



CCEC

Meeting Minutes  
December 06, 2017

Meeting called to order at 7:06 pm by Sara Horvath.

Opening prayer led by Jody Maher, followed by the Pledge.

Present: Sara Horvath, John Berlin, Gerald Heath, Larry Hoskins, Jody Maher, Larry Glendening, Michael Bauman, Janet Sullivan, Kimberli Siglow, Michelle Oakes, Lori Anne Huegel, Theresa Rondelli, and Charlie LaSata, Fr. Arul Lazar.

Absent: Noreen Szymanski, Jay Hardman, Angie Seger and Amy Dienes.

Notes: Gina Smith

**Advancement Announcement:**

Advancement Director, Kelli Corning was scheduled to be at tonight's meeting, but was unable to stay. She did give a brief report during the Finance Committee meeting just prior. Janet Sullivan took notes during that meeting, and reported that Mrs. Corning has a new letterhead for the Fund. Mrs. Corning has also been busy with work for the Annual Fund. The first mailing will include a message explaining the change in name to the LMCS Fund.

Letters will be segmented for Alumni, Existing members and parents, and other donors. Mrs. Sullivan continued to explain that this first mailing will be sent to the nearly 6,000 people in our Little Green Light system (all TCACSF plus LMC donors and parents). The Alumni letter will have messaging noting the Irish, Ponies and Lakers. More will be done in the future to personalize and pull in Alumni.

Sara Horvath questioned if parents would receive the letter. Michael Bauman assured her that they would, and restated the segmented mailing, with Alum, parents and "others." In the future, this system will be broken down even further. Mr. Bauman continued, stating that donors could "Adopt a Student," and give the amount of tuition.

This could potentially be an online donation, to which John Berlin noted that could also feed our database.

Sara Horvath wondered what the next step would be. John Berlin explained that Kelli Corning is drafting the correspondence, and hoped to get it out by next Friday (December 15, 2017). Mrs. Horvath asked if the Annual Fund has a particular timeline, to which Mr. Berlin explained that it “never ends.” Mr. Horvath also questioned when the follow up would take place, if we are mailing now. Mr. Berlin replied, “Maybe monthly. At this point, we are not sure.” Janet Sullivan offered that we could follow the school year.

Charlie LaSata noted that he Adopt a Student idea, and with a 501c3, our materials should say “tax deductible” on them. “For example, Grandparents may want to make a tuition donation in the name of their Grandchild instead of just giving them the money.” Mrs. Sullivan offered that names could be applied to donations. Mr. LaSata agreed, giving an example of children from the Readiness Center.

Larry Hoskins disagreed, explaining that he didn’t think it could be applied to a certain child, or all parents would be going that route to get the tax deduction. Larry Glendening agreed, noting that “you can’t benefit from your donation.” Theresa Rondelli added that a donation can be directed to the school of the donor’s choosing.

### **Committee Chair for Faculty and Staff Growth - Update**

John informed the group that he had spoken to Megan Manafo, and she was “onboard” to chair the committee. Mrs. Munafo will call a meeting of the Committee for Faculty and Staff Growth in January.

### **Committee Reports:**

#### **Ensure Long Term Financial Health**

Mr. Michael Bauman stated that the Financial Health Committee had just held its fourth (4th) or fifth (5th) meeting, and that “good progress” is being made in this “exciting area.” After reminding the CCEC members of the Strategic Plan objectives, he narrowed them down to three (3) key areas including enrollment, advancement and capital improvement. Mr. Bauman explained, “Tuition is our biggest source of income, and payroll is our biggest expense.” He went on to note that retention rates between grades should be measured. The school and committees are working to get a big bump in

enrollment by increasing the level of engagement.” Mr. Bauman acknowledged the hard work of Janet Sullivan and others who volunteer their time in this effort.

### **Strategic Plan High Level Committee Reports (All Non-Reporting Committees)**

#### **Academic Committee**

Michelle Oakes reported that the committee is working on breaking down the information received. They are looking at test scores, technology, and planning initiatives for years one (1), three (3), and five (5).

Sara Horvath asked if the Unite LMC Family and Community Living Catholic Faith committee had met recently. Janet Sullivan answered that they had not.

#### **Annual Survey Draft Review**

John Berlin offered the latest version of the Annual Survey to the committee, noting that it was “the evolution of a survey. From eighteen (18) pages and eighty-eight (88) questions, to eleven (11) pages and fifty-two (52) questions, and finally, six (6) pages and twenty-four (24) questions.” Jody Maher wondered if she had missed the email with the survey, as she did not have it in her mailbox. Mr. Berlin replied that he had not emailed it out.

Sara Horvath wondered if we should sacrifice comparability by using a shorter survey in hopes of getting more responses. Would being shorter be better in the long run? Kimberli Siglow replied that she would like to get twenty (20) questions, and then be done. Charlie LaSata added his thoughts that “negative people” would be the ones to take the time to fill out a longer survey. “Satisfied people don’t have the time and tend to rush through.” Mr. LaSata was also a fan of the twenty-four (24) questions. Michael Bauman was not in favor of the long survey, but noted that “we do want the negative information.” Along those lines, Sara Horvath wondered if the survey contained a question asking, “Why do you stay?” Mr. Berlin replied that he had moved the “long” questions up, hoping to get more detailed responses.

John Berlin then directed the group to look at question number twenty-three (23), which had to do with changing the start time. Janet Sullivan felt that more information was needed. “What about the end time?”, she asked. Adding, “with the High School, we will have to plan for athletics.” Gerald Heath reassured Mrs. Sullivan and the committee that the Administration would look into it, and reminded the group, “This just asks if

they are interested.” Mrs. Sullivan thought the model was for a much later start time, and Charlie LaSata replied that he was trying to get what he could, as this is fairly progressive.

Mr. LaSata continued, citing the research that students perform better on academics (with a later start time). “I would sacrifice sports for my own kids if it meant they were performing better academics, which would serve them better in the long run.” “They need both,” replied Jody Maher. Gerald Heath brought the conversation back to asking the question. “If everyone says ‘no,’ then we don’t have to bother doing the research. Some of the other schools won’t change the start time of a game.” Larry Hoskins reminded the committee that the recommended start times for (Middle and) High School was 8:30 am - 9:00 am. “8:00 am is fine for Elementary, since they don’t drive to school.” In response, Gerald Heath noted the increase in difference between the start times (of the Elementary and MSHS), which might not sit well with some families. Janet Sullivan felt that time difference between the schools may have families asking for “zero hour.”

Fr. Arul Lazar arrived at 7:30 pm.

Sara Horvath returned the conversation to the survey itself, noting that she liked the space for addition comments. Mrs. Horvath asked, “How to we send the survey?” Janet Sullivan answered that it would be emailed to parents, and information would be in the eNewsletter and on Facebook. When that happen, Mrs. Horvath advised, “make sure to explain or point out that it is new and shorter, so people don’t just never open it. Communication is helpful. Give the parents some specific things from last year’s survey that we acted upon.” John Berlin noted that two (2) years ago that information was embedded in the survey.

Mrs. Horvath wondered if there might be “other helpful things” to add? Michael Bauman wondered if the committee should take this month to analyze, and report back on a later date. Sara Horvath questioned aloud, “Should it be shorter? Less questions? Should be sent in January.” Mr. Berlin told the group to email him with any further questions or comments on the survey. Jody Maher asked Mr. Berlin to email the survey to the group, and he told the committee he would do so.

Mrs. Sullivan reminded the group that there is an optional portion at the end of the survey for parents to put their name. Sara Horvath questioned if we should break the exit surveys out by school. Janet Sullivan felt that families with children in multiple schools would not fill out more than one survey. Mrs. Horvath wondered if there should

be a comment section in each area. John Berlin reassured the committee that he had looked at what data had been used in past years. “Is there any other catch-all?” wondered Mrs. Horvath. Mr. Berlin referred the group to question number twenty-two (22), and said it would be moved to the end of the survey. Sara Horvath acknowledged the hard work that had been done (on the survey).

### **2018-2019 Tuition Model Discussion (Marketing Approach)**

“What is really needed? How do we get to the bottom line? What we really need to do is make tuition affordable for every family,” Mrs. Sullivan stated. Staring with the Average Cost of Education, Mrs. Sullivan noted that the figure should be broken down. “The Cost of Education is actually higher than the actual tuition charged. The biggest difference is seen with Middle and High School.

The term “Catholic Rate” could also be changed to “Subsidized Rate.” Mrs. Sullivan proposed this as part of a way to show potential parents our fees, costs, and scholarships. In “drawing it out for the parents, they will see that they are actually getting something (from the Churches). It is different wording, but is actually saying the same thing.” Some of the cost savings available to families include multiple child discounts, early registration discount, etc. “The Parish Grant is a gift for *you* from the parishes,” Mrs. Sullivan reminded the committee, as she showed the group the back page of the Welcome Packet.

Mrs. Sullivan explained that currently, thirty-two percent (32%) of students receive financial assistance. Eighty-seven percent (87%) receive the Parishioner Grant. “The overall number of students receiving assistance shows just how hard the Fund and Parishes are working.”

Sara Horvath brought the attention back, noting that the main goal is to call out the grants that people don’t recognize at the moment. “And opportunities,” added Michael Bauman.

Theresa Rondelli liked the new graphics that Janet Sullivan had created. The discussion continued about the hand-outs, with Michael Baumen noting that some areas had dollar signs and others did not. Sara Horvath wanted the financial packet to include one page of grants available. Janet Sullivan expressed a concern that long-time LMC parents would just be looking for the line (with the final tuition), and might be concerned that they are losing money.

Sara Horvath reminded the CCEC members that “the original conversation came from a discussion of turning people off if they were not Catholic. We don’t want it to be a penalty to be non-Catholic, but a benefit if you are.” Janet Sullivan agreed, and offered the option of using an information sheet without all the numbers on it. “We need to grow the area of special scholarships, and add things like the Msgr. Sears Fund. This will help us get people to consider (attending LMC).” John Berlin added, “We want to promote the understanding of families the importance of weekly attendance and giving (at the Parishes), and there is payback for that.”

Mrs. Horvath was curious as to the timeline, and Mrs. Sullivan offered that the plan was to be ready for Open Enrollment, the middle to end of January. “So this is our last meeting and chance to discuss all this unless we call another meeting to finalize things. I think there should be another Financial Health Committee meeting,” offered Mrs. Horvath.

Charlie LaSata left the meeting at 8:00 pm.

### **Principal’s Student Relationship Presentation** **Overview on School’s Efforts in Combating Bullying, etc.**

“Kindness is the language which the deaf can hear and the blind can see.” - Mark Twain  
Gerald Heath began this discussion talking about the “Culture of Kindness” that he is trying to build at the Middle and High Schools. “I hate the term ‘bullying.’ Usually, it is just simply a disagreement that needs to be sorted out.” Larry Hoskins agreed, adding “We need to educate people on the actual definition of bullying, which has the intent to do harm.”

Random Acts of Kindness and Virtue Based Restorative Discipline (VBRD) are being used at the schools, Mr. Heath continued. “Mrs. Smart has been a big catalyst in this area, and many schools use these programs. It came from the St. Louis area, and focuses discipline on restoring the relationship.” Larry Hoskins then explained how this program had been introduced at his last school. “It provided tools for students in learning how to approach a situation. After a confrontation, we would always start with a prayer to put everyone in the right frame of mind. The student who brought the issue to the teacher would be the one to lead the prayer. ‘I’ statements, such as ‘I feel,’ are used. I thought this was a little too ‘touchy/feely’ at first, but then I saw it work and how well the students responded to it.” Mr. Hoskins continued to explain how he saw students stop going to the teacher, and actually deal with the situations themselves. “The entire culture and problem solving changed. It helped academically too, giving students more responsibility.” Mr. Heath added he had attended a week-long training

on VBRD in St. Louis this summer, and that the program takes awhile to implement. “I grabbed ‘nuggets’ that seem like they will work for us. Every school uses it differently.”

The Random Acts of Kindness program has been led by School Counselor, Kathleen Smart. Mrs. Smart provides monthly classroom visits at the Elementary School, and works with individual students on an as-needed basis, Mr. Heath explained. Larry Hoskins added, “This month is (about) generosity. Mrs. Smart gives age-appropriate tools and skills, and provides a RAK Calendar each month.” Jody Maher offered to share the monthly lessons that had been covered at the Elementary School last year. Mr. Hoskins noted that Mrs. Smart works with individual students, observes, and meets with students on issues outside of the school.”

Mrs. Smart’s role at the Middle and High School is more “visual,” Mr. Heath explained. “It is more need-based here. I meet with students most of the time. She has given the teachers calendars, because, let’s be honest, at this age not everything makes it home. The RAK Calendar is on our website, newsletter and Facebook. One project Mrs. Smart did with the MSHS used ‘kindness rocks.’ The rocks were hidden around the school with kind messages. The goal was to find a rock, take a picture with it, and rehide it. We also have monthly themes up in the cafeteria. Mrs. Jager has made weekly kindness signs for the teachers to hang on their doors. Ms. Styx had the art students chalk the block with a kindness theme and all the students got a chance to go outside to see.”

Gerald Heath continued to explain the concept of Faith Families. “They started at the Elementary today, and the MSHS will begin with the start of the second semester. Families have students from each grade level in them, offering an opportunity to form relationships outside their grade level. This creates ‘ownership’ of family members, and they will begin to take responsibility for each other. The goal is to have the same number of Faith Families at the MSHS as the Elementary in order to match them up when we all come together.”

Larry Hoskins agreed, adding “this allows students to take a leadership role. I talked with Fourth (4th) and Fifth (5th) Graders about our expectations for this program. We want them to take care of everyone and make them feel comfortable. This helps at recess too. We are planning on having Faith Family Masses, where each ‘family’ wears a different color shirt with their Saint logo on it. Students seem to be better behaved at Mass when sitting with their Faith Family.”

Gerald Heath noted, “I wondered how the older kids would handle this. All I needed to do was look at how they respond to the BIGS program. High School (students) can help with Middle School transitions.”

The concept of “Circles” was covered next. Circles are meant to build a sense of community and strengthen quality relationships. Students meet for bonding and conflict resolution, creating an environment of listening and understanding. Mr. Heath would like this to be separated by grade-level in the Middle School. “This would give them a time to get together as a grade. Stronger personalities take over, so we have to pray first, bring virtue, and there is no talking unless you are the person holding the trophy. They could have things they need to work on, or just have fun. We will have to step back and make sure it is being effective,” Mr. Heath noted. Larry Hoskins would like students’ Birthdays to be celebrated in the “Circle,” with other students offering affirmation.

Challenge Fridays have been instituted by Mr. Heath for the MSHS. Students participate in challenges to remind them of their values. This allows for reflection on life in a light-hearted, fun way. For example, the first (1st) challenge was to walk into each classroom, look the teacher in the eye and offer a firm handshake while saying, “Thank you” or “Hello.” Another challenge was to wear shoes not allowed by the dress code, to “be in someone else’s shoes.” Mr. Heath explained that he had originally planned to have kids switch shoes, but then thought of the hygiene issues. Another project planned for Challenge Fridays is to give students red and green paper strips. On each red strip of paper, students will write which of our five (5) Laker Values one of their friend exemplifies. The green will be filled out in a similar manner for themselves. The papers will be collected and formed into a red and green paper chain of values. “Once you get to the Middle School, you kind of lose the luster (of being in Elementary School). We stop being kids. For example, St. Nicholas Day. All the Elementary kids had their shoes out in the hallway.” Jody Maher immediately piped up to volunteer to fill the shoes of the MSHS students, and Gerald Heath took her up on the offer. “We need to keep it fun,” said Mr. Heath.

The Middle and High Schools are also working on social awareness, and can use that as bonding time. Mr. Heath offered examples such as the Art class coloring book for hospitals and Lori’s Place, the ProLife trip, Eighth (8th) Grade Whitcomb visits and the Leaf Raking project. “Our (LMC) values support our culture. Living Faith = Kindness Curriculum, Accepting Responsibility = Circles, Achieving Excellence = Social Awareness, Inspiring Leadership = Faith Families, Building Character = Challenge Friday. If you do the other values, you *will* achieve excellence.

Mr. John Berlin noted that he had asked Mr. Heath and Mr. Hoskins to put this presentation together because “the CCEC members are the voice of the school and it is important that you all understand the lengths we go to help our students.”

Larry Hoskins left after this section, approximately 8:35 pm.

### **Athletic and Extracurricular Offerings/Explanation of Cooperative Agreements Between Schools**

Sara Horvath commented that the allotted time had expired. Mr. Heath offered to move the Athletic presentation to the next CCEC meeting.

### **Comments**

Sara Horvath asked if there were any further comments. Mr. Berlin explained the Accreditation process to the members. “We are in the middle of the two-day process at the moment, but it seems to be going very well. All of the team members have been very positive. They like the layout and think we are very progressive. Stealing our Strategic Plan has been mentioned. They are very thorough, but we are getting a thumbs up. The team is impressed by the “richness” of our standards.

Sara Horvath had been interviewed by the Accreditation earlier in the afternoon, and seemed impressed at the thoroughness of the questions. Jody Maher felt if “the questions were good, that means they have good information, or the needed to close a gap.” Mrs. Horvath agreed that the team seemed impressed with the quality of information provided. “Kudos to Carolyn Simmons,” declared Mr. Heath. “She is a big reason why all of the work got done.” Mr. Berlin thanked Gina Smith and Janet Sullivan for arranging a potluck breakfast and providing lunch for the Accreditation team today. “Mrs. Smith is even making chili, cornbread and brownies for tomorrow,” Mr. Berlin added.

### **Adjournment**

Theresa Rondelli made a motion to adjourn the meeting. The motion was seconded by Lori Anne Huegel. All approved. The meeting was adjourned at 8:40 pm. There is a possibility of a work session in January, otherwise the next meeting will be the retreat scheduled for February 2-3, 2018