

St Gregory the Great School Advisory Board
3/11/04 Meeting Minutes

Meeting called to order at 7:05 PM

Board members present: Miss Iemmolo, John Amantea, Mark Geyman, Tom Dowd,
Barb Mastroianni, Mary Jo Levand, Chuck Brown, Cathie McKinley

Faculty members present: Mrs. Vercellino, Nancy Ball, Al Thomson, Zina Thomson

Guests: Chuck Liebenauer, Jill Medovich, Jamie Lawler, Terry Mohorcic, Michelle
Farinacci, Greg Stuart, Katie Rahill, Laura Lawless, Diane O'Connor

Barb Mastroianni opened with a prayer and a moment of silence for the victims of the terrorist attack in Madrid.

Minutes from the February 12, 2004 meeting were amended and approved as amended.

Ad Hoc Committee Reports

Finance cluster– Mary Jo Levand

Miss Iemmolo has appointed three chairpersons: Fundraising – Katie Rahill; Budget Implementation – Chuck Liebenauer; Scholarship Assistance – Gene Andres. Dave Talbot recently provided interim operating numbers for the school for the 6 months ending 12/31/03. A meeting is scheduled for next week with Mr. Talbot to discuss the information provided. Mary Jo noted that one-half of the Parish Finance Council (PFC) positions are up in June – each participant is appointed at the discretion of the pastor. Each position is for a 2-year term. In an effort to foster better communication in the future, Fr. Peyton is considering reserving one PFC position for a current School Finance Committee member. In addition, Mr. Talbot has promised that he or the bookkeeper will attend all scheduled School Finance Committee meetings. No deadline has been established for completing review of the interim numbers received. Mary Jo will report at a future board meeting.

Education cluster – Miss Iemmolo

A number of areas have been identified for a focused effort to improve the school educational experience:

- 1) increased interaction of students within the parish community with the goal of improving communication and as a result parish-wide support of the school;
- 2) establish permanent subcommittees of the Advisory Board in the following areas: Finance; Curriculum; Building and Grounds. These positions could be appointed or elected;
- 3) science and technology – improve instructional resources available to faculty and students;
- 4) establish a program to invite visiting priests to lecture and teach classes;
- 5) establish a freshman and/or exit survey of graduating students beginning this school year
- 6) reinvigorate the academic co-curriculars (i.e., the Excel program, etc)

Communications – Al Thomson

A crucial objective will be to increase the communication between the school, the parents and the parish at large so that all will be better informed about the school finances, school activities and community involvement. Finalizing an updated alumnae list continues to be a work in progress (a general appeal for volunteers to help enter data, make calls, etc. is noted) A newsletter/publication to all on the list is envisioned to keep alumnae informed of school issues and developments.

Evaluation of the surveys continues; conclusions can soon be drawn from the results and shared with all. Miss Iemmolo announced that a combined meeting of all organizations (Ad Hoc cluster groups, Advisory Board, PTC, Athletics) is scheduled for March 18. The meeting objective will be to improve communication and cooperation amongst the various groups; establish milestones for completing studies; initiate the permanent subcommittees of the Advisory Board. Miss Iemmolo also announced a final town hall meeting for April 1.

Discussion ensued about a clear understanding of the parish flow chart and how it impacts the responsibilities of and relationships between these many groups. It was agreed to have a flow chart established by the March 18 meeting.

Chair John Amantea noted the tremendous progress that has been made since last October by all and, in particular, the time and contributions made by the Ad Hoc cluster groups and their members.

Science Lab – Miss Iemmolo

Expense activity for items such as staffing, supplies, misc expenses, etc have totaled \$21,390.62 for the period 9/1/2003 through 2/17/2004, leaving a balance of \$14,100 of contributed monies not yet allocated. Auxiliary service funds covered an additional \$1,700 of expenditures. Mrs. Eileen Gerome, the parish bookkeeper, will track future expenses. A student involvement log has been established and is updated daily (currently, an average of (2) classes per day are visiting the lab). The next progress report due the foundation will include these recommendations: continued funding of the science resource teacher; the purchase of (8) dissecting microscopes at a cost of \$300 ea; a science workshop for the K-6 faculty; increased professional development efforts to allow teacher release time for instruction in the use of the lab resources. There will be a “Science in the Sunshine Day” in the spring. Miss Iemmolo cited some indicators of student achievement – results of the Iowas. This led to a general discussion of results and performance in several disciplines. The following test results were noted for the current 7th graders:

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|-----------------|---|
| Science: | 30 of 75 students tested at Grade Level 13+
The composite score for all 75 students was Grade Level 10, 7 th month |
| Social Studies: | Composite score for all 75 students was Grade Level 11, 7 th month |
| Math: | No scores were cited.
Miss Iemmolo noted the math program is in flux as the transition to Simple Solutions is made. She noted in service instruction for the faculty and professional development programs are scheduled for this summer. Note was made of the concern of some 7 th grade parents that the 7 th graders have been moved back to the 5 th grade level Simple Solutions course; it was done at the recommendation of the program author and not all 7 th graders have been affected. |

Math Lab: Miss Iemmolo has reservations about a pullout program. The preferred approach would be more professional development and increasing resources available to the faculty. The bridge to Regina is on a fast track; next year, eligible 8th grade boys and girls will report directly to Regina for 1st and 2nd period instruction. Participation may yield eligible high school credits. Regina HS is very receptive; transportation and other logistical issues have to be worked out.

Technology and Website – Mark Geyman

Two meetings have been held since the last Advisory Board meeting. Mark noted the tremendous resource that Mr. Gene Andres has been and also cited the invaluable input of his Lakeland CC students. Several grants have been identified to pursue; proposals are being drafted. The PTC funded \$12,000 of the cost of the wireless installation. Miss Iemmolo noted that auxiliary funds totaling \$25,000 are targeted to cover anticipated hardware and software costs.

School Brochure – John Amantea

The layout is at the designer for final approval before printing.

Principal's Report – Miss Iemmolo

Reverse Raffle -was a huge success; after final expenses are tabulated, approximately \$14,600 will be split equally between the Endowment Fund, the PTC, and the Booster Club. Diane O'Connor indicated the PTC is contemplating donating their portion to the Endowment Fund.

Summer Festival -planning efforts are under way

Vertus training -has been scheduled for all faculty and staff

Lakeland CC's Kim Lane – has offered access to their cooperative education program to St Gregory

First day of school, 2004/2005 – will be 8/30/2004

Fundraising:

First Annual Silent Auction – Chair: Katie Rahill

scheduled for 11/6/2004 in the PFC. It will include a live auction, a silent auction, a Chinese raffle and other money raising ideas. Established programs raise \$50-100,000; no specific goal has been set for this first effort.

Endowment – Greg Stuart

The current balance is approximately \$124,000. The next matching contribution challenge of \$25,000 is at \$125,000

The alumnae database will be used for appeals once completed

Brick Paver Project – discussion has begun to start a brick paver fundraising program. Appropriate sites on the school grounds are being discussed – the effort will raise money and beautify the school grounds at the same time.

Amendments to the charter – are being contemplated. One is to remove the restriction regarding the \$250,000 limit – principal in the amount of 5-6% of the total would be accessible for funding school expenses. The second is to permit donors to request directed giving of funds contributed should the endowment be dissolved for any reason.

Booster Club – Katie Rahill

The current balance is approximately \$23,000

PTC – Diane O'Connor

The current PTC balance is approximately \$40,000. The goals of the PTC are to support the operation expenses of the school and to contribute to the endowment fund.

Old Business

Amendment to By Laws – John Amantea

The amendment as submitted at the last board meeting was presented for discussion. A lively debate ensued revolving around the merits of establishing a degree of integrity for the board beyond reproach versus the possibility of limiting the participation of talented and interested parents from a voting position on the board. Chuck Brown motioned for a vote on the amendment as originally submitted; Tom Dowd seconded. The motion passed 4-3. Miss Iemmolo requested further discussion by the board at a future date for a possible revision.

New Business

Letter from Ann Hawkins – John Amantea

The letter received by Chair John Amantea was presented to the board (copy attached). All agreed that continued and increased communication amongst all of the representative bodies from St Clare and St Gregory would be healthy.

The meeting was adjourned at 9:37 PM.

The next meeting is scheduled for Wednesday, April 7th.