

ST. JOHN BOSCO CATHOLIC SCHOOL
SCHOOL ADVISORY BOARD MEETING MINUTES

Monday, August 27, 2018 at 5:30 p.m.

Voting Board Members Present:

Sam Root (SR), President, Chair

Dianne Hansen (DH), Secretary

Ryan Whitlatch (RW)

Greg Skrovan (GS)

Colleen Ruiz (CR)

Cency Alexander (CA)

Jennifer OHea (JO)

Krista Loew (KL)

Holly Forseth (HF)

Voting Board Members Absent:

Greg Skrovan (GS)

Ex-officio Non-Voting Board Members Present:

Fr. James Aboyi (JA), Pastoral Administrator

Anita Petitti (AP), Principal, Administrative Officer

Ex-officio Non-Voting Board Members Absent:

Jena Gump (JG), Faculty Representative

TBD, Parish Council Representative

1. Call to Order

The Chair declared a quorum present and called the meeting to order at 5:33pm.

2. Introduction, procedural matters, board member introductions

All board members in attendance made brief introductions.

3. Approval of Previous Minutes

On motion duly made, seconded and unanimously approved, the Board approved the minutes of the Board meeting held on May 21, 2018.

4. Principal's Report

AP gave an update on School matters, as follows:

- Father Bob Binta passed away on August 20, 2018 after a courageous battle with cancer. Visitation took place at St. Benedict Parish on August 23. A beautiful Mass of Christian Burial was held on Friday, August 24th at St. Francis Xavier, which many families attended. SJB students responded well, and counselors were available.
- Measures of Academic Progress (MAP) testing was postponed one week due to loss of Father Bob.
- Jamie Bescak, Preschool Director, lost her father and will be out for the rest of the week. Please keep Jamie and her family in your prayers.
- Over the summer, the Administration worked with a new vendor to develop the school website. The company also services St. Benedict, which will allow for better integration of Church and school content. The Administration is addressing feedback of the website as it comes in. Overall feedback has been that the site looks nice and is easy to navigate.

as it comes in. Overall feedback has been that the site looks nice and is easy to navigate. Mr. Hogan Macdonald will be managing site content and the school Facebook profile henceforth.

- The first PTO meeting had a large turnout of parents in attendance with desire to be involved. Volunteering is a huge part of school experience. However, in general, it is a challenge to get parents to volunteer. It was noted that the administration is always open to volunteer ideas that utilize the skillsets of parents and community members. It was noted that there are currently no volunteers for 7th and 8th grade art masterpiece, so any interested parents would be welcome.
- Sacraments are an important topic that should be discussed in the future. Sacraments are prepared in the classroom, but typically received within the students' home parish. To receive the sacraments with their class at St. Benedict Parish, families must either be 1) registered within the parish or 2) get approval from their home parish pastor. Sacraments will be considered as an agenda item for next board meeting with the intent to discuss options, which may include a mechanism to gain inter-parish approval.
- Current enrollment is 356. It was notable that five (5) families did not reenroll due to the issue of *not* receiving sacraments at school (outside of preparation).
- Penni Sikkila will be stepping in to help Jeanine Thiele with SCRIP.

5. Pastor's Report

JA shared that he is still learning the school and the parish. It was noted that the Parish of St. Benedict capital campaign will involve the school so that the children have a sense of ownership for their Church. JA is making an attempt to visit school as much as possible, with a goal to learn the names of all teachers and students. JA is expected to have a new associate by September 6th. JA shared of his fear of a declining parish; however, is encouraged by the registration of 20 new families since arriving. JA shared "Let us not be afraid but trust in God". He would like to be more proactive in reaching out to families and parishioners so that they know what is happening in the Church. JA reiterated the fact that he would like to talk to those families who are concerned about sacrament preparation [see agenda item #4].

6. SAB Orientation and Discussion

SR presented an introduction/orientation of the School Advisory Board to outline the advisory role of the group using applicable policies and procedures and relevant parameters as laid out in the Phoenix Diocesan guidelines and SJB constitution and bylaws. Items noted are, as follows:

- The Board is currently made up of nine (9) voting members and four (4) non-voting members.
- Quorum for Board meeting requires at least five (5) voting members
- SR expects the Board to perform 2018/19 evaluations pursuant to SJB Constitution Article II Section 2C.
- JG is the current faculty representative serving as ex officio non-voting board member pursuant to SJB Constitution Article III Section 3.
- The Board will vote to formalize policy recommendations pursuant to SJB Bylaws Article IV Section 1 [see agenda item #7].
- It is the responsibility of the Board President to appoint membership to the committees pursuant to SJB Bylaws Article V Section 1; whereby the committee chair must be a board member; however, non-board members can make-up committee membership.
- JA is to identify a parish representative to serve as an ex officio non-voting member of the Board.
- The Board will perform a periodic review of Bylaws during 2018/19 pursuant to SJB Bylaws Article VI Section 1, including:
 - Review of Section 7 of SJB's Constitution and Bylaws, where a conflict seems to occur with regard to a Board vacancy.
 - Recording of all relevant signatories.

7. SAB policy elections for 2018/19

On motion duly made, seconded and unanimously approved, the Board approved the SAB policy election for 2018/19, pursuant to SJB Bylaws Article IV Section 1, as follows:

Non-board members may address the board by submitting discussion items, along with relevant documentation and resources, to any voting member of the board at least fourteen (14) days prior to the next scheduled board meeting. The item shall be considered for inclusion on the prepared agenda in a manner similar to all regular meeting agenda items (i.e. at the discretion of the board president and principal per SJB Bylaws; Article IV-Meetings; Section 9). When addressing the board, non-board members shall maintain board etiquette (i.e. "in a spirit of collegiality" per SJB Bylaws; Article IV-Meetings; Section 2.)

DH noted the importance of publicizing the SAB meetings timely, given the time sensitive nature of the procedure. DH to confirm that all SAB meeting dates are included in the school calendar.

On motion duly made, seconded and unanimously approved, the Board approved the SAB policy election for 2018/19, pursuant to SJB Bylaws Article IV Section 1, as follows:

The board shall hold a "closed meeting" at the conclusion of all regular scheduled meetings to discuss any advisory board matters of a confidential nature. Attendance at closed meetings shall consist of voting and non-voting board members only. No voting actions are to occur in closed session; therefore, meeting minutes will not be required. Non-board members may attend at the invitation of the administrative officer or parochial administrator.

8. SAB Committee Assignments and Charges for 2018/19

The Chair reviewed the existence of four (4) standing committees and related charges pursuant SJB Bylaws Article V Section 2. In addition, the Chair reviewed the ability of the board to create Ad Hoc Committees, as necessary, pursuant to Article V Section 3.

On separate motions duly made, seconded and unanimously approved, the Board approved 1) Technology and 2) Academic Excellence Committees for 2018/19.

On separate motions duly made, seconded and unanimously approved, the Board approved the various "special committee charges" for 2018/19 [see exhibit 1].

It was noted that committee memberships are assigned by the President pursuant to SJB Constitution Article VI, Section 1. Board members are to consider the committee of choice and provide feedback to SR for final assignment. Feedback should also include recommendations of non-board members, who may be of value to the various committees.

SR noted that the chair of each committee would be expected to make progress on committee charges throughout the year.

9. Nominations and Voting for Vice-President 2018/19

SR provided a summary of those members eligible for the position of Vice-President (CR, JO, DH, GS, and RW). On nomination, motion duly made, seconded and unanimously approved, the Board recommended RW for the position of Vice-President. JA confirmed his acceptance of the recommendation.

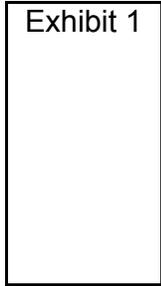
10. Administrative and Other Items

DH presented upcoming events as related to St. John Bosco, St. Benedict Parish, and Diocese of Phoenix, as follows:

- First Dad's Club meeting of the year August 31st 7:00PM, MPR
- Family Movie Night (PTO) September 15th, MPR

- Family Movie Night (PTO) September 15th, MPK
- Family Diamondbacks Night Sept 7th, 6:40 game at Chase field
- Diocesan In-Service Saturday, September 22 at St. Mary's High School (Board member training)
- Harvest Fest (PTO) October 27th, SJB Fields
- Night of Hope (funds scholarships to make Catholic Education Affordable) November 17, 5:30PM at Xavier College Preparatory
- Santa's Workshop (PTO) December 20th
- Catholic Schools Week, January 28th
- Running With Rosco (PTO) February 14th
- The Bosco Gala, March 30th

The Board adjourned the meeting at 7:10 p.m. with a prayer from JA.



COMMITTEE ASSIGNMENT AND CHARGES

Executive Committee (P, VP, S, AO)

Standing Tasks:

- Provide training
- Facilitate the annual board evaluation
- Ensure all committees have written job descriptions

Special Committee Charges:

None

Finance Committee

Standing Tasks:

- Set tuition
- Negotiate the parish subsidy with the parochial administrator and parish council
- Develop the annual operating budget

Special Committee Charges:

None

Advancement (Marketing/Development) Committee

Standing Tasks:

- Assist in the formulation and implementation of an advancement program, including:
- public relations and marketing
 - development
 - alumni and constituency relations
 - enrollment management

Special Committee Charges:

Review and report, with recommendations, on:

- school initiatives that encourage use of School Tuition Organizations (STO)
- utilization rate of School Tuition Organizations (vs other catholic and private schools)
- school marketing campaigns directed to community members (neighbors, family, friends, Alumni)
- alignment of marketing materials with school mission/goals/initiatives
- board developed family retention/satisfaction survey

Facilities Committee

Standing Tasks:

Monitor and report on:

- long-term facility maintenance
- capital improvements

- security
- space utilization
- emergency management plans

Special Committee Charges:

None

Exhibit 1 Ad Hoc Committees

Technology
Committee

Special Committee Charges:

Review and report, with recommendations, for:

- significant technology investments/expenditures
- trends in technology that may affect the School's strategic plans
- teacher satisfaction with use of school technology
- peer school assessment
- requirements to support excellence in STEM
- correlation of school investments with objectives according to national technology standards.

Academic
Excellence
Committee

Special Committee Charges:

- Support academic outcomes
- Review and report on school goals
- Review that goals are 1) ambitious and 2) achievable
- Ensure and report that action plans are in place to address areas not performing to stated goals
- Provide a reporting timeline
- Help Principal with presentation to the full board
- Ensure that staff evaluation and feedback procedures are in place
- Develop and report to the full board annual staff surveys and staff retention data
- Evaluate and report to the full board any notable academic achievements and/or high profile programs (test scores, AMP/AR programs, honors/advance placements, etc.)
- Review that notable academic achievements/programs are considered for marketing materials.
- Assess and make recommendations for special needs, considering diocesan guidelines

Should NOT:

- Evaluate teachers or the administration
- Select, design, or review quality of curricula
- Plan professional development for teachers
- Interact with teachers, staff, families, students on a regular basis (i.e. daily or weekly)