



**All Saints Catholic Academy**  
**School Board Minutes**  
**March 21, 2017**

**School Board Members Present:** Jennifer Nolan, Lauren Giroux, Luis Rodea, Lori Steiner, Dana Menendez, Shante Nolan, Chris Johanneson, Jeff Berta

**Ex-officio Members Present:** Melissa Santos

**Others Present:** Patty Bajek, Diane Huber

**Minutes**

- The January 21, 2017 School Board meeting minutes were approved with the correction of the spelling of Lauren’s name as well as Diane’s name. Jeff Berta moved to approve them and Lauren Giroux seconded the motion.

**Non-Voting Committee Reports**

Athletics

- Basketball Update
  - Season is complete – congratulations to 7B1 Boys who won the championship!
  - 8<sup>th</sup> Grade Blue Out Night was well received and is a format we may adopt longer term
  - Basketball banquet is set for Thursday, March 23 from 6-8PM in the ASCA Gym
- Fundraising Update
  - Kentucky Derby Party (May 6, 2017)
- Continue to work with 8<sup>th</sup> grade class on the banner project
  - Clothing and toy donation drive working with Savers was a big success
- Track & Field
  - Finalizing track & field arrangements
    - i. Practice location – still pushing for North Central
- New parent meeting
  - Tentative date is TBD
- Continued coordination of fundraising efforts
  - Work together with the board to continue fundraising efforts to help improve school facilities and other projects.
- Target items for fundraising
  - Digital scoreboard
  - Concession stand
  - Volleyball Uniforms for 2017-2018

## SHPP

- Recent SHPP events:
  - Valentine's Day party
  - Shrine Trip on Fat Tuesday
  - High Tea - Hospitality event
  - Wolves game - Mother Son event
  - Book Fair
  - Daddy Daughter Dance
  - Grandparent's Day
  - Teacher's Appreciation Week
  - Look for the ways to increase new family participation
- In response to the goal of increasing new family participation as well as working to event calendar issues, the Board has begun a review of the SHPP procedures and calendar. Additionally, the Board is directing SHPP to return to the officer nomination process used in previous years.

### **Pastor Report – Father Don McLaughlin**

- No report

### **Principal Report – Melissa Santos**

- The Board of Trustees continues to work on the planning of a capital campaign. A feasibility study will be the next step of the process. A committee will reach out to 40 individuals to seek council and test the waters of what projects/funds are important to them. The outcome of the study will help shape our campaign—not only the dollar amount but the projects it supports.

### **Agenda Items**

#### Vice President Election

- Chris Johanneson was nominated and elected

#### Enrollment Update- Patty Bajek

- Patty provided current and projected enrollment numbers. With the large graduating class and the lower number in the early grades, the enrollment for 2017-1018 is down from the current year. Patty continues to give tours and be in contact with prospective parents. As such, enrollment numbers continue to be fluid at this time.

#### Update on SHPP Mission and Officer Terms

- New bylaws were written. The School Board is asking new officers of SHPP to not to be approved until further notice. The topic of SHPP procedures and scheduling was tabled until the next School Board Meeting. The School Board wishes to have a formal process of appointment in place for SHPP.

#### Strategic Plan Presentation

- Bonnie Covelli presented the finalized strategic plan to the School Board and Board of Trustees collectively. Bonnie shared the process for the creation of the plan and the input that was received from all constituent groups of the school. She also shared suggestions for ways to address the plan

details at the board level and to cross-reference board activities as they relate to strategic planning goals. A number of members from both boards were a part of the Strategic Planning Committee.

## Voting Committee Reports

### Finance

- Further developed Standard Operating Procedures for: Enrollment, Financial Aid Applications, Scholarship Program, Tuition Payments and Collection of Tuition.
- SOP for Building Maintenance will be held until those procedures can be discerned with Buck Services at the start of the new school year.
- Discussed plans and potential expenses for Door 1 Welcome Center and Health Office.
- Discussed enrollment numbers and their implications on staffing needs.
- Meet in April to review updated enrollment, budget, and staffing.

### Education

- No report

### Marketing

- **Players Event** Date will be April 30th 1-3pm. 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 next week before break
- **Janor:** The spring Spirit wear was distributed to the students March 16th.
- Have looked at web pages and given ideas to Melissa and Patty on what needs improvement and pages that we liked. Continue to work on the web page.
- Committee members Anne-Marie Cronin and Amy Salach are working on detailed marketing plan and strategic plan objectives.

### Technology

- No report

### Facilities

- Engaged Healy Bender architects and had kick-off meeting for door #1 upgrades. Sketches will be displayed at ASCA dinner dance.
- Facilities Evaluation – Jeff/Wayne/Melissa toured ASCA to fill out the facilities evaluation on behalf of and at the request of Jim Wright, the Diocesan Risk Manager.
- Discuss staffing strategy – Diane and Melissa have met with Buck Services to review the plan for a Building Maintenance Manager and custodial cleaning services for the 2017-2018 school year.

**Next Meeting will be Tuesday, April 25, 2017 at 7:00 p.m.**