

SAB MINUTES

St. Thomas More Catholic School

Date | time 11/29/2016 7:00 PM | Meeting called to order by Dan Bruxvoort

In Attendance

Dan Bruxvoort, Carlos Lima, Michael Ashton, Michael Throm, Brad Hammill, Christian Fellner, Kathleen Weeks, Kateri Carver-Akers, Gregg Lissy, and Patti Wagner

Approval of Minutes

October Minutes were approved with revision:

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

Agenda

- Call to Order
- Review of Finances and Budget – Statement from Fr. Scott
- Principal Report – Dr. Ashton
 - Impact of broadened enrollment
 - Final Draft SIP
 - Mission Statement
- EMT Status
- HSA
- ARC
- Alumni – Dr. Ashton
- New Business – Any?
- Reminders
 - Advancement Activities Document
 - SAB to review financial statement
 - Previous minutes review

Chair's Report

Mr. Bruxvoort kicked-off the meeting. October minutes were approved with revision stated above.

Principal's Report

Principal Dr. Michael Ashton expressed sympathy for the loss of Pamela's mother. Mike wanted to include this statement from the SAB:

Our prayers today are with Pamela Fitzpatrick and her family who will be travelling to be with family after the passing of her mother this last weekend. She described it as “passed peacefully” after a long, wonderful life.

Today we also honor the memory of Neil Shipman how recently passed. Dr. Shipman was a former School Advisory Board member and parishioner.

BUDGET STATUS:

Chair Dan Bruxvoort presented the following letter from Fr. Scott in this evening's SAB meeting:

Dear School Advisory Board,

I regret that I cannot be with you personally to discuss a draft of the 2017-18 STM school budget. I am in California for the National Conference on Catholic Youth Ministry.

As you know, the 2017-2018 School Budget has been in development. We face a financial challenge next year given our lower than budgeted enrollment this year. We need to be prudent and budget for next year at the same enrollment we are at this year. Hopefully we will have a higher than expected enrollment next year. I have been involved this year, more so than past years, in the budgeting process given our financial position.

At this point we are not ready to present to you a budget draft. There are still matters to be decided before it can be brought up for further discussion and considerations. I am working with Carlos Lima, Dr. Ashton to continue development of the budget. We hope to soon have a draft to present to you and then to the Finance Council for comment and recommendation to me for my final approval.

I am grateful for your service to our school community. These are challenging times but we move forward in faith, making prudent decisions for the good of the school.

Fr. Scott

The goal is to have a budget to review by next SAB meeting.

MISSION STATEMENT:

Dr. Ashton provided background on the development of the new school mission statement and provided the proposed version. Dr. Ashton provided screenshots and alternate versions that were under consideration. After getting feedback from parents, parish staff, and school staff, Dr. Ashton stated the every word was worked through by the Admin Team and agreed upon by the entire team. The final version presented by Dr. Ashton is:

"As a Mission of the Catholic Community of St. Thomas More, we provide an exceptional education for each learner in a God-centered environment, through a community focused on spiritual development, academic pursuits, and service to others."

The SAB recommended changing "we provide" to "school provides", as well as removing ", through community". Dr. Aston said he thought that changing "we provide" to "school provides" would be ok, but was reluctant to change other portions because the entire Admin Team had deliberated and agreed upon almost every word of the proposed mission statement.

SCHOOL IMPROVEMENT PLAN (SIP)

Dr. Ashton provide a copy of the updated SIP. Notable additions were to add more detail to focus on staff professional development as addressed in the AdvancED "Report of the External Review Team for Saint Thomas More Catholic School".

HSA President Brad Hammill recommended that strands 5 & 6 (Internal & External Communication and the Technology plan) should be under annual review.

IMPACT OF BROADEDED ENROLLMENT

Dr. Aston clarified the school acceptance policy stating that we broaden our outreach to students and accept students by our ability to serve them versus academic ability. Dr. Ashton stated that other private schools exclude academic testing data of kids who accept services, STM does not.

Budget

Enrollment is currently at 406 which is 93% of the target/budgeted enrollment. Targeted enrollment is historically average of past year's actual enrollment; however, the target enrollment number will remain flat for next year.

- Enrollment is currently down by 32 students
- Expenses are 85% of target
- Discussion arose that enrollment numbers should be expressed in full tuition students because the current enrollment numbers include 21 students who receive reduced tuition as part of our community outreach.

Committee Reports

ENROLLMENT MANAGEMENT TEAM (EMT)

- New Member of EMT, Barbara Bell, is looking at our advertising presence in advertising, markets, etc.
- Exit interviews need to be placed and better outreach needs to occur. Team looking at ways to expand interviewers to parents who have left the school.
- Kateri wants to connect to parents who have left. Focusing on parents who have left within the past year.
- Additionally, Dr. Ashton stated that there would be a staff survey in the spring.
- Registration weekend
 - All good parents who spoke at the masses, but not much new parent interest following masses.
- Kinder outreach: Mailers to pre-schools

HOME SCHOOL ASSOCIATION(HSA)

- President Brad Hammill to provide mid-year review next meeting
- Gala & Auction Planning On-going. Have separate chairs for the Gala and Auction. Looking for one overall Chair of event.
- Halloween carnival was a success.
- HSA actively looking at what to do with excess funds which can be directed towards special projects. Brad will meet with Sergio Escobar, the IT Manager for feedback.

ALUMNI

Nothing to report

ANNUAL REVIEW COMMITTEE(ARC)

- ARC will perform exit interviews for departing staff.
- Create metrics and indicators to increase retention.

Announcements & Action Items

1. 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.
2. Mr. Lissy is looking to the SAB for feedback on which metrics should be tracked for the Performance Dashboard.

Next Meeting

12/20/2016 7:00 PM, STM Media Center

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