

St. Gregory the Great School Advisory Board Meeting Minutes

Date: May 17, 2006

Time: 7:15 pm

Place: School Library

Board Members Present:

Chris Lynch
Ann M. Hawkins
Tom Wenzel
Gary Novinc
Gina McVey

Faculty Members Present:

Pete Wilson
Maria Pozzuto
Lee Leibenhauer
Marc Taube
Rosetta Vercellino
Maureen Becker
Kim Herbert
Kevin Doles

Guests Present:

Jamie Lawler
Roger Mastroianni
Jim Helton
Mary Alice Knudson
Mary Jo Levand

Jill Medovich
Katie Rahill
Terry Mohorcic
Kelly Mawby
Michelle Farinacci

Opening Prayer Given By: Fr. Ireland

Notes: Joe Furst resigned; Chris Lynch, Interim Chairman

Previous Meeting Minutes: April Minutes approved

Pastor's Report:

- May 15 Bishop Lennon was installed as Cleveland Diocese Bishop; Many dignitaries present
- Vibrant Parish Life (VPL)
 - Bishop Pilla initiative (mandated participation)
 - Clusters parishes to work on programs, share resources, etc.
 - SGS has not been a part of the process until now, but jumping in now
 - Unsure how it will all come to be—work in progress
 - We will be hearing more and more about this in months to come
 - SGS now has working relationships with Holy Rosary, St. Margaret Mary, St. Clare—Pastors meet monthly
 - Hope that this will be SGS cluster but has not yet been established by the Diocese
- First Communion and Jesus Day were delightful
- 8th Grade Confirmation—May 21 @ 5 pm Mass
 - Retreat—May 20, 9-4:30pm
- Play was great—lots of talent

- Endowment Board
 - Need new member trustees—please spread the word
 - Sub-committee that will be soliciting donations (ie, trusts, wills, etc): anyone who want to work on that project is welcome
- Arbor Day—Oak Tree
 - Nice event—Sun Press coverage
- Accepted Joe Furst’s resignation from SAB

Kevin Doles Report—Finance

- Work on financial statements is complete but must have Parish Financial Council approval before made public
- Sale of Anderson Road property should transfer in about 3 weeks
 - Hope to restructure debt when the profits of that sale are available
- Will have next fiscal year budget available at next SAB meeting

Principles Report: Peter Wilson

- Bye Bye Birdie
 - Great Talent and effort by kids, but not possible without the efforts of the many adults who provided support along the way
- Memorial Day Parade planned
 - Sandy Bauman/PTC organizing event
 - Students and Families can participate—wear spirit wear
 - Watch Newsletter for details
- Student Council sponsored “Penny Drive”
 - Earned \$1700 for Respect Life Committee (Birthright & Womankind)
- School Brochure now at printer—nice finished product
- 469 enrollment K-8; Current year is 489
- Classroom Staffing
 - Changes—Innis from 2nd to 1st, Vercellino from 6th to 2nd
 - New hire in 5th grade
 - 3 classrooms in 5th grade
 - Various comments were made regarding new teacher, substitute teacher and one experienced teacher. Situation needs to be carefully reviewed.
- Curriculum Mapping
 - Teachers will have one subject complete by years end—content and skills
 - Next year they will start another subject
- Alumni Dinner—June 17
 - May 26 RSVP date—slow responses—Less than 50 RSVP’s to date
 - Open to anyone affiliated with SGS (not just Alumni)—call school for invitation
 - J. Lawler—suggest bulletin announcement with invitation; Fr. Ireland will follow-up with that suggestion
- Family Handbook
 - Code of Conduct is completed (Per prior Minutes, this was to come back to SAB for final review)
 - Policies in conjunction with Diocesan policies—completed
 - Teacher committee found most of old handbook to be usable

- Some items need revision
- Handbook will be ready for distribution (copy for each family) at start of school year
- Regina Math program for next year in place—1/3 Eighth graders invited to participate based on ability and grades
- Computer Lab Status
 - 30 computers ready to be ordered (~\$990 each)—Goal is to have them in by the beginning of school year
 - Order from Dell—Herbert chosen—good product/quality – per Herbert
 - SAB would like 3 quotes--This is a long standing policy
 - PTC funding ~\$10K; Finance ~\$25K~ issue with financing is that every year we need some new equipment. Issue raised if this was sound fiscal policy.
 - Old lab—electrical up to code, server replaced
 - Old computers—not adequate, having to be pieced together
 - New Computer—no funds to build
 - Fundraising? Tech fee to families?
 - Internet Subscriptions are expensive
 - Diocese is no longer funding
 - What are total tech costs each year? Approx \$25K (Herbert)
 - Discussion about registration fee including tech fee—does there need to be an additional fee? Per family? Per student? Higher for jr. high students?
 - Action: Look at budget to assess financial needs
 - It was noted that when school decided on \$165/per student registration fee, about 2 years ago, this was to replace the book fee, noon watch fee, and \$100.00 per student was added. Query if it was appropriate to start adding fees. It was noted St. Greg’s tuition plus \$165.00 fee is now one of the highest.

OLD Business

- Hospitality Committee
 - PTC not willing to spearhead project but will work in conjunction with a separate committee
 - McVey to contact Bauman to begin work for the coming year
 - Include a presentation at Curriculum Night –perhaps earlier for new families to introduce opportunities
 - Build community from the beginning instead of waiting until families have children in grade 4+
 - Note that the reason for this is to get more volunteers, as there is a large segment of the “regular volunteers” whose children are in upper grades or graduated and parents are need to continue the work
 - Fr. Ireland would like to be included in this process
- Grants
 - Working on 2 smaller Science grants (Lowe’s Toolbox)
 - Wilson: Next school Curriculum Committee will have a sub-committee to follow through with grant writing for each dept.
 - Science lab—Xavier Nichols Foundation will make decision to fund for 06/07 when test scores come in (early June)

- Noted there was no follow-up on instituting procedure for grant writing process introduced in February, 2006
- SAB Elections
 - 5 applicants for 5 positions
 - Furst resignation created the fifth need
 - Lynch Motioned for Levand to fill Fursts' position—it was seconded and unanimously approved
 - Should election be held as all candidates are running unopposed
 - Yes—follow through and posting of biographies and ballots in Bulletin so that there is no question as to procedure
- Catholic Marketing Services Rep (Agenda Item)
 - Joyce Colovas
 - Works with Catholic Schools only
 - Hired by Parish Financial Council (\$1500)
 - Will present plan for increasing enrollment to Parish Financial Council on May 30, 2006 @ 7pm
 - Markets to community to increase enrollment—PSR, new families in area, baptized children
 - Hawkins: Money has been spent in years past on master plan and fund raising with poor results in relation to amount of fees paid
 - What is the plan-- Checking to see if SAB could be present
 - A previous study indicated that optimal enrollment provides for 3 classrooms per grade level (700?) students
 - Cover fixed costs and can best control tuition at that enrollment
 - Bringing in students in upper grades levels presents problems (i.e. 5th grade—should we have a 3rd classroom or go to 2)—may cause people to leave or be a deterrent to enrolling new students
 - Must increase enrollment at Kindergarten/ first grade for this to work

NEW Business

- New Science textbooks
 - How chosen?
 - Becker got samples from publishers, reviewed and presented information to teachers with questionnaire
 - All information was given to Wilson for final decision
 - Scott Foresman Publisher was chosen
 - Quality product under umbrella of Peirson Pub.
 - Used in High Schools
 - CD Rom and gated website part of package
 - Offers teacher support
 - Good rep--service
 - Not enough funds in Auxiliary account (government funds)—must use some of next years funds to cover expense
 - Will this effect text purchases for next year?
 - Wilson: No major purchases
 - Review which workbooks will be used/bought
 - Simple Solutions—Grammar will be ordered—Grade levels?

- 6th grade Social Studies Workbook-will be eliminated and vocabulary workbook
 - Presently there are no plans to continue 4th, 5th & 6th grade vocabulary workbooks
 - SAB and parents are opposed to this decision
 - Good series of Vocabulary--used in local high schools
 - Wilson will meet with teachers to find out what they are and are not using and why
- Discussion of Auxiliary Budget
 - Levand request to see budgets
- Levand: Can SAB under their discretion form ad hoc committees for school budget and curriculum so that reports can be given to SAB instead of lengthy discussion at monthly meetings?
- Fr. Ireland reluctant to have two groups (Parish & School) doing same things as he stated it caused issues in the past, as Ad Hoc & Finance Committee were opposed
- Hawkins said she found it shocking to hear this as she was present at presentation to Diocese with slide show. Present at that meeting were Fr. Mark Peyton, Fr. Crawford, the Finance Committee, Talbott, Parish Business Manager, Diocesan Education office. The Diocese congratulated the Committee on its work, sound financial principles and model. Diocesan office asked to use the model for other schools.
- Fr. Ireland noted he was not aware of this
- SAB understand there is no authority to make decisions but want to have a better understanding of decision process; It was also noted what is the point of SAB, if its recommendations are ignored
- Fr. Ireland will consider sub-committees that work with Parish Financial Council (Agenda item)
- Has 5th grade job opening been posted yet?
 - Wilson: It will be posted within next two weeks
 - Lawler: Suggested hiring for that position from within and hiring new for elementary position
 - Wilson: Personnel decision will be made outside of SAB
- Donovan: Any plans to revive the Washington DC field trip for 8th grade?
 - Considerations—Cost, Security and Viritus
 - Fr. Ireland will consider it

Closing Prayer: Fr. Ireland

Meeting Adjourned at: 9:15 pm

Next Meeting Date and Time: June 21, 2006
7:00 pm, School Library