

**SPRINGFIELD CATHOLIC SCHOOLS
SPRINGFIELD, MISSOURI**

**REGULAR SCHOOL BOARD MEETING MINUTES
THURSDAY, MAY 8, 2008
SPRINGFIELD CATHOLIC HIGH SCHOOL, 7:00 P.M.**

PRESENT: Fr. Denis Dougherty, Fr. Lewis Hejna, Fr. Mike McDevitt, Fr. Thomas McGann, Fr. Fergus Monaghan, Astry Amigon, Tom Barr, Dave Duncan, Karen Latham, Mark Merz, Don Tribby, Leon Witt, Jean Gruetzemacher, and Amy DeMelo

ABSENT: Msgr. Thomas E Reidy and Chris Billings

GUESTS: John Love, President of Springfield Catholic Baseball Association, and Jim Roebuck, Vice-President of Springfield Catholic Baseball Association

OPENING PRAYER: Fr. Lewis Hejna opened the meeting with a prayer.

REVIEW OF MINUTES: A motion was made and seconded to approve the April minutes. The April minutes were approved as written 10-0-0.

EXECUTIVE COMMITTEE

Don reported that he and Amy met, set the agenda, and discussed current enrollment numbers for next year and this year, and tiered tuition.

FINANCIAL STATEMENTS

Margaret reported from distributed copies of the April Financial Statements which included a current 2008-09 tuition accounts receivable analysis. She noted in relation to the negative cash amount reported for the Springfield Catholic Schools Land 2007 that there are pledged receivables to be collected. Margaret also noted the existence of invoices still to be paid in relation to the reported Springfield Catholic High School Cafeteria financial position. Some discussion ensued. A motion was made by Fr. Lewis and seconded by Astry Amigon to approve the April Financial Statements. The motion was approved 11-0-0.

Margaret referred to and reported from handouts of current enrollment figures for the 2008-09 school year and projected revenues based on the current enrollment figures for the 2008-09 school year. She noted that scholarships from endowment funds will be determined on May 12. Margaret noted that enrollment is on target with what was budgeted. Some discussion followed.

DIRECTOR OF SCHOOLS

Amy reported to the Board that a lock-down occurred today at Immaculate Conception School. Amy noted the networking that took place among area schools and daycare centers. She referred

to Paula Baird and Theresa Coleman, Principal and Assistant Principal at Immaculate Conception School, to report the specific details regarding the lock-down. Paula provided the details of the incident that precipitated the lock-down, noting that Immaculate Conception School went into lock-down shortly after 10:00 a.m. and remained in lock-down for the remainder of the school day. Paula stated a communication was sent home to parents with each student regarding the lock-down. Some discussion ensued. Don commended Immaculate School for the way in which the situation was handled. Marilyn noted that lock-down drills are practiced monthly.

DEVELOPMENT OFFICE

Jean referred to and reported from the Development Office fiscal year-to-date gift summary report that was distributed. She noted that Annual Fund donations continue to be received and pledges continue to be collected. She highlighted the current pledges/donations to the Land Acquisition of \$362,000. Jean noted the erection of the sign east of the high school campus showing the progress of funds raised for the land.

Jean stated the latest issue of *Connections* has been mailed. She stated the June issue will highlight the graduating seniors and eighth graders.

Jean reminded the Board that a fundraiser, *Dancing with OUR Stars*, is being planned with proceeds to go toward paying off the loan to the Diocese for the land acquired east of the high school campus. It will be held on Saturday, August 23 at Springfield Catholic High School. Jean provided a brief overview of the event. Jean announced the names of four individuals who have agreed to dance for this event. The cost for the event will be \$30 per person or \$50 per couple, with beverages and hors d'oeuvres provided. Dancing for all in attendance will follow the dance competition.

Jean announced the date of Wednesday, September 17 for the Annual Fund Major Donor Party to be hosted by Dr. and Mrs. Art Hawes. She reminded Board members that funds raised from the Annual Fund go toward the operating budget for the next fiscal year.

Jean announced that Margaret Duncan has agreed to chair Emerald Evening XV – “Sunset on South Beach” – to be held on Saturday, October 18 at the Oasis Hotel and Convention Center. Committees are being formed.

Dave reported that a survey developed by the Marketing Committee of the Development Board, with help from two (2) students from Drury’s MBA program, has been mailed to parents of PSR students in the six (6) Springfield parishes. Jean noted that a Spanish version of the survey was mailed to Hispanic families.

COMMITTEE REPORTS

Faculty Relations Committee – Paula reported the following from the May Faculty Relations Committee meeting:

Amy explained the process followed for developing the school calendar. Amy shared copies of recommendations made by the committee since 1999, noting that the most recent recommendations submitted by the committee were followed while developing the 2008-09 school calendar. She welcomed the spirit of collaboration with faculty. Amy asked that faculties be polled in September and October for possible changes to the recommendations so they can be shared with her by November.

The committee discussed the recommendations made by the School Board regarding the make-up of school days cancelled due to weather conditions. The committee could not reach a consensus and stated the School Board should decide on which days should be used as make-up days.

The committee discussed the web-based SIS workshop training.

Finance Committee – Don reported the committee reviewed the financial statements and discussed the current individual school enrollment numbers for 2008-09 in relation to the projected enrollment figures and budgets.

Salary & Benefits Committee – No report

Long Range Planning – Mark reported the committee met and discussed the priorities identified for 2008-09 at the School Board goal-setting session earlier in the year. Mark provided a brief summary of items discussed. He stated a formal presentation will be made to the Board in August.

Policy Review Committee – No report

SCHS Maintenance & Construction Activities Committee – No report.

OLD BUSINESS

A. Committee to Study St. Joseph School Update – Dave reported the committee met recently and continues to discuss various options for St. Joseph School. He shared three ideas that were discussed at the meeting. Dave noted that the committee plans to begin meeting more frequently during the summer months. He noted that various survey instruments have been or will be used. Dave reported that subcommittees have been formed to further investigate various options. Lengthy discussion ensued.

B. Announcement Principal Positions – Amy introduced the two new Principals for the 2008-09 school year: Cheryl Hall, for St. Elizabeth Ann Seton School, and Tim Dilg, for Springfield Catholic High School. She noted that Cheryl and Tim will begin their official duties on July 1.

NEW BUSINESS

A. Nominate 2008-09 Slate of Officers – Don explained the process for the nomination and election of officers for President and Vice-President of the School Board for 2008-09. He stated that additional names may be added to the slate at the June Board meeting. The election of the

2008-09 officers will take place during the June School Board meeting. Ballots for the slate of President, containing the names of School Board members who will remain on the Board for the 2008-09 school year, were distributed to voting members. Don noted that Chris Billings had stated he would not be able to serve as an officer for the 2008-09 school year. Ballots were collected and tallied. Don announced that the slated candidate for the office of President of the School Board for 2008-09 is Don Tribby. Don accepted.

Ballots for the slate of Vice-President, containing the names of School Board members for 2008-09, were distributed to voting members, noting that Don Tribby should not be considered. Ballots were collected and tallied. Kathy announced that the slated candidate for the office of Vice-President of the School Board for 2008-09 is Tom Barr. Tom accepted.

B. New School Board Representative for St. Agnes – Fr. Mike reported that he has been discussing the replacement of Mark Merz, the lay representative from St. Agnes Cathedral on the School Board, with Jeanne Skahan, Principal of St. Agnes School, and the Parish Council.

C. Presentation of Organizational Chart – Don introduced Mr. Leon Witt, Diocesan Superintendent of Education. Leon referred to handouts of the current organizational chart to help explain the reporting structure of Springfield Catholic Schools in the Diocese of Springfield-Cape Girardeau. He stated the Diocesan School Board should be on the chart beneath the Diocese of Springfield-Cape Girardeau and above the Board of Education. Leon opened the meeting for questions. He explained his role in relation to principals in the diocese and the Director of Schools for Springfield Catholic Schools. Leon also explained the evaluation process and rehiring of principals. Some discussion ensued regarding the issuance of statements of intent and contracts. Don thanked Leon for his attendance and presentation at the meeting.

D. Baseball Presentation – Don allowed John Love and Jim Roebuck to introduce themselves to the Board. John stated that he and John were representing the Springfield Catholic Baseball Association to propose a high school baseball field improvement plan. The association is seeking School Board approval to proceed with the plan. John provided a brief history of the improvement plan. The association is recommending a two-phased improvement plan for approval. John stated that discussions regarding improvements have included Sam Wutke, Athletic Director, Don Tribby, School Board President, Amy DeMelo, Director of Schools, and individuals involved in the soccer programs.

Jim distributed handouts of diagrams showing the current baseball field with the phase-one proposed improvements. He briefly explained each of the diagrams. Jim stated the details of phase one and phase two of the proposed improvements, including the approximate costs. He asked for School Board support in approving the recommendations presented. Discussion followed. Amy thanked John and Jim for going through the proper channels in pursuing the improvement plan.

GENERAL DISCUSSION

Fr. Mike announced the annual Alumni Reunion Mass will take place on Saturday, September 13, 5:00 p.m. at St. Agnes Cathedral with dinner to follow at Springfield Catholic High School. He noted the need to continue to work with alumni. Fr. Mike stated that as work continues in preparation of the St. Agnes Centennial contacts are being made with St. Agnes High School

alumni. He proposed the sharing of contact information between the school system and St. Agnes Cathedral. Fr. Mike shared some of the history gathered for the centennial. He announced the final centennial celebration will be held on Saturday, September 27 at 5:00 p.m. with Bishop Johnston presiding. Jean Gruetzemacher noted that she is working to reignite an alumni association, noting that enhancements are being developed for the alumni section of the new website.

Fr. Denis announced Bishop Johnston will be celebrating the all-school Mass at St. Joseph on Friday, May 16.

A motion was made by Tom Barr and seconded by Fr. Denis to adjourn into Executive Session. The motion was approved 11-0-0. Don asked the Principals and Sam Wutke to stay for a short period of time.

The meeting adjourned into Executive Session at 9:10 p.m.