

Saint Thomas the Apostle Board of Education Minutes from Seventh Regular Meeting of the Board, on March 9, 2017

The meeting began at 6 pm and concluded at approximately 7:30 pm.

Board Packets submitted to members on: March 7, 2017

E-mails to members:

March 7, 2017 Meeting Reminder

March 7, 2017 Draft of February Board Meeting Minutes

CALENDAR ITEMS:

School Events: State of the School Meetings: March 9 at 2 pm and March 22 at 8 am.

Thank You Morning for other priests supporting the students of Saint Thomas on March 24 at 9:55 am.

Next Board Meeting: Wednesday, April 19, 2017, 6- 7 pm.

Next Committee Meeting(s): Strategic Planning Meetings: March 11, March 18, and April 22 from 8 am to 11 am in the church basement.

Action Items: The Board needs to set its own Strategic Planning goals concerning Governance and Leadership and Operational Vitality. See details at the end of the minutes just before “Closing Prayer”.

Meeting Agenda

- I. **Opening Prayer-** Suzi Furtwangler
- II. **Visitor Communications-** None
- III. **Approval of Consent Agenda Items-** John Schuring
 - a. The February 9, 2017 minutes were motioned, seconded, and approved.
- IV. **Principal’s Report-** Suzi Furtwangler
 - a. **Diocesan Feasibility Study:** The study will be conducted by Milter (phonetic spelling), the group that did the prior diocesan feasibility study approximately a decade ago. Although the date the study will happen is uncertain, it allegedly will be soon. The survey will appear in multiple formats: i.e., paper and electronically. Nothing else is known yet.
 - b. **GRACELAC:** Suzi had not received any updates regarding the Catholic United football proposal, but assumes it will go through. At this time, the costs of the proposed changes remain unknown. Therefore, the costs may have to be in the Booster’s budget rather than the school budget.
 - c. **All School Meetings:** Suzi reported that the general tone of the meetings have been going well. Most parents have asked generally positive questions, including many questions about multiage classrooms and how to explore that option. The proposed curriculum changes have not generated many questions. Uniforms continued to be discussed despite the recent vote and there was an unexpected outburst at one meeting on this topic. Suzi summarized that the meetings can be painful at times, but are a good exercise overall.

V. **Committee Reports:**

a. **Outreach & Development Committee-** Betsy Edgerton

Written report submitted that addressed:

1. Projections for student enrollment for 2017-2018.
2. Use of a diocesan photographer (covered by the fees assessed to each school).
3. The Vocations Awareness Committee's Lenten efforts of pairing priests/brothers with classrooms for the children to pray for them.
4. The Vocations Committee will also host a thank you mass, tour, and luncheon for priests whose parishioners education their children at Saint Thomas on March 24.
5. The switch to add Decision Point for Confirmation Preparation was discussed at a recent Tuesday Talk.

b. **Mission Effectiveness Committee-** Jessica Poelma

A press release about the Theology of the Body curriculum was prepared and will be submitted for release soon.

c. **Curriculum Committee-** Jessica Poelma on behalf of Jenni Little

1. The Committee is working on merging the new curriculum with the old, but still needs the old cycle.
2. The Committee has a goal of starting a Lego Robotics club and is holding meetings with: "the Lego robotics parishioner", our prospective technology teacher for 2017-2018, Conrad Budzynski, Suzi Furtwangler and Liz Peters to explore this option. The Tynker program that was purchased this year supports Lego robotics. The committee plans to approach the Education Foundation for funding for the club as the Foundation previously announced its intent to provide monies for programming.
3. The Committee is exploring whether use of the IXL program should be expanded to other subjects in our curriculum such as: Science, Social Studies and Language Arts. There would be additional fees associated with the expansion.

VI. **Board Deliberations and Committee Action Items**

a. **Election of New Member:** James Leonard- John Schuring

Membership for James Leonard was moved, seconded and unanimously approved.

b. **Other Board Membership:** The Board is encouraged to seek new members. Emily Rushmore expressed interest in joining the Board at a State of the School meeting. Brian Rellinger and George Sharpe have terms that will expire at the end of the year.

c. **Budget Discussion-** Matt Maczka

Matt Maczka presented an updated Draft Budget for the 2017-2018 school year and outlined the information that had already been adjusted and what information was still needed to finalize the Budget before it is presented to the Board for approval in April. Early enrollment seems strong. Additional discussion was held on a variety of budget related topics including: creative ways to try to compensate faculty for the salary freeze and budget cuts of the 2015-2016 year, ways to possibly create a small fund to compensate staff/faculty for the additional work undertaken during accreditation years, how to work true sizing the budget so that there are funds for emergencies, while responsibly addressing existing legitimate school needs, and about exploring the possibility of targeted advertising in bulletins of churches without schools. The Board also heard about the lack of parity between the wages of public and private school teachers and how the current "step" process has an unintended disincentive that results in experienced teachers and newer teachers receiving comparable pay.

d. **Strategic Planning-**John Schuring and Suzi Furtwangler

- i) Process: The parent/ community strategic planning sessions will be held in the

church basement and refreshments will be provided. Dates are: March 11, March 18, and April 22. Jo Jones will moderate. Agendas will be sent out. Board members are asked to encourage participation within the broader community.

ii) Board Portion of Strategic Planning-

In addition to the overall Strategic Planning, the Board has Board specific goals to set as part of the Strategic Planning process. The Board is to look at the Accreditation Study Rubrics concerning Governance and Leadership (5.1 to 5.6) and those concerning Operational Vitality (10.1 to 10.8). {A photocopy hand out was provided at the March meeting, or the results may be pulled from the larger report distributed to Board members in June last year.) By the April meeting, Board Members are asked to identify 5 of these 14 rubrics that the Board will target for improvement over the next five years. Some discussion was held because due to the compound nature of the rubric descriptions, it is not always clear what is at issue (For example: Is 5.1 about Board Diversity or is it really about how closely the Board follows its Constitution and Bylaws?) Suzi offered to send the explanations of the rubrics to make it clear what each one addresses. By each Board member identifying 5 areas to be discussed, consensus should emerge about what areas the Board will identify/ recommend to be addressed as part of the overall strategic plan. The ultimate goal is to address one point for each of the five years of the accreditation plan.

VII. **Closing Prayer-** Suzi Furtwangler

ATTENDANCE:

Voting Members:

President, John Schuring: Present
Vice President and Financial chair, Matt Maczka: Present
Secretary, Christi Blum: Present
Development & Outreach co-chair, Bryan Rellinger: Excused
Development & Outreach co-chair, George Sharpe: Absent
Policy & Planning chair, Stacy Slomski: Present
Mission Effectiveness chair, Jessica Poelma: Present
Curriculum Committee chair, Jenni Little: Excused
Joanne Swan Jones: Excused
Tracy Bandlow: Excused
James Leonard: Not a member yet-Excused

Non-Voting Ex Officio Members:

Additional Attendees: None
Principal, Suzi Furtwangler: Present
Education Foundation Pres., Judi Serba: Excused
Home & School President, Amy Ziemer: Absent
Co-ordinator of Finance, Marie Miller: Absent
Pastor, Fr. Jim Chelich: Absent
Assistant Principal, Liz Peters: Present
Development & Outreach, Betsy Edgerton: Excused
Boosters President, Amy Bocian : Absent
Dir. Religious Formation, Patti Reynolds: Absent

Proposed Schedule of Topics for the 2016- 2017 Year

August 27 -Retreat
September 8 -Strategic planning begins
October 13 -Budget process begins
November 10 -Propose tuition for 2017-2018 year
December 1 -Proposed social meeting
January 12 -MAP results
-Possible class/ teacher configurations, programming, and marketing,
February 9 -First reading of the proposed budget,
-Plan State of the School presentation
March 9 -Review Board term charts, suggest and contact possible new Board candidates
establish Executive Committee for following year
-Begin review process for principal (to be complete by May Board meeting)
-Second reading of the proposed budget
-State of the School meetings for parents
April 19 -Approve budget
May 11 -Vote and welcome new officers and Board members
-Year-end wrap up