

St. Stephen the Martyr School Advisory Board

“United in Christ to ignite the joy of faith, community, and learning.”

Tuesday, May 7th, 2019

Meeting Minutes

I. Opening Prayer: Todd Hartz

II. School Update:

- a. Mrs. Perrault and Dr. Greco gave a staffing update. There are seven teachers not returning for the 2019-2020 school year. Many of the positions have been filled. Dr. Greco is working on Teacher Assistant staff and hoping to maintain as many TA's as possible.
- b. Enrollment update: Still taking registrations and reaching out to current families that have not registered yet. Currently sitting at 615 students. The goal for next year is to have 670. We had 709 students in 2018-2019. We may not have a true enrollment total number until Labor Day. Future predictions are good as the Pre-K classes are almost full.
- c. Advanced Ed Plans: Mrs. Perrault and Dr. Greco attended an all day work shop to prepare. A copy of the Standards was given to each board member. Refer to last page for step by step process. The first survey for Advanced Ed will be offered during fall conferences in hopes to get more responses. Computers will be set up for parents. Surveys for students and teachers will follow. There will be two days in April that we will need SAB members present for interviews, dinners, and collaboration during the Advanced Ed Review. The Strategic Planning process is in line with this. Mrs. Perrault will continue to send us updates and requests for help.
- d. Miscellaneous:
 - i. Discussion regarding today's email. The school handbook will need to be updated to include and explain "false threats" and "real threats". All of policies and procedures were followed for this incident.

III. Father Dave's Update:

- a. By June 1st, the budget for 2019-2020 needs to be submitted to the Archdiocese. We are waiting for a more accurate read on enrollment numbers before submitting the final budget. The projected enrollment numbers for this school year were way off so we started this year with a short fall. We lost 44 students last year. The parish will cover the school's deficit. Our reserves were depleted before Father Dave arrived. The campaign we had at the end of year has helped with maintenance issues.
- b. Teachers will get their endowment checks in the next 10 days. The amounts are based on a three year average so that a check can be given to teachers every year. The development director would take on the responsibility of being in charge of this as well as more fund raisers to help fund endowments.
- c. Development Director: Father has one more interview this week and then hope to offer the position and be up and running over the summer.
- d. Also hoping to hire someone this month to replace Mary Maguire.

IV. Survey Results:

- a. We had 108 responses. Discussion was held that this survey should be sent out each year to benchmark and compare. We had a much lower response compared to the last survey. For the most part the results were positive. We need to look for common themes from past surveys. Some feedback requested more details on the fore front...is it anonymous, who is the data for, etc.
 - i. Discussion regarding how we need to communicate and show what we've done with this data, as well as celebrate the positives. This data will help us create the strategic plan, send thanks for participation, explain the timeline, highlights from each category. Continue to communicate thru out the year with updates of what we are doing or working on.
 - ii. Discussion on discipline question. Discipline will be in our strategic plan.
 - iii. The Board will work more over the summer to meet our goals for the Strategic Plan. The first draft should be completed by the fall. Strategies first, then actions. We will need to monitor the progress and continue to give regular updates.

V. Sub-Committee Updates:

- a. Academic Excellence: Awards will be presented at last mass, plaques are ordered and they will receive a \$25 gift card. H&S working on retirement reception on May 20 for Mrs. Helton and Mrs. Jackson. Discussion held regarding Years of Service Awards. All are welcome to come represent the Board at the mass. They have a good start for the Strategic Plan and have been meeting with Mrs. Perrault.
- b. Operational Vitality: Amanda distributed the OV grid draft. Discussion regarding Marketing; Dr. Greco will be working on Marketing and Enrollment. Also need to incorporate the financial plan for the school in to the Strategic Plan. Discussion regarding Alumni Association for SSM. It was approved for Anne to move forward with planning for the Alumni Association.
- c. Mission & Catholic Identity: Spent last year talking about a lot of ideas; two years of Lenten prayer campaign. Our Catholic Identity is what sets us apart from other schools and we need to market that; that it's the glue that keeps our community together. It needs to start at the top, with admin, faculty, students and parents.
- d. Governance & Leadership: They have a working draft of the grid in progress.
- e. It was suggested that each subcommittee send their working grid to all Board Members and Mrs. Perrault for review and feedback.

- VI. **New Executive Members:** One person was interested in each position.
 - a. Joe Reding – President; Jennifer Jones - Vice President; and Amanda Treiber – Secretary.

- VII. **New Board Members:**
 - a. Thank you to Jen Carda for her three years of service.
 - b. The new executives will review the applications and make a decision by mid-May.

- VIII. **Home & School Update:**
 - a. Changes made to budget. The H&S will be moving a portion of the surplus to the school.
 - b. The new Executives will be taking over in May.