

Saint Thomas the Apostle Board of Education Minutes from the Regular Meeting of the Board on Thursday, March 14, 2019

The meeting was conducted from 6 pm until approximately 8 pm.

Board Packets submitted to members on: March 12, 2019.

Board Homework: Please indicate whether you plan on serving with the Board for the 2019-2020 school year.

CALENDAR ITEMS

Next Board Meeting: Thursday, April 11, 2019, at 6 pm.

Upcoming Events:

State of the School Meetings in the Ministry Center on March 28th at 6:30 pm and April 11, 2019 at 2:30 pm.

Spring Diocesan Board Summit at Cathedral Square on Wednesday, May 1 at 6:30 pm.

Meeting Agenda

- I. **Opening Prayer-** Suzi Furtwangler
- II. **Pastor's Report-** Fr. Jim Chelich
 - a. Fr. Jim arrived during the presentation on the technology plan and needed to depart for another obligation prior to addressing the Board.
- III. **Partner Organization Reports-** Matt Maczka
 - a. **Middle School Representative-** Ian Richthammer
 1. The Mission Effectiveness Committee requested support from Student Counsel for a diaper drive to support HELP during the first week of May.
 2. Reporting this month included:
 - i. Despite the many snow days, with the online assignments and the use of IXL to avoid falling behind middle school students feel largely caught up on materials from the missed days.
 - ii. Students appreciate for the following attributes of the new of the Touch Boards versus the older Smart Board. Touch Board attributes include: no lagging, frozen screens, or pauses during video; better image quality; visibility in a variety of lighting conditions; being good for drawing; and being great for interactive documents.
 - iii. A suggestion was made to incentive MAP testing to encourage best performance from students.
 - b. **Finance Council President-** Nancy Kennedy
No written or oral report provided.
 - c. **Education Foundation-** Kristy Irwin
No written or oral report provided.
 - d. **Boosters-** Matt Maczka for Kyle Wohlgemuth
Jeff and Monique Eardley are organizing the annual Golf "Fore" Sports fundraiser on May 10th at Boulder Creek. The Boosters would like to expand attendance beyond parents to "outsiders" (such as grandparents, neighbors, and/or co-workers) in order to further promote awareness of the school and avoid a sense of competing for the same fundraising dollars with other parish and school partner organizations.

- e. **Home and School-** Shawn Schuring
No written or oral report provided.

IV. Technology Planning Presentation- Brian Cooper and the Technology Committee

A written report and preview of the slide presentation were made available to all Board members as part of the Board packet in advance of the meeting. The Committee prepared a detailed, approachable, and comprehensive presentation regarding the current state of the school's technology (largely nearing end of or beyond projected useful life), and offered projections regarding the needs, timelines, and cost estimates to develop a technology plan to replace and upgraded over the next several years. Aspects of the plan project how to update the technology within more appropriate (and shorter) life cycles to maintain not only the equipment, but also subscriptions and licensing. Communications equipment, such as the intercom, and site security needs were also addressed within the technology presentation. Brian and the committee answered questions and explained choices throughout the presentation. The report was well received and generated discussion about equipment choices, merits of leasing vs ownership of equipment, and how updates would benefit both the learning and safety of the students. Some aspects of the plan address parish as well as school needs. For details, please review the presentation previously provided in the Board packet.

V. Approval of Consent Agenda Items- Matt Maczka

The January minutes and February Notice of Non-Meeting were motioned, seconded, and approved.

VI. Administrator's Report- Suzi Furtwangler

a. **Enrollment-** The school is offering lots of tours to prospective families. Most prospects are transferring from out of state, although some local transfers from public and/or other Catholic schools are possible. Current enrollment for 2019-2020 was at 310. Several grades are close to closing. Kindergarten closed enrollment once it reached 42 students. 31 students will graduate in May 2019. The current middle school classes are small in size with 23 students in 7th and only 20 in 6th grade, so small 7th and 8th grade classes are projected for next year.

b. **Job Postings for 2019-2020-** Suzi reminded the Board that the school will need to hire a school secretary and director of Educational Support Services (ESS). Missy Meighan had hoped to depart mid-year, but now may stay on through the school year. The position for ESS Director has been repeatedly posted on job boards but there are not many prospective applicants yet. Suzi has received notice of one faculty member's intention to depart and will be informing the faculty and families soon. The secretarial (and other faculty position) job postings will be made in spring.

c. **Snow Days Causing Extension of School Year-** Suzi explained that a decision regarding how the severe weather days would affect the school year calendar will be addressed by Dave Faber. Several possibilities were discussed and there are different plans being considered for different groupings of diocesan schools. The Board encouraged Suzi to encourage Dave in making his decision so that families could know what to expect regarding the end of the school year in a timely manner.

d. **Angst Screening-** The parish will be sponsoring a screening of the movie Angst on Sunday, March 17th, at 4 pm and on Tuesday, March 19th at 6 pm. A panel to discuss the film features: Fr. Jim Chelich, Missy Meighan, John Sloan (a high school counselor), and possibly a student with anxiety.

e. **Family Promise Update-** Family Promise will still be invited to sponsor a discussion about their services and opportunities to school families in the near future.

V. Board Deliberations- Matt Maczka/Suzi Furtwangler

The Extra-Curricular Policy was presented for approval. A question was asked regarding

the eligibility of a student parishioner should s/he happened to be expelled from Saint Thomas school, but wish to continue on the team could use their status as a parishioner to circumvent the consequences, since parishioners have the right to join the Saint Thomas teams. The answer is that Circumventing of the consequences would not be permitted. Any expelled student would be barred from participation in the extra-curricular events. No other questions or changes were proposed. Approval of the policy was motioned, seconded and approved. As most of the extra-curricular events have already begun for the spring, this new policy will effectively begin in the fall when the Dean of Students will present it to families.

VI. Board Committee Reports and Action Items

a. Marketing & Outreach Committee- Judi Koepnick

The Committee submitted a written report. The Committee reported that a beautiful Welcome Handbook has been prepared for new school families. The Committee is also sponsoring an Open House for Realtors on April 21, 2019 to provide them with first-hand experience of our school environment, information, and school brochures so that they in turn offer information about the school to families inquiring about school options.

b. Mission Effectiveness- Jessica Poelma

The Committee submitted a written report and a copy of the letter to families regarding the new service initiative.

1. **Vocations Lunch-** The Committee was praised earlier in the meeting for the successful and informative Vocations Luncheon with Fr. Durkee and his interactions with the students following the luncheon for parents.

2. **New Service Initiative-** The Committee is working with Lori Fedewa, the Christian service director with the parish, on a new school based service initiative. The Committee has been asking "What separates Saint Thomas from other Catholic and public schools?" The response is our three part initiative to promote service to the community, parish and families. As part of the initiative, students will be guest speakers in service at Chapel. An important aspect of the initiative will be for families to engage in service opportunities together, as studies show that service together generates additional benefits. A discussion was held regarding whether it is advisable to have guidelines or requirements for "x" number of service hours or opportunities or better pathways to learn of simple and timely opportunities. Some committees have reported requests that families would like to have a target and/or something to impel them into action. Other report that mandates and requirements diminish service by changing the motivation for the activity, i.e. "Service is inspired, not required." A possible consideration for encouragement of service without coercion was to feature student's service work on social media and/or create an annual award for service.

c. Curriculum Committee- Veronica Perdue

The Committee submitted a written report.

1. **Literacy Night-** The Committee is planning a literacy night for K-5 students and their families. The original date of May 1 has been postponed due to a conflict with the Diocesan Board Summit. Concerns and possibilities for rescheduling were discussed.

2. **Reading Assessments-** The Committee provided an update on implementing Fontas and Pinnell reading assessments and the possibility of introducing them during the professional learning communities (PLC) sessions in which the faculty already engage.

3. **Site Visits-** The Committee reported that given the extraordinary number of snow days this year, teachers do not want to go on site visits right now, preferring to focus on ensuring students are where they need to be with academic targets. The topic of site visits will be revisited in April, but site visits (to regional blue ribbon schools to establish benchmarking standards per the strategic plan) may be pushed back to next fall.

d. **Finance Committee**- Elissa Williams

The Committee is waiting for enrollment and other numbers to be able to prepare a finalized budget for Board consideration and approval. A finalized proposed budget for the 2019-2020 school year will need to be approved at the April Board meeting to be recommended to the parish finance council. The current draft of the budget is still \$36,000 over goal, however the draft plan still allows for 3% salary raises. In thinking of ways to address the budgeted overages without making cuts, the Committee will explore whether partner organizations such as the Education Foundation, Home and School, Boosters, and ESS will help fund appropriate gaps in the budget. For example: Could Boosters be tasked with funding the athletics budget as a primary goal of the Golf Outing and other fund raisers? Would the Education Foundation provide an annual contribution to the text book change cycle? Would Home & School fund a similar line item of the school's general budget? How might ESS funds be used?

e. **Policy & Planning Committee** - Christi Blum

The Committee presented the Extra Curricular Policy during the Board deliberations portion of the meeting.

f. **Building & Grounds Committee** –Josh Szymanski

The Committee has been regularly working with Ted Coon of the Maintenance team for information to inform the facilities plan which will be presented at the April meeting.

g. **Technology Committee**- Chuck Rushmore

The Committee's written and oral reports were the subject of the early main presentation by Brian Cooper and the committee.

VII. **Closing Prayer**- Suzi Furtwangler

ATTENDANCE:

15 Voting Directors:

Chair: Matt Maczka, Present
Vice Chair, Committee on Directors chair, Erin Schmuker: Present
Secretary, Policy & Planning Committee chair, Christi Blum: Present
Mission Effectiveness Committee chair, Jessica Poelma: Present
Marketing & Outreach co-chair, Betsy Edgerton: Excused
Marketing & Outreach co-chair, Judi Koepnick: Present
Curriculum Committee chair, Veronica Perdue: Present
Finance and Fiscal Development Committee: Elissa Williams: Present
Finance and Fiscal Development Committee, James Leonard: Present
Finance and Fiscal Development Committee Member, Jason Balgavy: Present
Building and Grounds Committee chair, Josh Szymanski: Present
Technology Committee chair, Chuck Rushmore: Present
Technology Committee member, Derek Damstra: Present
At Large Member, Joanne Swan Jones: Present
At Large Member, Stacy Slomski: Excused

Ex Officio Members and/or guests

Technology Committee Members: Brian Cooper, Tom Ferrat, Tom Walsh
Principal, Suzi Furtwangler: Present Dean of Students: Tim Gibson: Excused
Pastor, Fr. Jim Chelich: Partial Parish Finance Council Chair, Nancy Kennedy: Excused
Education Foundation Pres., Kristi Irwin: Excused Home & School President, Shawn Schuring: Excused
Boosters President, Kyle Wohlgemuth: Excused Middle School Student Rep., Ian R: Excused
Co-coordinator of Finance, Marie Miller: Excused Parish Life Coordinator: Monica Morin: Present

Proposed Schedule of Topics for the 2018-2019 Year

August 23	- Retreat with Annual Goal Setting
September 13	- General Business
October 11	- General Business
November 7 (W)	- Diocesan Board Summit at Cathedral Square
November 8	- General Business
December 13	- General Business
January 10	- Visit from the Superintendent of Catholic Schools - Setting the tuition rate for the 2019-2020 school year
February 6	- Initial 2019-2020 Budget Discussions and General Business
March 14	- 2019-2020 Budget Planning - General Business & Technology Presentation
April 11	- 2019-2020 Budget Finalization - General Business & Facilities Planning Presentation
May 9	- Prospective Directors & Committee Members Informational Session - General Business
June 13	- Elections and Year-end Wrap Up