

NOTRE DAME PREPARATORY

ADVISORY SCHOOL BOARD MINUTES

November 17, 2008

Board Members Present:

	John Berry	X	Peter Morrow
	Lisa Berry	X	Beth McDonald
X	Tony Calvis	X	John McMahan
X	Bryon Carney		Fr. Bud Pelletier
X	Betty Fritcke	X	Kirk Tushaus
X	Phil Gallagher	X	Mary Williams
	Steve Grosvenor		Diana Zellers
	Colin Markley	X	Jim Zeumer

Ex-Officio Members Present:

	Lora Drummond	X	Carolyn Rock
X	David Gonsalves	X	Paul Rubsam
X	George Krueger	X	Theresa Yehle
X	MaryBeth Mueller		

Meeting Called to Order

- Beth McDonald called the meeting to order at 4:35 p.m., and led all in praying the Hail Mary.
- All members read the Mission Statement.

Approval of Minutes

- The October meeting minutes were approved without change.

Principal's Report

Campus Design Committee

- Dave Gonsalves announced that as a result of the Strategic Plan, it was recommended that Notre Dame look into the future with eyes on possible expansion.
- Tony Calvis has agreed to chair the Facilities Committee, which has put together an overall plan for expansion to provide for an enrollment of 1,200.
- On Nov. 11, John Berry and Kevin Duermit accompanied the principal to a meeting at the diocese with MaryBeth Mueller and John Minieri.
 - As a result of that meeting, a presentation will be made to the Diocesan Committee for Strategic Planning on Dec. 17.
 - Todd & Assocs., Notre Dame's original architect, will draw up the plans and submit them to the diocese by Dec. 3.

Drug Testing Update

- This is the first year NDP has been able to test for alcohol, and 12 positives have resulted.
 - Dean Harris now carries a portable breathalyzer.
 - Sanctions for first time offenders include a one-day suspension, one or two Saturday detentions, and ineligibility for extra-curricular activities for one month.
 - Second time offenders are asked to withdraw from Notre Dame.

Party Incident

- The school held a SADD (Students Against Destructive Decisions) assembly a few weeks ago, and at that assembly, a dad from "Not My Kid" talked about how his son drank too much at a party, passed out, his friends were afraid to call for help knowing they'd all get in trouble, and his son died. He now speaks to groups hoping he might save someone else's life.
- At a party last weekend, there was drinking at a party with NDP students, and one student drank heavily.
 - A few students remembered that father's talk, and one student transported him to the emergency room. He ended up being airlifted from one hospital to another, needed life support during the

night, but his dad, a surgeon, said his son's life was saved by the phone call and kids caring enough to take him to the hospital.

- One student tested positive at an NDP volleyball game last Thursday.
- The penalty for testing positive is the same, whether it is for drugs or alcohol.
- The principal commented that this year, administration is living by the handbook regarding penalties for those admitting to drinking alcohol, but it's possible the handbook could contain changes next year.

Portables

- The final inspection on the portables should take place tomorrow, and study halls can begin occupying the rooms on Wednesday.
- Thanks go to John Berry for taking the legalities involved before the City of Scottsdale.
- **Discipline**
- The school is looking into adopting the "Love & Logic" model for discipline, stressing respect for the individual, and misbehavior viewed as an opportunity for growth.
 - Two representatives attending a conference in Denver, learning how to train our faculty on the program, which will be implemented slowly at NDP.
- **International Cultural Club**
- Dave Gonsalves has invited a group of students from Regiopolis in Scottsdale's Sister City of Kingston, Ontario Canada to visit NDP in the spring.
 - Plans are for the group to attend a World Environmental Club activity at SCC, studying Green Schools, as well as spend time at NDP and seeing sites around the state.
- **Technology Help Desk**
- NDP has signed a contract with InterTech for an off-site help desk. There's an emergency number to call after hours as well.
 - A log of calls will be kept, enabling the school to evaluate the value of the program.

Finance

- Paul Rubsam reported there have been no major changes in finance from last month.
- He noted an accounting procedure change on the report; this year, tuition is divided into 10 months.
- Enrollment remains strong at 940 students.
- The Catholic Community Foundation grants are listed under Scholarships.
- During the summer, NDP had an external audit with the diocese.
 - Two comments for improvement were noted on the audit report: it's recommended that Paul Rubsam review payroll each period and document his review (which has been implemented); and during the spring, he is to document the reserve funds for tuition, and all of the procedures surrounding that (which will be done).
 - Theresa Yehle will send a copy of the audit report to all board members.
- With the new incorporations, each school will have their individual finance report.
- The diocese is interviewing firms to handle the audits.
- The NDP Finance Committee met recently. John McMahon is the chair of the committee; other members are D.J. Cole and William O'Connell, the grandfather of a student.
 - The committee went through current expenditures, fund-raising, possible action steps NDP can take in case there are any shortfalls, and reviewed the school's relationship with Chase Bank.
 - They'll meet again at the end of January and review the budget.
- After last month's meeting where there was concern stated about some families not being able to make their tuition payments, Paul Rubsam reported the school was able to help two parents who called in.
 - Dave Gonsalves stated the school will have a better idea of financial stress at final exam time when some students may not be able to take finals because of unpaid tuition, unless arrangements are made.

Development

- Carolyn Rock distributed copies of a new City of Scottsdale map; NDP is listed as #66.
- Invoices continue to be sent out and calls made for Capital Campaign pledges that are due.
 - Dave Gonsalves commented that the Capital Campaign was called off based on the funds and pledges received, but the pledges still need to come in.

- The goal of \$150,000 for the Annual Fund was surpassed with a current total of \$165,000.
 - Participation was stressed. Carolyn Rock thanked Phil Gallagher and Brian Carney for their help with the Annual Fund.
- CTODP contributions are being promoted. Banks and c-corporations are being contacted so that CTODP staff can meet with them.
 - Corporation tax credits are unrecognized in the community. MaryBeth Mueller commented that there is still over 6 million that could be obtained. It's difficult to know who is a c-corporation.
- The Mark Boscos have agreed to donate another Mercedes for next year's Gala.
 - Brandon Maxwell has agreed to help again next year as well, although he will no longer have a student at NDP.
- There is concern over the success of the Auction; although costs could be reduced by \$30,000, there is concern with the number of attendees.
 - Carolyn Rock and the Auction chair have met to discuss various options for a less costly event with fewer items of high quality. A decision will be made after they see the financial success of the Golf Tournament.
- The Fashion Show is in good shape.
- Grandparents' Day plans are being made.
- John McMahan has donated \$5,000 for a money tree for the Alumni Dinner in December.
- A Summary of Fundraisers and Fun-raisers was distributed for members' review. Contributions from the Boosters and Mothers' Guild were noted on the report.
 - There was discussion on how best to get this positive information to parents.
 - MaryBeth Mueller added that schools usually do not do enough to let parents know they're glad to see their students back, and deliver positive information to them; she suggested that Back-to-School Night might be a good time to convey this information.
 - It was suggested the information could be sent in a separate mailing, but some thought that impersonal.
- Mary Williams commented that NDP used to have a meeting of all senior parents at the beginning of the year, which was a good bonding event. It was the parents' opportunity to find out what was ahead that year.
 - Mrs. Stolic now takes care of planning, eliminating the need for the meeting, but the bonding has consequently been lost.
 - Dave Gonsalves agreed that there could be a senior parents' night at the start of the year letting parents know what is planned and where their help will be needed.
- Jim Zeumer suggested the school take advantage of technology to convey information, commenting that something more consistent go out, commenting that it doesn't always have to be about a Capital Campaign.
 - E-mail, using NDP's Web site as a hub, could give general information, have a video of the principal stating what needs to be focused on, having various messages at key points of the year.
 - Zeumer stressed that technology lets you do this, and it's the prime way communities get connected these days. Students could do some of the messages as well; Boosters advertise their Golf Tournament; Mothers' Guild their events.
 - Jim Zeumer will meet with Beth McDonald, Carolyn Rock, and Lauren Haro regarding school communications.

PTSO

- Betty Fritcke reported that the PTSO held their second meeting on October 22, and it was one of the best ever, but with few attending.
 - There were 15 presenters, as well as an excellent panel discussion that addressed some of the same issues the board has been discussing at this board meeting.
 - Department Heads did a great job giving an overview of their departments, their staff, successes, how they build from year to year and incorporate the ESLRs.
- The next meeting will be December 3, with three departments presenting.
- The Leadership Advisory Committee met on November 12 and discussed ways to increase participation for these information-filled meetings.
 - The organization may need to refocus from PTSO to more "About Notre Dame" and how much information can be provided.

- The Career Development Program will be implemented this year.
 - Notre Dame has an impressive group of parents, some of whom will speak to students regarding various careers on Career Day.
 - Kirk Tushaus, Chair of the program, explained that the day will involve freshmen through seniors.

Mothers' Guild

- Lora Drummond submitted a written report for Mothers' Guild, which all members will review.

Booster Club

- George Krueger reported that over 300 were served at the Homecoming Tailgate.
 - The Boosters worked with Brenda Beers, Student Activities Coordinator, and the Halloween evening was a success with inflatables and games for the kids.
- Winter Parent Reps for each sport have been identified, and will give a report at each Booster Club meeting.
- Students will be recognized as Athletes of the Month.
- The January meeting will feature Dan Bickley, Arizona Republic Sports Columnist, as the speaker.
- A panel discussion is being planned to discuss Performance Training and Supplements, and will cover what's legal, what's not.
- The Booster Club produced white-out shirts for the community to wear to games to increase school spirit.
- Tomorrow night is the Winter Sports Scrimmage for all teams, and there will be a Chili Feast for all beginning at 6:30 p.m.
- The Golf Tournament is scheduled for December 1 at Troon North.
 - Boosters are holding weekly meetings leading up to the tournament.
 - Nineteen foursomes remain open as of today.
 - Those who have previously played in the tournament are being contacted. Sponsorships are about the same, but foursomes are down due to the poor economy.
- A golf clinic will be held at Silverleaf Country Club on November 13; Tom Lehman, Jonathan Kaye, and Aaron Oberholser will participate, as well as the NDP Boys' and Girls' championship golf teams.

Strategic Plan

- Betty Fritcke explained new additions to the Strategic Plan, which are bolded on the handouts.

New Business

- MaryBeth Mueller thanked members of the Notre Dame School Board for attending recent diocesan in-services.
- The superintendent also thanked Notre Dame for supporting the Night of Hope, which had 920 in attendance, and raised over \$100,000 for the Catholic Schools Endowment Fund to be used for tuition aid.

Adjournment

The meeting adjourned at 5:39 p.m.

Respectfully submitted,

Phil Gallagher, Secretary

Date