

CCEC Meeting Minutes

November 17, 2016

Attendees

Jay Hardman, Fr. Stanley, Amy Dienes, Sara Horvath, Beth McLoughlin, Jann Sullivan, Angie Seger, Kris Nuter, Tricia Salvano, Michael Bauman, John Berlin

Excused: Fr. Creagan, Fr. McNally, Charlie LaSata, Jody Maher, Gerald Heath

Meeting called to order

Fr. Stanley opened in prayer.

Meeting Minutes

Motion to approve made by Michael and seconded by Amy. Approved by board.

Discussed Liquor License

Motion to approve purchase liquor license for Scene Auction and Trivia Night made by Tricia and seconded by Sara. Approved by board.

Uniforms

Educational Outfitters is our vendor (where our skorts are coming from). Current shirts are coming from a company out of Schoolcraft (kind of a start up, not dedicated to uniforms). Would like to simplify for parents—all shirts, outerwear, bottoms from one place. Would like the rep to come speak to the board in January. This decision should be made by the board, not just administration. Tops are a little more expensive, but higher quality. Bottoms look a little sloppy in both buildings at present time. This would be a phased approach if adopted. Board members made the following suggestions:

- Include students in this evaluation.
- Need to make sure that a single vendor can accommodate our needs. Company would come to school to do fittings prior to school start.
- Investigate package offers/pricing
- Survey to parents and survey to students understanding this is a sensitive topic for many.

Tricia noted: Regarding the uniform change, we had said that shirts purchased in the past two years since the last uniform change, would be grandfathered in.

Parent Survey

80 respondents (slightly lower than last year); about 30% response. Consultant to come in to review results and help capture top 5 themes. After a thorough analysis of all data including comments, we will plan parent face to face meetings as well as other methods to share this year's results, progress against last year's survey and plans for coming year.

Committee Chair Appointments

Strategy: John Berlin and Jay Hardman

Advancement: John Berlin & Michael Baumann

Enrollment Management: John/janet & Tricia Salvano, Sara Horvath, Angie Seger--monthly retention/recruitment meetings

School Improvement/Accreditation: Jody Maher & Beth McLoughlin

School Community/Social Initiatives: Gerald Heath & Tricia Salvano

Financial Viability: Larry Glendening, John Berlin, Jay Hardman, Charlie LaSata and Amy Dienes

Athletics: TBD to work Neil (lead) and Gerald

Make up of CCEC

Fr. Stanley recommended that we move to elections vs appointments so all stakeholders of LMC feel like they are being represented. All teams can be improved. We want the best voices of all of our constituencies. Disagreement and debate is not a bad thing. It would be to our advantage to expand our minds with a more diverse board. This opportunity to serve should be expanded to registered adult parishioners and may include parishes beyond our immediate community such as St. Basil in South Haven, St. Joe in Watervliet, etc. May need to move towards a working board structure vs an advisory board. ACTION: Jann to add blurb in newsletter about joining current committees.

Committee Updates

Jay provided an update on **Strategic Planning**

We're tying it back to our mission, new values, and new ~~mission~~ vision. It's a painstaking process but we are getting close. Broke down vision statement, added initiatives, and draft steps; administration is going back to look at assigning goals. Next meeting is Dec. 7. Tackle year 1, then layer on mid-term, long term.

Committees to detail out the steps to complete the initiatives and meet our goals. Would like to be done, approved and start communication in Q1.

John provided an update on **Advancement**

- Generous \$55K gift received for new 29 passenger bus. Trying to establish a north and south county bus service. Would like to be able to offer this at no cost if possible. Fr. Stanley is meeting with deanery and will need a flyer to take with him to help secure financial support for operational expenses for the buses. ACTION: Jann to create flyer.
- Still building the contact database but delayed due to FMLA policy change (see Larry's report for explanation of policy change). Not really a law, it's a regulation. Will probably be repealed in the next year but we do need to comply right now.

Enrollment Management

We do need Host families for international students

Jann provided an update on **School Community**

In process of securing seats (at least 50) to a Notre Dame men's basketball game for February 11. Saturday, 2pm game, \$10/person.

Miscellaneous

John to follow up with Gerald on the following:

- Conferences for Middle School should be moved back to cafeteria; this year's configuration took too much time for parents. Post Meeting Note: Gerald looking into moving back to Cafeteria.
- Update on Teacher evaluations Post Meeting Note: Clarification requested, thinking this meant some further understanding from the CCEC as to how we evaluate our faculty.
- Update on Elementary sports, specifically whether the basketball program includes 6th grade. Post Meeting Note: Yes the 6th grade is included in this program.

John to follow up with Jody on the following:

Confirm classical reading list—needs to be best in class for K-12 (faculty involved to determine optimal mix) Note: Message delivered and best in class will be the objective.

Meeting Close

Motion to adjourn made by Tricia and seconded by Michael. Approved by board.