

School Advisory Board Meeting Minutes
April 10, 2013, 6:30 p.m.
Room 207

1. Call to Order and Prayer

Members in attendance: Lisa Lesjak, Lauren Beckmann, Jane Connell, Laura Maly, Matt Hietpas, Peter Christenson, Liz Haas, Fr. Kevin McManaman, Fr. Dennis Dirx, Dan Davis, Catherine Mercuri, and Marcia Velde

Members absent: Nancy Knight, Molly Gallagher, and John Dulmes

2. Guest Comments

There were no guest comments at this meeting.

3. 2013-14 Budget Draft Review

There are a number of factors affecting the budget for next year. First of all, a new pay scale for teachers based upon performance will be instituted. There will be four categories with multiple steps/years in each one. They include:

- Apprentice (2 steps available)
- Novice (3 steps available)
- Professional (6 steps available)
- Master (4 steps available)

This will result in condensing the current salary scale and moving the entire scale upward.

Lauren interviewed all teachers and informed them where they will land in the new structure. That determination was based upon specific criteria and responsibilities. The teachers need to be held accountable to the instructional vision and expectations of the school. Are they doing what they should be doing? Plus, they discussed how they could improve. This is a huge paradigm shift for people to be paid based upon performance instead of because where they fit on a chart because of their education and years of service.

As a result, there will be an increase of about \$64,000 in teacher compensation. No one will receive less money as a result of this new compensation system. But, five teachers will not get a raise because they are already over the top limit for their placement. In the old system, 12-15 teachers did not receive a raise.

The new salary compensation system will create a group of “managers” that can take on a position of leadership and added responsibility. Many teachers were happy with the new system because it affirmed that Mrs. Beckmann was aware of everything they are doing for the benefit of our school. And, some teachers are ready to take on some more leadership roles.

Another change to the budget is an increase to the Academic Support department. Mrs. Frankenberry, who is planning to retire after the next school year, has agreed to have her position decreased to 80%. This will allow the school to hire a 50% Math Coach for next year.

Some additional changes to the budget include:

- All students in grades 1-8 will have standardized testing each year. Although this was free this year, beginning next year there will be scoring charge of \$2000.
- The new standards based grading software will cost \$1800.
- There will be an increase of \$2000 to the costs of online subscriptions. This includes an online dialing system and some apps for the ipads.
- Professional development costs will increase by \$1000.
- Photocopying costs will increase by \$2000.
- Substitute teacher costs will increase by \$5000.

These additional items total \$12,800. Along with the additional salary costs of \$64,000, the budget will increase by \$76,800.

Even with these additional expenses, tuition will only increase by 3% for all students next year, both parishioner and non-parishioner students. This is possible for a number of reasons. First of all, health insurance premiums will only increase 5%, instead of 10% as expected. Plus, two staff members will no longer take health insurance next year. Another reason for the lower than expected tuition increase, is that more money will be added to the budget from the School Society Fund. The Fund has about \$1.3 million in assets. It generated about \$124,000 in interest this year. We will get \$100,000 to add to our budget as a result of the good investment returns. It is hoped that this will increase in future years. It is all dependent upon the performance of the market, though. A concern was raised about the sustainability of this revenue stream because the Fund is not that large and it is so dependent on the volatility of the market.

A question was posed to Fr. Dennis about the amount the parish contributes to the school each year. The amount has remained flat for a number of years and the questioner wanted to know if the amount will ever increase. The original goal was to have the parish contribute 20% of all donations from the parish to the school. Fr. Dennis said that he hoped it would be possible to increase the amount of the contribution. He also said that he thought it might

be necessary for the parish to increase the amount it contributes to the school in order to prevent us from pricing ourselves out of the market. He is contemplating starting a capital campaign to increase the School Society Fund. Maybe this could occur next year in honor of the school's 100th anniversary.

On a related note, it was revealed that there are 20 school families that are claiming parishioner status for school tuition purposes but who have not contributed anything to the parish this year. A letter is being sent to those families letting them know about this situation and asking for their help to resolve it. The final step may be sending those families an invoice for the difference in parishioner and non-parishioner tuition.

The final determination is that the SAB approved the budget for next year. The exact tuition will be altered slightly because the amounts will be either rounded up or down a few dollars to make it easier for people to process.

4. Member Recruitment

Peter, Catherine and Liz are finishing their three-year terms this June. Liz assumed Allie Pierson's position after she resigned in August 2011. All three of them are eligible to volunteer for another three-year term. We are encouraged to have non-school parents on the SAB, but a question was raised about what benefit these people would both provide the SAB and receive from fulfilling this commitment. Dan, Lisa and Lauren will develop some ideas about recruiting some new members.

5. Development and Enrollment

Lisa disseminated the spreadsheet for the Annual Fund and other funds. We are entering the final stages of collection for this year, trying to collect the rest of the pledges. The memorials for Mrs. Matthews are continuing to arrive. Lisa will have a discussion with her family to inquire how they would like the money used. The committee is considering creating a "Donate Now" button that could be sent with future emails when trying to solicit donations. They hope to get this done before they start making phone calls in June. We are behind from last year, but we are still expecting a \$10,000 donation from a foundation that usually arrives in June. We lost some big donors from previous years for a variety of reasons. Consequently, we need to develop some new donors.

Enrollment numbers have not changed much from last month. Things are still looking positive for next year. Two students left and two students were added since last month. We still have 30 current students that have not enrolled for next year. You can expect that some of them do not plan to return, but hopefully, the majority of them will reenroll. If all 30 did reenroll,

and you added that to the total enrolled with verbal commitments, then we would have 352 students, which would be only 8 less than our budgeted enrollment figure.

6. Policy Items Update

The Crisis Plan has good participation from many levels. Some of the changes they are proposing include:

- Controlling access to all doors
- Card access for door entry and eliminating keys
- Cameras for hallways and entryways
- Strengthen our visitor policy for parents and other visitors in regards to wearing visitor passes

Some of these items are included in the first draft for capital improvements for the school for next year.

There are some other ideas to consider for the future, including:

- Changing the locks on classroom doors
- Reconstructing the front entry so people enter the main office directly
- Shades for the windows on classroom doors

The Allergen Policy is moving forward with the assistance of Mary Curtis and Dr. Tara O'Neill. And, the Wellness Policy will have the assistance of Dr. Kristin Reynolds.

7. Parent Survey

The Themes from last month are being addressed by the various committees or people responsible for addressing them.

8. Home and School

Home and School is requesting that the SAB reconsider their position on the trinkets and prize wheel activities surrounding magazine sales. Sales are down from past years before the elimination of the prizes. We will discuss some sort of compromise at the next meeting.

9. Upcoming Meeting Dates and Topics

Next SAB meeting	May 8, 2013 (Dan's turn for prayer and snacks)
Final SAB meeting	June 12, 2013 (Liz's turn for prayer and snacks)

The meeting adjourned at 8:09 pm.

Minutes respectfully submitted by Jane Connell, School Advisory Board Secretary.