

St. Dominic School Board Meeting, August 11, 2010

Called to order at 7:10 pm with prayer by Marie Wilson.

Board Members Present: Harold Robinette, Dan Simpson, Debbie DePollo, Scott Schallon, Marie Wilson, Susan Giddings, Susan Barnes, John Goglick

Also present: Frances Ashley, Andy Barnes, Traci Strohm, Maureen Raible, Karen Lewicki

Brochure – suggested addressing our general audience better by generalizing to a Christian emphasis with less Catholic specific terms. Goal is to develop an ‘internal’ version for the Catholic audience and an “external” for the general audience. **Scott** – to email a copy of the brochure to everyone. **Everyone** - send feedback to Scott who will consolidate and send back to Andy. Ways to print: home printer, online sources are cheap as low as 100, or Andy’s work might donate. How will they be distributed? Hand out or mail with the fund drive or during enrollment drive.

Joining the Chamber of Commerce – pay by the number of staff employed. Estimated to be around \$500. Could join as either a Parish or as the school. There are other churches who are members of the Chamber. The benefit is networking through the Chamber plus publicity online, newcomers, access to opportunities for further publicity. Will increase the visibility of Catholics in Kingsport. Also, Chamber members are more likely to be able to afford sending their child to school here. General consensus is that it’s a good venue for the publicity, opportunities, and networking with potential. Delegated to marketing committee and table for decision in a couple of months.

Item for future for business development committee to flesh out potential move to church property as a long long range possibility. Probably need to be busting at the seams here with 12-15 kids per class or clearly on that path with several kindergartens of 18 kids with good retention. This subject had been approached by the prior steering committee, so there are ideas and groundwork already thought through.

Marie made a motion to elevate John Goglick from alternate to full board status. John accepted. Seconded by Scott. Pass unanimously.

Debbie will contact St. Ann’s and St. Mary’s during the second week of school to see if they have a waiting list. Marie shared the thought that Debbie network informally with the other Catholic school principals in our area.

65th Anniversary committee beginning to form. Tentative date is November 6. **Dan** to continue developing the concept and the committee and also work with Fr. Mike, then contact the Bishop regarding availability on the date to say Mass.

HASA family email list is still under development. Hopefully will have contact information for most families within the next 1.5 weeks.

Thank you notes have been sent to FunFest organizers. The certificate of appreciation for Jill Flemming had a name misspelling and the new one is awaiting Fr. Nolan's signature. Will be sent soon.

Progress is being made on the Angel Hour Volunteer Core.

The plan to implement more energy savings projects at the school is underway with Zach Giddings involved related to his Eagle Project. There are many other boys needing Eagle projects!

Thank you to Scott Schallon for coordinating the teacher luncheon on August 6; and to Karen Schallon for bringing the table cloths and table ware and for setting up; and for everyone who brought something! The teachers and staff enjoyed and appreciated the lunch. Plus, it was very tasty.

Principal report: Enrollment dropped by one student in first grade for logistics reason related to the parent not working as much in Kingsport. Total enrollment is now 55. Preschool is up to 51 versus 46 at the last report. The first days of school are going well. Thanks to the Simpson family for welcoming everyone with cheery balloons and breakfast for parents on the first day! Thanks to the Mize and Wilson families for mowing, weed eating and cleaning up the red & white playground to be usable for the first day of school. **Scott** to develop a plan and identify one person to coordinate the upkeep of the red & white playground. Not long ago, it was all mulch inside – no grass! There are guidelines about how many inches thick of mulch are required to be under the play equipment. End of summer camp review will be at the August 25th meeting (**Debbie** to coordinate developing the report with Carolyn). IOWA test results will be reviewed at the August 18 meeting (**Joanie**).

Building & Grounds. Harold reviewed the lighting proposal. Replacement lightbulbs with the brighter light will cost \$1 each. Considering that many of the bulbs are burned out, replacing at this price (half of normal) is a good idea. Because they are brighter, we will need fewer of them in each bay to achieve the same or better lighting as today. Also, they are 10% more energy efficient. This will reduce energy costs and more light feels better. The gym and library are the rooms targeted for lightbulbs. As part of the lighting project, the prisms would also be cleaned. **Harold** is contacting Mike DePollo to engage the church's light bulb changing committee in this project.

New more energy efficient light fixtures are about \$50 each. The group thought this was too much for too little benefit. **Scott** to do research on grants to see if he can find some money that would support a project like this.

John reviewed his analysis of the electric bill. The current monthly electrical bill is about \$1500 (\$18,000 per year). Spring and fall are low months because the weather is cooler (less A/C). The trend over the last 3 years has been a steady reduction in the amount of electricity used at the school. The last 2 months are markedly lower than prior months (~13%) since John reprogrammed the thermostats in the building. Need to do an audit to determine which energy using things in the building are the biggest cost, then focus energy savings projects on these energy hogs. It is probably related to cooling and heating. Building is heated by gas. It was noted that the use of ceiling fans and closed blinds help to reduce energy. Harold replaced the couple of broken ceiling fans (for less than \$40) last week. All of the blinds are now working and in good shape. **Zach Giddings** is requesting historical utility usage about the

school as a baseline for his project. He is going to audit at the school, make or recommend improvements, implement recommendations as approved and quantify the impact of the improvements. He expects to pilot the approach at the school and take it to the church buildings for overall savings at St. Dominic. Zach is linked in with Harold and John on this project.

Harold presented a draft work order document. The basic process is that someone will fill out the request for a repair or improvement. The second page documents the resolution of the problem – including the parts, service, etc. and price to be paid. The paperwork will be kept in a binder so that repair history can be kept. **Harold** will contact Jim Ginder to go over the idea and gather his thoughts for improvement.

Building & Grounds have divided the work: Harold will coordinate repairs / items during the week and Scott will coordinate outdoors and items on evenings / weekends.

Path forward on the lights and other building & grounds projects that would benefit from volunteers: **Scott and Harold** to coordinate and schedule a workday with inside and outside teams working simultaneously.

Thank you Frances, for taking charge of painting the colors around each classroom door. We love it! Plus, great job procuring donated paint for the project from Pittsburgh Paints. (Note, Frances is coordinating a thank you note from the kids / school.)

Related to thank you notes, there is a large stack of handprint note cards leftover from the March Open House than can be used for this purpose. The school office knows where they are.

Office Depot's program is being revamped. Previously, there was an opportunity for the school to benefit from Office Depot's low cost procurement of things and earn credit when customers designate St. Dominic to benefit from their purchase. John motioned to table this topic until January. Marie seconded. Passed unanimously.

Angel Hour Volunteer Core organization is underway.

Linkage with HASA is critical for our success to grow the school into a sustainably thriving enterprise. HASA is responsible for classroom and school events as well as helping teachers and the principal to improve the experience for the kids at the school. It was suggested that HASA leaders review the one pager and adopt it as their guiding document for the non-event piece of the mission. This would be a way to link. Interpretation of the school board by-laws was discussed. The crux of the issue is whether HASA is a sub-committee of the school board or an associated organization. Dan stated that he interpreted the school board by-laws to clearly state HASA is a sub committee, not independent. The other interpretation was also prevalent in the discussion. HASA for a long time has been an independent organization. Dan pointed out that the reason we are where we are is that we have process problems (process to close school, structure around school board, Parish Council, church financial board, etc.) and it is critical that we all follow the stated by-laws of both organizations and ensure that any major changes are fully considered. The reason this is relevant is due to HASA efforts

beyond classroom parties and school events, particularly fund raising (little f) and priorities for spending. With very limited resources (time, talent & treasure), it is imperative that we all be on the same page. **Susan B** will send a copy of the HASA by-laws to the school board for our understanding and baseline. Per Joanie, school board by-laws are about 15 years old. Accountability for funds needs to be clearly covered by both organizations' by-laws. We were out of time and energy and all agreed to revisit for deeper consideration at the next meeting.

Motion to adjourn by Susan B, seconded by Dan, approved unanimously. Meeting adjourned at 9:30 with a prayer by Scott.