indicated that it was important for the school administration to deal with these events internally so the policies 	1.



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	<p>can be followed consistently.</p> <ul style="list-style-type: none">• Ms. Schram discussed the Long Range Plan, which extends through 2014.<ul style="list-style-type: none">○ The plan is being redone in 2008 to reflect the direction in which Ms. Schram believes the school should go.○ The plan incorporates all of the standards that the Archdiocese mandates.• The teacher's convention was held and went well. Work was done in house on the curriculum as well as the school website.	
6. Home & School Report	<p>Ms. Nelson presented the Home & School report:</p> <ul style="list-style-type: none">• While a treasury report was not yet available, Ms. Nelson reported that Scrip was doing well already this year and that the Magazine sale did well.• Class coffees were changed a bit this year by combining classes which went nicely.• A multi-cultural arts pot luck was held.• The board had a discussion regarding concerns over the Silver Spring Dr. construction and traffic patterns relative to children walking to and from school.<ul style="list-style-type: none">○ Ms. Schram said that she would contact the village to voice suggestions that crossing guards be trained relative to the new traffic patterns.• Home & School is selling St. Monica's spirit wear and is looking at venues at which they could sell the collection: including Sports Night and the school Open House.	
7. Teacher's Report	<p>Mr. Mlada submitted a teacher's report on behalf of Mr. Mulaney:</p> <ul style="list-style-type: none">• Ms. Mulaney suggested that the school find a way to include the students in the Capital Campaign on Stewardship.	
8. Faculty Presentation	None	
9. Parent Comments	None	



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10. New Business	<p>Mr. Mlada presented New Business:</p> <ul style="list-style-type: none"> • The new school Website was explained to the faculty/staff at a recent in-service. <ul style="list-style-type: none"> ○ Jr. High updates will be on the site and some teachers have adopted the process quickly. ○ Feedback from the staff has been positive ○ A family relocating from Australia commented that they used the website as a primary source to help them decide on schools for their children. • VIP Day is November 4th. First time to not be held during Catholic-Schools week. <ul style="list-style-type: none"> ○ That way, the VIP day gets its due attention. ○ VIP day will coincide with All Saints day during which our first graders will be dressed in saintly garb. That day also happens to be election-day, so having VIPs in the school may provide a nice learning experience. • Annual Fund unofficial launch – Mr. Mlada recently met with the Fund’s co-chairs – they are trying a few new things this year <ul style="list-style-type: none"> ○ The Annual Fund party will be held Friday January 23rd this year instead of in the fall. That is the week before Catholic Schools’ week. ○ The hope is that focus can be brought to the fund post the holidays and the dinner dance rather than being “lost” in the bustle of the fall/holidays. ○ Mr. Mlada reminded everyone that the Annual Fund Party is a <u>thank-you</u> for participating in the Annual Fund, not a venue to solicit donations. ○ The group discussed the trend of giving through the seasons. Mr. Mlada indicated that typically more giving occurred prior to year end but that it has been evening into the spring in recent years. The first appeal is sent the week after the Dinner Dance and a solicitation is included in the Annual Report Mailings in December. ○ Mr. Mlada said that an all class reunion is being considered for the springtime at which alums could be engaged relative to the Annual Fund. ○ As a percent of parish families, donations have been flat in recent years at about 80%. ○ Mr. Mlada indicated they are roughing out a goal for this year’s fund, but haven’t published a number yet. 	



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	<ul style="list-style-type: none"> • Recruitment – <ul style="list-style-type: none"> ○ a new family is starting at the school in the spring semester. Their first grader should begin at the school in November. ○ The group held a discussion surrounding K-4 enrollment which has dropped from the high 30s four to seven years ago to the low 30s for the past three years. With our first grade census of 46 vs. the 32 that that class had when it was in K-4, there are clearly other choices that families are making for their four year olds. While happy with the first grade census, Mr. Mlada pointed out that he wasn't comfortable relying on students just finding their way to St. Monica's for first grade. <ul style="list-style-type: none"> ▪ Ideas being considered: developing a marketing brochure, explore tuition discounts for K-4 ▪ Pam Coleman inquired as to the available data on what alternative are being chosen, wondering if a discount on tuition would change that choice. Mr. Mlada indicated that they intend to ask families that came to St. Monica's after K-4 to develop the data. He also indicated that he plans to check with other Catholic schools to understand what they are seeing. <p>Mr. Jablonowski added one point of new business: the donation to the dinner dance from the School Board. Pam Coleman indicated that a "hostess with the mostess" basket did well at last year's auction and volunteered to assemble one on behalf of the board (\$20 per board member contributions are requested).</p>	
11. Old Business	<p>Mr. Phillips presented a discussion of St. Monica's financial aid policy and practice.</p> <ul style="list-style-type: none"> • He noted that he and co-chair Bob Jablonowski held a brainstorming meeting with the Phil Mattix and Tom Eck of the Finance committee and that the Education and Policy Advisory Committee of the board should move to forward a recommendation to the Financial Aid committee of the Parish Council. <ul style="list-style-type: none"> ○ Issues to be vetted include: total annual amount to be awarded, how do families apply, from what framework will the Financial Aid committee decide awards, how many families and how to allocate awards among qualifying families, eligibility requirements, should a family expect an award to be recurring annually, should the school board budget a contribution specifically vs. funding a contribution out of surplus, how to handle "emergency" or mid-year requests, application procedures, how diversity priorities factor 	1



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	<p>in, and evaluation parameters that the Financial Aid committee can use to do their job. Generally speaking the Financial Aid committee is looking for guidance and a framework for making financial aid decisions.</p> <ul style="list-style-type: none"> ○ Phil Mattix noted that currently families do have to apply annually and that awards have been in the \$300 to \$1,200 range historically. He also noted that he would contact Chris Meyer to try to get more historic data on what has been done. ○ Dave Christensen asked how other local schools handle the task. Maria Schram said that she would check with the nearby schools. ○ Bob Jablanowski voiced a goal for the board that a financial aid program be established that the SBC can fund on a sustainable basis. ○ Fr. Herda suggested that alternative sources of funding also be explored. He noted that a St. Monica's donor plans to establish a fund to provide targeted tuition assistance. He also suggested that perhaps a program could be established such that full tuition paying families could volunteer to pay extra to help those families in need. ○ Ms. Schram pointed out that instances arise such that families simply stop paying even after repeated requests. She and the school administration find themselves in uncomfortable situations in such instances. ○ Mr. Phillips moved to have Phil Mattix forward information to the Education and Policy Advisory Committee as a next step. Colleen Hutt asked for the necessary time frame. Mr. Mattix and Ms. Schram indicated that a policy should be in place by registration and the next budget cycle since the budget should be built with the policy in mind and families can apply at time of registration. 	
12. Subcommittee and Liaison Reports		
<ul style="list-style-type: none"> • Finance Committee (Eck, Mattix) 	<p>Mr. Mattix presented the Finance Committee report:</p> <ul style="list-style-type: none"> • Fr. Jerry asked where the "surplus" from the budget goes. Phil Mattix noted that 75% of the surplus funds the Priority List (\$36k in FY 2008 – June) and 25% goes to the Parish. • The Annual Fund contributed \$140k to the School in FY 2008. • FY 2009 YTD (i.e. first fiscal quarter) financials are a bit skewed due to the front-end loaded nature of revenue recognition. • The budget this year is based more on known cash in the bank as the Annual Fund contribution of \$165k for FY 2009 was recognized in the first fiscal quarter. 	



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	<ul style="list-style-type: none"> • Fr. Jerry inquired as to how many students the FY09 budget assumed. Phil indicated that 406 students were assumed, but that the actual enrollment this year is 430 students. As a result, revenue and variable expenses are expected to exceed the budget. <ul style="list-style-type: none"> ○ Phil Mattix indicated that getting an accurate count in the budget has been difficult due to the timing of the budget process relative to school registration. ○ Pam Coleman suggested that families be made aware that early and accurate registration could reduce their tuition since accurate numbers would then be included in the budget. ○ It was also noted that the current eighth grade class was relatively small, so next year's enrollment should be higher than this years. • Steve Boettinger asked how financial aid is accounted for. Mr. Mattix said that the Finance committee would determine that and report back. • Mr. Jablanowski asked if the projector that Ms. Schramm requested was added to the priority list. Mr. Mattix said that it would be added. <ul style="list-style-type: none"> ○ Maria Schramm indicated that she had not received detailed information from Art Teacher, Sue Miller, yet on the desired projector. • A discussion of the Priority List was deferred to the next School Board meeting. • Mr. Boettinger asked if the Strategic Plan out to 2012 was incorporated into the budget. Maria Schramm noted that text books are considered annually. Steve Boettinger suggested that the board and the budget should consider future demand for resources. 	
<ul style="list-style-type: none"> • Professional Growth Committee (Coleman, Mattix) 	No report.	
<ul style="list-style-type: none"> • Diversity Committee (Phillips, Christensen) 	No report.	
<ul style="list-style-type: none"> • Education and Policy Advisory Committee (Boettinger, Hutt, Phillips) 	<p>Ms. Hutt presented a report from the Education and Policy Advisory Committee:</p> <ul style="list-style-type: none"> • With respect to a policy regarding dogs on campus on school days, Ms. Hutt contacted Richards School. <ul style="list-style-type: none"> ○ The principal of Richards seemed quite occupied with the issue and expressed a hope that St. Monicas' Ms. Schram would contact local authorities to join his voice of concern. ○ Ms. Schram feels that leashed dogs were acceptable, but does not like dogs on campus green space. 	



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	<ul style="list-style-type: none"> ○ Ms. Hutt noted that there are "No Dogs" signs posted at Richards, but that such signs are difficult to enforce. ○ With respect to investigating class size policy, Ms. Hutt requested a list of schools from Ms. Schram that would be appropriate for benchmarking. 	
<ul style="list-style-type: none"> • Parish Council Liaison (Finn) 	<p>Ms. Finn presented a report from the Parish Council.</p> <ul style="list-style-type: none"> • The Parish Council would like to be on our email distribution for our meeting minutes: attn: Rollie Koyler at RLKaug@aol.com • The Prayer and Worship committee is working on another ministry day. They are looking for more ministers. Since training would be necessary, the thought it that another ministry day would provide a venue for the needed training. All aspects of ministry are short handed: choir, ushers etc. • The parish's volunteer coordinator is only a 10 hour/week position and so doesn't have an abundance of time to drive more volunteers to these ministries. 	
<ul style="list-style-type: none"> • Athletic Association Liaison (Nelson) 	<p>Ms. Nelson presented a report from the Athletic Committee:</p> <ul style="list-style-type: none"> • The Athletic Committee is struggling with what entity is responsible for funding the annual maintenance of the gymnasium floor. <ul style="list-style-type: none"> ○ It seems as though maintenance is not in anyone's budget. ○ Rental fees for the gym of \$30/hour could be used to fund maintenance, but those fees have been going into the general fund of the parish. • Communication between athletic team coaches and AD Mike Bradford at the start of the year was discussed. The committee is considering establishing parent helpers for each team to help the coach. • The committee is working on how to raise the competitiveness of the volleyball program. They are considering taking the 7th and 8th grade teams into a tougher conference. • The committee is discussing splitting the 7th and 8th grade basketball teams into A and B teams. They are working through how such a system would be communicated to families and how it would be coached. Paid coaches were considered. • Uniform collection for the athletic teams has historically been a challenge. The committee is working to establish a standard collection procedure so all participants are aware of when and where uniforms should be returned. 	



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<ul style="list-style-type: none"> Technology Committee Liaison (Christensen) 	<p>Mr. Christensen presented a report from the Technology Committee:</p> <ul style="list-style-type: none"> Dave spoke with Mrs. Weckwerth who indicated she is working hard to fully utilize the resources we have. She is evaluating the need for new computers – ten computers were planned to be purchased last year but weren't. Fr. Jerry noted that it's important for the school to maintain technology equivalent with the typical technology available in families' homes – significantly inferior OR superior technology would present a challenge for transferring work between home and school. 	
<ul style="list-style-type: none"> Development Committee Liaison (Coleman) 	<p>No report.</p>	
<ul style="list-style-type: none"> Christian Formation Liaison (Hutt) 	<p>Ms. Hutt presented a report on Christian formation addressing eight items:</p> <ul style="list-style-type: none"> Strategic Plan – Religious education curriculum has chosen the "Finding God" series for both Sunday school and St. Monica's religious education Rice Bowl giving was given to St. Augustine in New Orleans Youth formation – 9th – 11th (109 kids) attended fright fest M.O.P.S. (Mothers of Pre-School children) – is a program with 12-15 moms. Hopefully it will be a good feeder for the primary school Dad's Lunch – had 45 men attend. Women's lunch is coming soon. Adult Formation – Sr. Ann met with the St. Monica Society to look at inter-generational events Couples Formation night is in the works RCIA- has three candidates. 	
<ul style="list-style-type: none"> Building and Grounds Committee Liaison (Christensen, Eck) 	<p>Mr. Boettinger reported that he had spoken to Joe Proite on behalf of the Building & Grounds committee, but no meeting had been held yet.</p>	
<p>13. Adjournment</p>	<p>A. Phillips</p>	

Minutes Recorded by: Tom Eck

Actions/Follow-up Required:

1. Financial Aid policy assigned to Education and Policy Advisory Committee for further development

2008/2009 SBC Members: S. Boettinger, D. Christensen, P. Coleman, T. Eck, C. Finn, Fr. J. Herda, C. Hutt, B. Jablonowski, P. Mattix, L. Nelson, A. Phillips, M. Schram