



All Saints Catholic Academy
School Board Minutes
April 25, 2017

School Board Members Present: Jennifer Nolan, Lauren Giroux, Luis Rodea, Lori Steiner, Dana Menendez, Shante Nolan, Chris Johanneson, Jeff Berta, Matt Smilak, Anne-Marie Cronin

Ex-officio Members Present: Melissa Santos

Others Present: Patty Bajek, Diane Huber

Minutes

- The March 21, 2017 School Board meeting minutes were approved with the correction of the spelling of Jeff Berta's name. Lauren Giroux moved to approve them and Regis Watson seconded the motion.

New Board Member Introduction

- Matt Smilak will be on the Board representing St. Thomas the Apostle for the 2017-2018 school year. Matt will be replacing Jeff Berta, who is rolling off the board.

Non-Voting Committee Reports

Athletics

- Fundraising Update:
 - Kentucky Derby Party is cancelled due to low interest. The committee will target younger families for next school year fundraising efforts.
- Track & Field:
 - First meet was last weekend (April 22) and it went well.
- New parent meeting was last week and was well attended.

SHPP

- Theresa Cunningham, the SHPP President for the next school year, attended the meeting and explained how she is going market SHPP to families with the goal to recruit more people to be involved in the organization.
 - Revise the volunteer opportunities booklet and distribute it at the Fall meet and greet.
 - Nomination process is underway. Theresa will send a SHPP information letter home through the homeroom parent coordinators.
- Discussed the following initiatives:
 - Instituting a buddy system to get more volunteers.
 - Friday night adult only social in the Fall to introduce the SHPP committee leaders and volunteer opportunities/sign-ups. This has been done in the past and was successful.
 - All parent volunteer opportunities should go through SHPP.

Pastor Report – Father Don McLaughlin

- Father Don will be the Pastor of Our Lady of Mercy beginning June 21. Father Don will mentor to-be-newly-ordained Father Mark Bernhard. Father Mark is very interested in Catholic schools and would like to have a presence at All Saints and Father Don is open to this possibility.

Principal Report – Melissa Santos

- The strategic plan was presented to the staff on Wed. April, 19th.
- Melissa shared a Goal and Activity Tracker to monitor progress on the strategic plan initiatives. She will meet with a small group of school board and board of trustees members to layout some of the goals from the strategic plan that will be implemented in the next school year.
- ACB will lead the capital campaign and the team is currently working on a case statement. The next step is to create a steering committee to determine the feasibility of the campaign. The plan is to develop the campaign during the summer and potentially roll it out during the next school year.
- **Currently there is one section in kindergarten and first grade. Therefore, some teaching positions may go from full-time to part-time depending upon enrollment.**
- The science and social studies standards have changed, therefore, the science text books will be replaced in grades 4-8 and science materials will be added in the lower grades. Social Studies books will need to be replaced at some point and Jr. high needs English books.
- The finance committee is meeting on May 2nd and the team will recommend to the Instructional Fee and the tuition for the next school year.
- **Currently there is a \$500 Fundraising Obligation for each family (\$250 for preschool) and fundraisers including the Dinner Dance Auction, wrapping paper sale and Script, are ways for families to “work off” the obligation. School administration will send a survey to families to see if families would like to (1) roll the obligation into tuition; (2) stay as is but have a fundraising committee of parents administer the fundraisers; or (3) roll it into tuition but give families the option to use the fundraisers to earn a rebate toward the \$500. Families can also elect to donate the money to the school that is earned back through the fundraisers and use it for a tax write-off. A fundraising committee of parents would administer the fundraisers for this option as well.**
- New uniform changes will be communicated in May where all pieces of the uniform will be logoed. There will be a one-year grace period.
- The new nurse’s office is the permit and design phase.
- Grandparent Day in May in the afternoon with many new activities planned. Information will be communicated to families shortly. GPD will take place in November next school year.
- A survey will be sent to families about the hot lunch program with the goal to enhance the program.

Agenda Items

Secretary Election

- Lori Steiner was nominated and elected and Shante Nolan will be the back-up.

Enrollment Update- Patty Bajek

- Enrollment is at 419 (up 15 since the March board meeting); 30 school tours are scheduled.
- There are 50 additional students considering enrollment.
- Families have heard about the school through an internet search, website, word-of-mouth, and various community calendars (Patch, Trib Local, etc.).
- Some board members will call prospective families to see if they have any questions about the school.
- All Saints will participate in the Diocesan Tuition Transfer Grant program this summer. Communication will go to the school families in May.
- All Saints will be featured in *Christ is Our Hope* Magazine in the next few months.
- NCTV recently interviewed Melissa and is doing a piece on Others Giving.
- Discussed implementing a two-year-old program where families get together at the school with the goal to have them enroll their child in preschool once he/she turns three or four years old.

Voting Committee Reports

Finance

- Reviewed drafts of and approved the Standard Operating Procedures for: Enrollment, Financial Aid Applications, Scholarship Program, Tuition Payments and Collection of Tuition.
- The committee will meet on May 2nd to review updated enrollment, budget and staffing.

Education

- No report.

Marketing

- **Players Event** Date will be April 30th 12-2:30pm. Event is for the whole school and parents. Families with one child \$14 and 2 or more will cost \$25. The information has gone out in Saints Speaks. Flyers in the mailboxes of teachers, Flyers to the kids. Extended the enrollment.
- **Spiritwear:** No update to report.
- **Website Changes:** Melissa and Patty have met with Don Gingold about updating our school websites his company is Sprocket Websites. He has worked on our website since the beginning. He will be assisting us in moving this endeavor forward. Marketing members have offered their input; and suggestions were shared with Don. Melissa and Patty have identified the look and structure of what they would like the final product to look like. They will be working on creating a testing environment for the new website. They are hoping to have in place by the end of the current school year.
- **Kindergarten Open House:** All Saints will be hosting an Open House this year for prospective new students and their families. We will be holding this event Thurs., May 11 from 9-10:30 am.

Technology

- No report.

Facilities

- Door #1 & Nurse Station – Committee discussed action plan to move forward. Approval to Diocese.
 - Target to start construction is June 1
 - The priority is to complete the nurse station first then Door #1.
 - The Dinner Dance raised \$25,900 and this will be used to pay for the nurse station.
- Currently there isn't a sidewalk outside of door #4 and this door is used for emergency evacuations. Work on a sidewalk will begin once the weather gets better.

Other Business

- There will be a joint Board of Trustees and School Board meeting on May 16 to discuss the 2017-2018 budget.
- The 11-21-17 School Board meeting changed to 11-14-17.
- The Fall retreat will be on Aug. 16 or 17.

Next Meeting will be Tuesday, May 16, 2017 at 7:00 p.m.