

SAB MINUTES

St. Thomas More Catholic School

Date | time 10/25/2016 7:08 PM | Meeting called to order by Dan Bruxvoort

In Attendance

Dan Bruxvoort, Pamela Fitzpatrick, Carlos Lima, Michael Ashton, Michael Throm, Brad Hammill, Christian Fellner, Juan Ramirez, Kathleen Weeks, Kareri Carver-Akers, and Patti Wagner

Approval of Minutes

September Minutes were approved without revision.

Agenda

- EMT Status
 - Finances
 - Mission statement review
 - School Improvement Plan Feedback
 - Registration Weekend
 - Grant Development
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Chair's Report

Mr. Bruxvoort kicked-off the meeting. September minutes were approved.

Principal's Report

Principal Dr. Michael Ashton reviewed the status of the Enrollment Management Team (EMT) meeting that was held just prior to the SAB meeting.

- Dr. Ashton provided enrollment status and the % of occupancy data. 13 year % occupancy data indicates that occupancy over the past 6 years was 90%, 92%, 90%, 96%, 90%, and 84% for 2012-2017 respectively. With enrollment 419, 430, 434, 461, 434, and 406 over the same period.
- To assess the variations on enrollment, the school has performed outreach and enrolment to leaving parents. STM is currently looking for new parent volunteers to perform the interviews.
- Additionally, STM is considering quarterly customer satisfaction interviews of random parents.
- There will be an open house which will focus on Kindergarten, PK4, and PK3 enrollment Nov 16. Postcards and other outreach will occur prior to boost interest.

MISSION STATEMENT

- Principal Ashton is collecting feedback from SAB, Parent Groups, and Staff to incorporate into the updated mission statement. This feedback will be used to finalize the mission statement as part of the AdvancED SIP.

New Business

- Dr. Ashton briefly discussed the investigation of grants and alternative funding. Provided an article on operational vitality.

Budget

Dr Ashton provided information regarding the current vs projected revenue gap.

- To mitigate the problem, funds have been transferred from an emergency fund and expenses have been closely managed.
- Predicting lower enrollment for the upcoming year as well as a \$130,000 revenue shortfall.
- Additional measures may include reducing staff. Dr. Ashton has spoken to those staff who would be directly impacted about the reduction in force.
- Dr. Ashton discussed tuition/cost models with the parish admin team.

Committee Reports

Pamela Fitzpatrick discussed her coordination efforts for the upcoming kick-off of school registration with a registration weekend. Announcements will occur at each mass at STM, as well as representatives to meet prospective parents at the Newman center and Holy Infant Catholic church the weekend of November 5&6.

Patti Wagner provided staff feedback and the School Improvement Plan. Discussion points included:

- Lower School mornings being more age appropriate for the younger audience
- Staff concern about too many meetings
- The need for time allocation to complete report cards
- Budgeting priorities misplaced: Birthday Frisbees purchased, but no money for reading workbooks
- No training provided to elementary teachers for new math series

Kateri stated that the School Improvement Plan presented by Dr. Ashton did not address the "Governance and Leadership" items Advanced "Report of the External Review Team for Saint Thomas More Catholic School".

Announcements & Action Items

1. Dr. Ashton requested that Mike Throm post an invitation on the SAB web page to invite parents to the November meeting.
2. Mike T offered to make a "ask the SAB" form for the SAB website to obtain parent feedback and requests. Mike T will provide a draft copy for review and approval by SAB.
3. Mr. Lissy is looking to the SAB for feedback on which metrics should be tracked for the Performance Dashboard.

Next Meeting

11/29/2016 7:00 PM, STM Media Center

Motion to adjourn was made at 9:00 p.m. and was passed unanimously.