

St. Monica School Board Meeting Minutes
6:00pm – Parish Conference Room
September 25, 2017

Attendance

Board Members

Present: Liesl Mayerson, Larry Brown, Claudia Mathison, Jeff Jordan, Jenny Gamble, Cecilia Martin, Karla Armendáriz

Absent: John Isbell, David Martin

Others Present:

Pastor: Father Michael Guadagnoli

Principal: Phil Riley

Business Manager: Debbie Diaz

Director of Enrollment & Tuition Mgmt: Sally Wengierski

Pastor's Report

- Father Guadagnoli called the meeting to order with a prayer at 6:09pm.

- Karla Armendáriz passed out August's minutes for review. Father Guadagnoli and Larry Brown had two minor changes on the report.
- Liesl Mayerson motioned to approve with changes. Claudia Mathison seconded.

Principal's Report

- Mr. Riley passed out invitations for the updated McManus Hall on Tuesday, Sept. 26th.
- Enrollment is at 809.
- Attended the private school fair at Hockaday with successful traffic at the SMS table.
 - Information cards for SMS ran out of cards.
 - Estimated about 15 legitimate inquiries.
 - Kathy Leitnick and Leslie Jordan did a great job educating about SMS.
- Continue to work on spreading the word on St. Monica School. Kathy Leitnick will begin to make a tours of prep schools. While Fridays with Phil will invite families to come see us.
- Working on improving outreach programming and strategy.
 - Plans include to considering hosting non-specific preschool/kindergarten events where they would invite other schools to talk but we be the location for it.
- Academics: progress reports have gone out with no issues
- Enrichment center staff will be going out into the classrooms to help with reading levels, remediation, enrichment and work on individualizing education as much as possible for the kids.
 - As part of the program, students are now doing announcements every day.
- Also, Mr. Riley will be going to Jesuit to a principals' readiness program.
- Krisztina Shields, Lesley Jordan and Mr. Riley will start school walkthroughs this week.

St. Monica School Board Meeting Minutes
6:00pm – Parish Conference Room
September 25, 2017

- Tuition collections are coming along well. Policies have been established and will go out when needed for late tuition payments.
- Achievement tests (IOWA testing) will be taking place the week of Oct. 9.
- Dallas Ministry Conference: SMS School Board will be attending the Maintaining/School Board Sessions portion of the conference on October 19th at 7:00 pm at Kay Bailey Center downtown.

Financial Report

Scrip program

- Sally Wengierski joined the meeting to review the SCRIP report. She briefly described the scrip program to Father Guadagnoli and stated that it contributes approximately \$120k to the budget.
- Sally has now been working with Jeanne Howell on the SCRIP program.
- In years prior, Yvette Konstanzer had requested that SCRIP reporting improve to make it part of the overall school's financial reporting.
- Sally mentioned that 75% of families do not participate and prefer to pay the fee during enrollment on June 1st.
- Other families pay fee at the end of the year after having not used SCRIP as intended.
- Of the 25% of families who opt in to using SCRIP, only 7% fulfill the obligation
- If a family generates the full amount of the program, they get profit of \$4,000 and use it for next year
- Sally Wengierski asked that the board help evaluate the program and provide their thoughts (pros and cons) about it.
 - Jeff Jordan asked whether it's worth the time and reporting compared to what is generated.
- Sally reported that she will finish up the reporting/analysis to-date, and will review it for efficiencies, man hours (paid and volunteer), ROI, etc.
- A couple Board members raised the question of as more families shift their shopping behaviors to online rather than brick and mortar, if their willingness to participate in a SCRIP-like program is decreasing. Suggested that we specifically look at SCRIP usage for K-3rd grade families.

School Financials

- Debbie Diaz reported on and reviewed Balance Sheet as of August 31, 2017.
- Balance Sheet was presented as of 8/31 while Profit & Loss was presented vs month year ago.
 - Comparisons will vary in that 2016 budget was spread over 10 months vs. 12 months for 2017.

St. Monica School Board Meeting Minutes
6:00pm – Parish Conference Room
September 25, 2017

Board Constitution Update

- Liesl Mayerson updated the group on where we were on keeping standing committees vs. strategic pillars.
- The question at hand is whether the board is losing anything if current strategic pillars substitute Constitution's standing committees.
- Liesl Mayerson stated that if we choose to keep the standing committees, they need to provide support if needed, but primarily should have a forward-looking focus defining strategy as opposed to duplicating day-to-day efforts of professionals and experts hired within the school. She mentioned that the board should never just observe and react. It must have a vision for the future of the school and students we serve to move it forward and make it a leading choice for our future generations.
- Jeff Jordan mentioned that in the prior meeting, board talked about an in between option of standing committees and pillars where wording can reflect both.
 - Also, Jeff asked if it was even possible to have committees with a size of this board.
- Cecilia Martin mentioned speaking to other board members from other schools, and they mentioned that they had these standing committees, and if a financial committee was needed to pass an audit.
- Father Guadagnoli requested that the board check with the Diocese about standing committees and what is expected from a diocese school board.
- Mr. Riley will follow-up with Veronica Alonzo, Associate Superintendent, to ensure that she has seen/read our strategic pillars as well as inquire about board requirements from diocese.
- Cecilia Martin expressed the need to follow what is necessary and is expected of the board.
- Liesl Mayerson, along with the board members help, will work to contact diocese to get answers needed to proceed.

Board Special Projects

- Liesl Mayerson assigned people with pillars that reflect their talents.
 - Integrated Educational Technology – Jeff Jordan
 - Extracurricular Development – Cecilia Martin
- Stated that the board must continue to work on the school's strategic plan and is looking to have those responsible for each pillar do research within their own and present potential project to move the process along.
 - Claudia Mathison will be presenting a Mathematics initiative under the Academic Advancement Pillar in the October board meeting.
 - Jenny Gamble will follow in November.
- Mr. Riley would like to create a rolling plan for what the board can do to help keep our school moving forward.
- Father Guadagnoli believes we must set up a structure that can be followed.

St. Monica School Board Meeting Minutes
6:00pm – Parish Conference Room
September 25, 2017

- Pastoral Council wants to support and have the same vision of the school and have the integration within the school and parish.
- Jeff Jordan asked for clarification on what the ownership of each pillar involves, and Liesl reminded all that the idea is to identify opportunity items under the strategic plan's pillars and doing research on that potential initiative. This would include timing of implementation.
- Mr. Riley would send the board members the Diocese strategic plan so that board can integrate plans into a 1-5-year program.

Other Business

- Cecilia Martin closed our meeting with a closing prayer at 7:35pm.
- Minutes submitted by Secretary, Karla Armendariz.