

St Gregory the Great School Advisory Board  
6/10/04 Meeting Minutes

Meeting called to order at 7:10 PM  
Opened with a prayer

Board members present: Miss Iemmolo, Mark Geyman, Mary Jo Levand, Cathie McKinley, Jim Callam, Ann M. Hawkins, Chris Lynch, Tom Wenzel

Guests: Mary Ellen Satava, Chuck Liebenauer, Roger Mastroianni, Barb Mastroianni, Kelly Mawby, Jamie Lawler, Jim Helton

General Meeting Information

- ◆ Sub-commission and amended by-law books were distributed to new Board members.
- ◆ Father Ireland wants to meet with all Boards and we will check his schedule to make sure that our meetings are scheduled accordingly.
  - ◆ We will seek clarification from Fr. Ireland on how the SAB fits from a governance perspective
- ◆ Chairman election
  - ◆ Mary Jo Levand is elected Chairman
  - ◆ Cathie McKinley is elected Vice-Chairman
  - ◆ Tom Wenzel is elected Secretary

Principal's Report - Miss Iemmolo

- ◆ Close of School year went smoothly
- ◆ Began search for Vice-Principal and Computer Coordinator of Information Technology
- ◆ 7<sup>th</sup> grade teacher hired – Math and Language Arts
- ◆ Mrs. Carney moving to 7<sup>th</sup> grade
- ◆ Offset medical costs with salary increases in contracts
- ◆ Enrollment for 2004-05 school year at 535 K through 8 grade
- ◆ Approximately 50 in 3 and 4 year old nursery school
- ◆ Number of classrooms
  - ◆ 2 – Kindergarten (49 students in grade)
  - ◆ 2 - 1<sup>st</sup> grade (52 students in grade)
  - ◆ 2 - 2<sup>nd</sup> grade (44 students in grade)
  - ◆ 3 - 3<sup>rd</sup> through 8<sup>th</sup> grades

- ◆ Working on general calendar activities for the next school, i.e. family masses, family picnic, etc.
- ◆ Series of in-service meetings to be scheduled to build teacher instructional skills
  - ◆ Technology – use of smart boards
  - ◆ Be sure that new teachers are fluent in technology capabilities
  - ◆ Ed.line – web based allows communication between, Admin staff, Teachers, Parents, Coaches (need to emphasize training for teachers for improved communications with parents – that is the goal)
  - ◆ Teachers/Staff have e-mail accounts. Dedicated PC's in room should make it convenient for use of technology.

#### Budget Review - Chuck Liebenauer

- ◆ Final budget review with Parish Finance Council to be scheduled
- ◆ Corrections have been made in line with generally accepted accounting practices by reclassifying expenses to bring the overstatement of expenses back in line with budget
- ◆ A regular review of actual financial statements to budget will be reviewed every other meeting as available

#### Information Technology - Kelly Mawby

- ◆ Overall information technology plan has been created and well received
- ◆ Need final review and then approval
- ◆ Some of the highlights of the plan are;
  - ◆ Computers in every classroom
  - ◆ Virus protected
  - ◆ MAC format chosen due to Diocesan standard
  - ◆ Help desk provided
  - ◆ Professional development necessary
  - ◆ Junior High students to use skills and technology to create an internal Website
  - ◆ Use of SmartBoard technology that is interactive, connected to PC, network of SmartBoard lessons on-line, text book companies providing lessons in SmartBoard format
- ◆ Sustainability
  - ◆ Will look at future grant writing to fund future investments

- ◆ Cleveland Foundation Libraries support research for grant writing
- ◆ Monitoring of investment important
- ◆ Look at corporate matching
- ◆ Computer Club being considered for next school year, looking for parents that have interest in supporting the club
- ◆ SAB would like to set aside time in the near future to show parents all of the technology available in the school
- ◆ Teachers requirements will be outlined at the faculty staff meeting with regard to expectations around newsletters, lessons, etc.
- ◆ New field in school directory for family e-mail address

#### Misc.

Jamie Lawler to send a draft of the Active Parishioner Status Program

- ◆ Needs to be approved by SAB
- ◆ Needs to be approved by Father Ireland
- ◆ Needs to be reviewed by Legal expert

#### Future Meeting Format

- ◆ Set time limit for meetings – Schedule meetings to last 1 ½ hours
- ◆ Meeting dates for 2004-2005 school year need to be established
- ◆ Manage the agenda by rotating sub-committee updates as needed
- ◆ Lose Ad Hoc name for all sub-committees
- ◆ All pre-reading needs to be routed in advance to Board Members

Next meeting is scheduled for August 12, 2004