

St. Dominic School Board Meeting, August 18, 2010

Called to order at 7:12pm by Marie Wilson. Opening prayer by Susan Barnes.

Board Members Present: Harold Robinette, Dan Simpson, Scott Schallon, Marie Wilson, Lucian Boldea, Susan Barnes, John Goglick, Jennifer Mize (notes)

Also present: Frances Ashley, Andy Barnes, Maureen Raible, Alicia Simpson, Anne Elpers, Joanie Hrvinak, Amy Herron, Mary Jo McCarty

Scott made a motion to accept the prior meeting's minutes; seconded by John, unanimously approved.

Review of action items

Mary Jo reported that the tuition aid numbers provided by Fr. Mike appear to be in line with the information we already have from families reporting to school.

Brochure was provided in hardcopy at the meeting and via email. Comments are due back by Monday, August 23. The concept is to develop an 'internal' for Catholic audience and an 'external' version for general population / Christian audience.

Debbie contacted St. Mary's and St. Ann's. Both were supportive of our efforts. St. Ann's doesn't have a waiting list yet, but will mention us as an option if they reach that point. St. Mary's principal volunteered to call families on the waiting list for K and 1st grade. She will call back with an update.

Tentative date for 65th anniversary celebration of November 6 will not work for Fr. Mike. Chris Terry offered to send announcements to the entire Martha and Mary distribution list. Confirmation class may be an option for volunteers as they also need to do service projects. The committee to coordinate is forming with Joanie, Alicia, and Shirley Parsons taking the lead.

HASA email list will be shared after Back to School Night.

Several action items were incomplete and will carry over from the previous meeting, noted below.

Harold and John received their copies of the school handbook.

Current Items

We will observe the use of the parking lot for the DB-Farragut game on Thursday, August 19 to see how many customers we may have. **Marie** to report on parking situation. **Jennifer** to coordinate parking lot sign-up and bring DB football schedule for discussion at next meeting.

Facebook page (Traci) –tabled until next meeting since Traci was not present.

School will target moving to email communication with families by or shortly after Back to School Night, when preschool will be in the building and HASA sign up sheets will be available. Consider adding email addresses to the directory. **Mary Jo** to check capability of software package to do this.

Joanie reviewed the 2009-2010 class IOWA test scores with the group. IOWA tests results are normalized for the week in the school year which the test is taken and compared to class and individual scores across the country. Year to year trends would be useful. There was a discussion about the role of the school board to review the overall results to monitor the quality of our main product: education. John made a motion for Joanie and Debbie to develop a plan to monitor the Iowa test results to look for trends and use the data as appropriate to improve outcomes. Harold seconded. Unanimously approved.

Marie made a motion to extend the meeting to 9:00 pm. Harold seconded. Unanimously approved.

The work order process for maintenance needs has been developed by Harold, approved by Debbie, and reviewed with and accepted by Jim Ginder. The process includes a 2-page form. Page 1 is a description of the problem, its location, and place to identify the problem as a safety hazard. Page 2 is a purchase order form to outline the services and parts needed to resolve the problem along with the cost. John made a motion to accept the work order process as presented by Harold. Seconded by Marie. Unanimously approved.

School Objectives

School board retreat structure tentatively planned to begin with 8am Mass, work session focused on how to make 'the page' come to fruition, and wrap up with a meal. The intention is to invite the HASA executive board. John made a motion to accept the structure presented for the school board retreat tentatively scheduled for September 12. Lucian seconded. Unanimously approved. Everyone to check calendars for September 12th for the board retreat.

Marie and Dan discussed plans for ongoing communications with parishioners, parents, parish council, school staff, diocese, alums, etc. Anne Elpers volunteered to provide a list of names of parents of St. Dominic alums. Periodic updates need to be presented to our stakeholders. Marie and Susan Giddings will be attending parish council meetings. Marie to document a proposal for communication methods and frequency for various groups.

John made a motion to stop discussion on communication plans. Harold seconded. Unanimously approved.

Marie made a motion to table the following items until next meeting. Harold seconded. Unanimously approved.

Committee structure and updates as available (Marie, all)

Wish list discussion (Marie, all)

Fr. Mike requested school board meetings be held at the church. It will assist him to attend multiple meetings occurring on Wednesday night and help us with interaction and linkage with the church.

Harold made a motion to move the meetings back to the church facilities. Lucian seconded. Unanimously approved.

Linkage with HASA – continuation of discussion initiated at the August 11 meeting.

Marie read the pertinent sections of the St. Dominic School Constitution and By-laws as a basis for discussion. Marie then read the pertinent sections of the Home and School Association Constitution and Bylaws (12/06). It was noted that HASA is in the process of updating their bylaws and that two changes were made after voting during the August 13th HASA meeting. These changes were not related to the discussion at the school board meeting. Each school board member individually stated whether they interpreted the school board by-laws as being a sub-committee or independent entity. The responses ranged from clearly independent to clearly sub-committee with unclear being common. There were many comments that in practice they are independent or should be and that the school board bylaws should be clarified to avoid the confusion. The group concluded that the school board by-laws pertaining to the documented relationship with HASA are not clear. The language in the HASA by-laws pertaining to an approved budget is not clear as to the approving entity. The HASA board is evaluating a change to the by-laws pertaining to the linkage with ('shall respect the established school policies and practices set forth by') the pastor, principal and school board. The group discussed conceptual collaboration of the groups related to initiatives supporting the 'grow the St Dominic School effort' and the fund raising / fund spending related to the effort. HASA is evaluating the one pager summary of objectives developed by the school board to guide the grow St. Dominic School effort. General agreement is that to succeed in the effort, we should be on the same page. There was lively discussion related to whether we are currently on the same page or not. Several of those present offered examples of city school HASA relationships with school boards and principals. Historical independence of HASA was also cited. Dan suggested that the school board by-laws be changed to clarify that HASA is not a sub-committee of the school board. John made a motion to continue this discussion at our next meeting, Harold seconded. Unanimously approved.

Susan B. tendered her resignation from the school board and HASA. Marie made a motion to accept her resignation from the school board. John seconded. Unanimously approved.

Meeting adjourned at 9:37 with a prayer led by Marie.

Action items incomplete and carried over from the prior meeting:

- **Everyone** – review prior minutes. Advise all of corrections. Review Draft agenda for next week – advise of additional items or revised priority.
- **Mary Jo** – follow up with Fr. Mike to clarify the tuition aid families consulted through the process vs. those who have enrolled.
- **Everyone** – review the draft and send feedback on 2 versions: to Catholic / Parish audience and to general Christian population to Scott who will accumulate and send on to Andy for revisions.
- **Dan / Marketing Committee** to determine date for 65th anniversary celebration, which may be a Mass with dinner following. Tentative date November 6. (Plan under development as of 8/11. Committee forming.)

- **Susan** to share HASA email list with school office after Back to School night.
- **Everyone** send wish list items to Marie
- **Traci, Karen S. and Jennifer** to work together to create name tags, volunteer notebook, and name tag storage box. Develop a one-pager on volunteerism (including how to access the volunteer lists and who can do it) for review by the school board.
- **Building & Grounds Committee** – coordinate a major work day with inside & outside jobs identified and lined up. Work with the Angel Hours committee to line up volunteers. Need a date by Back to School night.
- **Scott** – research if grants are available to assist with the eco-friendly (and brighter) replacement light bulbs at \$1 each.
- **Traci** – work with Kindergarten to develop ‘adopt a Baptismal baby’ program to foster within St. Dominic families feeling of ‘when’ my kids go to St Ds, not ‘if’ they do.
- **Scott** – find one person to manage the red & white playground
- **Debbie** – coordinate and prepare summer care report with Carolyn for presentation at the August 25 school board meeting.
- **Marie** – work on the surveys to have something for the group to review by August 25