

## St. Dominic School Board Meeting Minutes

May 4, 2011

Board members in attendance: Fr. Mike, Dan Simpson, Marie Wilson, Susan Giddings, Jennifer Mize (notes)

Others in attendance: Detra Cleven, Joanie Hrivnak, Traci Strohm, Karen Schallon

Meeting called to order by Marie at 7:07 pm with prayer by Fr. Mike.

Dan made a motion to accept the minutes from the April 6<sup>th</sup> meeting, Jennifer seconded, unanimously approved.

The attendees discussed the summer retreat dates. The general consensus is that weeknights are better than weekends. The group decided on the dates below:

Monday, July 18

Tuesday, July 26

Wednesday, July 27 (back-up)

Marie spoke to Debbie in advance of the meeting and gave an update in Debbie's absence.

Enrollment in K-5 is still 68. Preschool enrollment is still 30. There are 20 enrolled for summer camp. There are vacancies for a PE teacher and a librarian. Debbie is working on these positions. It was noted that it would be good to be able to tell parents about any new teachers as soon as possible.

Marie reported on the Title money from the state. This is given in the form of grants coordinated through Kingsport City Schools. Debbie applies for grants in her Title 'account' to be used for various needs. There are strict requirements for recordkeeping associated with this. Access to these grants is strictly governed by the fact that Debbie applies for them – not all principals in the Knoxville Diocese feel it is worth the effort to apply and handle the follow up recordkeeping. Marie suggested that this grant money be included in the financial statements for the school. Total of Title grants value is in the 100's of dollars per year.

Mary Jo and Debbie are working on a plan to collect outstanding tuition and other payments as the school year wraps up.

There may be some new rules and regulations from the fire marshal for drills and preparation. We will be treated the same as KCS.

Debbie has talked with Diane Ball, nutritionist, and Judy Burmer, former school cook and former catering business owner. Both agreed to participate on the Cafeteria Oversight Committee. Marie suggested that Renee Mann be invited since she has been working with Don Horton on cafeteria inventory and planning. **Debbie** is going to schedule the first meeting within a couple of weeks of the end of school.

Marie made a motion to assign designated free dress days, at least one per month, to be defined in the uniform policy and communicated via school calendar, Monday Memo, etc.. Dan seconded. Unanimously approved. Fr. Mike offered a suggested list of holy or saint days to be designated.

Uniform one-pager needs updated logo information from Mary Jo before it can be published. **Susan** to call contacts at OLPH to ask for guidelines on how they conduct their swap and manage their closet. The startup needs to be appropriately documented to address what will happen if someone who donates items cannot be given items in return. Detra suggested having a mid-year swap in early January to accommodate kids who have outgrown their clothing.

Marie is still working to identify potential new school board members.

Marie and John Goglick met about the Smartboard. There may be a potential for getting a discounted cost by ordering through Kingsport City Schools – John is checking into it. There are no Smartboards in Eastman surplus right now, but there may be a potential to get one in the future as conference room changes are made. Dan is also attempting to contact some sources of discount IT hardware. **Joanie** to send out the fundraising letters this week for general technology improvements at the school. **Joanie** to contact Karen Lewicki about the diocesan educational grant / trust as a possible funding source.

**Marie** to send out homework assignments prior to the retreat to Jennifer, Susan, Joanie and Scott.

There are a number of new families in the parish with young children. **Marie** to talk to Fr. Mike about including our brochure and other appropriate information in the “welcome to the parish” letter (we hope such a thing exists). Susan suggested sending a letter from the school board in addition to whatever else is sent to new parishioners. **Joanie** to set up a monthly task in the school office to contact the church office for contact information on new parishioners.

**Dan** to re-engage Humberto Collazo about the school within the Hispanic community.

When reviewing the “Grow St. Dominic School” one-pager, the group discussed various means to improve communication in all aspects of day-to-day events at the school (injuries, discipline issues, uniform infractions, etc). This needs to be addressed in the retreat as the policies are developed and documented.

There is renewed interest in developing an Academic Committee to shepherd the efforts to offer enrichment offerings in academics, music, art, languages, etc... This should also include discussion about continuing education opportunities and plans for teachers in both the short and long-term.

There was extensive discussion on the one-pager that resulted in several action items. All in all, we felt that we had done a great job making progress on the items outlined in the one-pager.

**Karen S.** to check into the software used in the KCS to log in visitors to the schools. We want to streamline the collection of volunteer hours as part of our Angel Hours effort.

**Marie** to send SWOT information to the school board and other interested parties.

**Scott** to coordinate development of summer improvement / maintenance projects. Consider forming a Lawn Care Committee to address the ongoing mowing needs in spring and summer.

**Marie** to contact Ruth Ann about budget planning.

There were lots of notes of appreciation in the surveys that have been received so far. Feedback has been very useful. Some of the comments on the buildings and grounds should be incorporated into the list of summer improvement / maintenance projects. Discussion on mission and vision statements may be rolled into the summer retreats (time permitting).

**Marie** to send out the details on a pending bill in the State legislature on providing state funding for private school students. We can help by writing letters to our State representatives.

**Jennifer** to check on GoodSearch funds (when to expect a check).

Meeting adjourned at 10:03 pm with prayer by Marie.