

St. Leo School Advisory Board

Minutes for Meeting Held October 18, 2017

Attendees: Jon Stone, Karen Gerber, Joanne Brown, Cody Schoen, Juana Gueller, Christine Cooper, Chris Bradley, Father Cook, Mike Jewell, April Penn

Time/Date: 6 – 7PM, Wednesday, October 18, 2017

Location: St Leo School Library

Topics Discussed:

Meeting was opened with a prayer that was led by Father Cook. The Board reviewed and approved the minutes recorded during the September meeting.

Following the introductory prayer, there was an update provided from the PTO by Cody Schoen. Mrs. Schoen began by providing an update on the overall success of the Fall Festival. The anecdotal feedback was very positive and everyone appeared to enjoy themselves. Fundraising efforts appeared to be successful, with the Festival raising \$482 for St. Laurence (Texas) from the pie toss event. In addition, the raffle raised \$355 and there was a \$556 beer donation. There was also \$81 of proceeds from Brynn's. Mrs. Schoen indicated that the PTO is still waiting on proceed estimates from one of the food vendors. Mrs. Schoen shared that there was a general PTO meeting scheduled for Thursday, October 26th, 2017. This meeting is open to the broader community and is scheduled to have Detective Ron Davis in attendance.

Next, Mrs. Cooper provided the Faculty update, including:

- Kindergarten has recently taken two field trips, including an apple/pumpkin trip as well as a trip to the Dixie Classic Fair.
- Mrs. Cooper noted that the third grade recently took a field trip to an apple orchard.
- Fifth grade is currently covering the sacraments of baptism and initiation.
- Sixth grade has recently covered integers.
- Seventh grade has been focusing on scientific notation.
- Both sixth and seventh grades are in the process of reading the book *Wonder* and performing a literary analysis, as well as seeing the associated movie.
- Eighth grade is covering graphing calculations. Additionally, eighth grade students recently took a trip to Bishop McGuinness.
- For Religion:
 - First grade is covering the story of Fatimah.
 - Fourth grade is covering Creation.
 - Sixth grade is covering Abraham.
 - Seventh grade is discussing the infancy narratives.

Mrs. Cooper also noted that the classes recently did a rosary as a school. There will be a Walk-a-thon scheduled for November 1st, with the proceeds to benefit families from St. Lawrence.

Next, April Penn provided the Athletic Department update. Mrs. Penn noted that the volleyball season recently concluded. In the Conference, the Varsity team moved from 6th to 4th place. The basketball season begins with a parent meeting on 10/29, followed by tryouts the following week. Two games in the beginning of the season will be split from a cost perspective with Our Lady of Mercy. The Athletic Department recently made two purchases to include new volleyballs and a referee stand.

Mr. Stone then asked the group if everyone on the board had reviewed the by-laws and had any suggestions for changes. Mike Jewell provided some minor items for feedback, otherwise, no other suggestions were presented. Mr. Stone asked that they be reviewed one more time by the group.

As part of the by-laws, there is the issue of committee formation. The Board continued their discussion around committee formation, membership, mission, and interaction/engagement with other leadership bodies such as the PTO and Finance Director. Committees include Finance, Development, Policy and Planning, and Faith. Mr. Stone indicated that the committees are each to be chaired by at least one member of the Advisory Board with membership being comprised of individuals from the general school community. Historically, three to five individuals represents a typical committee size.

The Faith Committee was first reviewed by Mrs. Brown, with her suggestions mainly centering around that a key objective for this committee should be recording school traditions and items of cultural awareness. Father Cook indicated that the committee's value could also be derived from questioning the rationale of existing traditions to ensure that they are consistent with the spiritual priorities of the school. Mrs. Brown also noted that this committee would be valuable in determining how to best define traditions within the context of the school environment.

An extensive discussion then ensued regarding the role of the Finance committee. Mrs. Brown and Father Cook suggested that this committee would be charged with taking a closer look at the budget earlier in the process of formation. An additional objective would be to look at current expenditures to assist in preparing an accurate budget. Historically, the Finance Director, Father Cook and Mrs. Brown would present the budget to the Board once completed, rather than engaging the Board on the front end of the budget creation. Questions were discussed related to future forecasting for large expenditures such as books, to which Mrs. Brown indicated that the school generally mimics the public school system schedule for refreshing classroom materials. The Board then continued the conversation related to the Finance committee by broaching the topic of discussing whether fundraising should be part of the overall objective of the Finance committee, or separated into its own committee.

Father Cook and Mrs. Brown then reviewed the general budget timeline by indicating the teachers submit their needs in January with the goal of providing an initial draft in March. However, there are many factors that impact the timeline such as input from the diocese as well as enrollment figures. Mr. Stone inquired as to whether there were any restrictions on fundraising, to which Father Cook replied that no capital campaigns are allowed. Anything else would need to be presented for approval.

There was a brief conversation about the endowment fund and the fact that it is controlled by the Diocese of Charlotte.

The conversation then moved to the general objective of the Policy and Planning Committee. Mrs. Brown suggested that the recent review of the uniform policy would be a topic that could be pertinent to bringing to the attention of the Policy and Planning Committee. In addition, this committee could seek input from parents on certain proposed policies and procedures. Mrs. Brown indicated that while there is openness to ideas related to certain policies, it should be noted that the Code of Conduct comes directly from the central school office, and most major items fall under the diocese's purview.

The Board then had a brief discussion related to the Development committee. Specifically, Mrs. Brown noted that the school has a marketing and advertising individual on staff. So, it was discussed as to whether this committee would necessarily need to cover marketing topics. However, Father Cook suggested that the committee have someone with strong social media experience.

Mr. Stone concluded the topic of discussion related to committees by indicating that all members of the Board should come to the next Board meeting with further developed thoughts and suggestions related to the goals and objectives of each committee. In addition, the objective would be to have volunteers identified for the chairs of each committee.

Mr. Stone then opened the meeting to any additional discussion topics, of which there were none. Father Cook closed by recognizing the recently installed new school sign and indicated that the church sign will be replaced to match in the future. Father Cook then briefly discussed the value of the Alumni Night scheduled for the Wednesday prior to Thanksgiving as being an event that could be valuable for increasing the sense of community among former students. Father Cook then performed the concluding prayer, and the meeting was adjourned.

Action Items:

1. Board members will review the by-laws again and bring further suggestions to the next Advisory Board meeting.
2. Board members will bring ideas and suggestions to the next Advisory Board meeting as it relates to the ongoing role of committees.
3. Board members should think of potential chairs for each committee.

Decisions: None

Next Meeting: Wednesday, November 15th, 2017