

NOTRE DAME PREPARATORY

ADVISORY SCHOOL BOARD MINUTES

August 18, 2008

Board Members Present:

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

Ex-Officio Members Present:

X	Lora Drummond		Carolyn Rock
X	David Gonsalves	X	Paul Rubsam
X	George Krueger	X	<i>Theresa Yehle</i>
X	MaryBeth Mueller		

Meeting Called to Order

- President Beth McDonald called the meeting to order at 4:35 p.m.
- Beth McDonald announced that as her first executive move, the Hail Mary will be recited by all members as the opening prayer at all meetings.
- All members read the Mission Statement

Approval of Minutes

- The May meeting minutes were approved without change.

Principal's Report

Summer Work

- Four portable classrooms have been brought on campus to be used for study halls; they are sitting on the tennis courts awaiting the City's final permit for use.
- Twenty-four computers have been added to classrooms/study halls so students will not need to go to the library as often.
- Elongating the football practice field has been completed, with the Booster Club agreeing to pay 60-70 percent of the cost. Total cost was about \$30,000. The school used \$10,000 that had been set aside for field rentals.
- Final arrangements are being made for stands to be installed on the JV and frosh football field.

Enrollment

- NDP has 940 students enrolled as of today. This year's freshman class numbers 285.

Teacher Additions

- Five full-time substitute teachers have been hired this year, each having expertise in various subject areas.
- Thirteen new teachers have been hired this school-year, as well as a part-time counselor.

Chaplain

- Dave Gonsalves announced that Bishop Olmsted has assigned a chaplain to each of the high schools. Fr. Michael Goodyear, LC, who helped out on Fridays as a volunteer last school year, will now be employed at NDP and plans to be on campus Tuesday, Wednesday and Friday of each week. Fr. Goodyear will help with student Masses as well

as say Tuesday and Wednesday morning Masses. Fr. Evanstock will continue to offer Mass on Friday mornings.

Opening School Mass

- Last Friday, our School Mass, celebrating the Feast of the Assumption, had about 20 members of last year's graduating class in attendance, with some helping with music/choir. Dave Gonsalves plans to send formal invitations next year to the previous year's alumni inviting them to the first School Mass, and will have a special blessing to send them off to college, as well as a reception after the Mass. A new tradition will begin.

Accreditation

- NDP received a full six-year accreditation. Committees are now being formed to incorporate the school's ESLRs into every facet of the school.

Scholarship Awards

- The school has received word of an award of \$348,000 to NDP students. NDP's projected need was approximately \$850,000. The school had budgeted \$200,000 for scholarship money, but the principal has upped that amount to \$250,000 to help offset some of the deficit in need funds. Ten percent of the student body is receiving some form of student aid. There will still be a shortage of another \$250,000 or more.

Finance Report

- Paul Rubsam gave a quick review of how to read the financial report.
- Paul Rubsam reported on the year-end finance report for last school year. NDP ended the year in good shape financially. Student enrollment was on target and exceeded the budget. Expenses are on track.
- The Capital Campaign had new pledges received; the goal was to raise \$900,000, but over \$1 million was received.

Development

- In Carolyn Rock's absence, Dave Gonsalves commented on the Development Report.
- Bids were sought from various printers, with LPI Multi-Media being chosen as NDP's sole printer for this school year. Approximately \$20,000 will be saved by working with one printer.
- Four Zip Code Parties are being held this fall for freshman and new families, helping to bring those new families into the fold. The parties have proved very effective.
- The Annual Fund had been put on the back burner before the Capital Campaign was completed, but will come into prominence again. There will be a kick-off event this Thursday night.
- The Corporate Tax Credit will also be emphasized this year. The Corporate Tax Credit proceeds go into the general fund for all Catholic schools; Dave Gonsalves stated that our charge in Catholic education is to help out all children. He added that if Notre Dame has this much need, think of the need of other schools in our area.
- The Development Office worked with the Mothers' Guild on the Ice Cream Social last week; it was a great success.
- The Gala is scheduled for October 4. A Mercedes for the raffle has been donated by one of our families – the Mark Bosco family.

PTSO Report

- Betty Fritcke announced that the first PTSO general meeting is set for September 24, following the Freshman Parent Information Night in the gym. The topic for the meeting is "Navigating Notre Dame," and they have been working with Julie Lazzara to ensure there's consistency.

- The PTSO Executive committee is being identified for 2008-09, and will be composed of the presidents, chairpersons, and student leaders of major organizations and committees, as well as representation from the faculty moderators of each class.
- Five additional meetings have been set, and topics have been assigned to each one. Dave Gonsalves is encouraging faculty to attend various meetings with representatives from each department to discuss how they do their planning, work together, and how the ESLRs weave through their programs.
- Parents are encouraged to e-mail ndppts@notredamepreparatory.org with any questions or input.

Booster Club Report

- George Krueger announced Booster Club officers for this year, stating it is an experienced board: President, George Krueger; VP/President-Elect, Phil Hugus; Secretary, Mary Slawsby; Treasurer, Mark Yachera; Membership, Cathy Cuda.
- Over 100 new lifetime members have signed up for the Boosters; freshman parents are enthusiastic.
- The Purple & Gold Scrimmage will be this Friday, starting with Girls' Volleyball, then a Cheer/Pom performance, the Football Club meeting, followed by the BBQ for all students and parents. The scrimmage itself should begin at 6:30 p.m.
- The Booster Club has designed t-shirts that are included with every membership, listing the State championships won by the school.
- Sponsorships are needed for the December 1 Golf Tournament.
- The Parent Rep Program is being continued, with the appointed parent acting as liaison between the Boosters and the sports team.
- The Boosters are also emphasizing the Athlete of the Month program, and are working with local businesses to give gift certificates for the winners.

New Business

School Board Positions

- Diana Zellers has agreed to be the Nominating Chair for the School Board.
- Steve Grosvenor has agreed to be the Technology Chair.
- Bryon Carney will be the Marketing Chair.
- Rick West and Bob Hunt will be helping with Facilities. A Chair is needed from the Board, and will be named before the next meeting.
- Phil Gallagher agreed to be the School Board Secretary.

Diocese Information

- MaryBeth Mueller reminded that September 9 is scheduled for the meeting for principals and officers of the board – 5:30 p.m. at the Diocese. How to set the agenda, run the meetings, etc., will be discussed.
- September 26 is the date of the School Board Retreat in Flagstaff, AZ.
- New board members will meet on September 30 at the Diocese for an informative session.
- NDP went through an internal financial review. Paul Rubsam had to give an update of the changes made by NDP; the school has made excellent strides.
- On September 23, a Saturday, the new incorporation papers will be signed and pictures taken at the Diocese; the bishop, superintendent, all principals, and the board presidents and finance chair will attend. For School Boards, the secretary is the president of the board, and the treasurer is the chair of the finance committee. This is standard across the Diocese.

- MaryBeth Mueller repeated the importance of CTODP, stating that 50 percent of students attending Catholic schools are getting some sort of tuition help. The Endowment Fund for Catholic Schools will be benefitted by the Night of Hope event on November 1. The superintendent asked that everyone present mark November 1 on their calendar.

Mothers' Guild

- Lora Drummond reported that the 2008 Fashion Show showed a profit of \$2,600. Next spring the theme will be either "Dressed to the Nine," or "Cloud Nine." The Guild appreciates being able to move the event to a Sunday, where support from many sports groups will not be an issue.
- Final profit from the Auction was \$143,000. Pam Lannan and Amy Doyle will be chairing the event this year with the theme, "Under the Big Top."
- The light lunch for freshman and new parents seems to be appreciated by all, and gives the Guild an opportunity to meet the parents.
- Tony Calvis is sponsoring the first general meeting luncheon at Ancala Country Club. To date, 200 members have reservations and there is a wait list, with the club accommodations at capacity.
- With economy concerns and many mothers working, the Guild will value whatever moms can contribute, even if it's just social time.
- Lora Drummond asked how parents have been informed about the Called to Protect training many will need. This year, anyone who is on campus more than one day during the year must complete the training.
- Julianna Brutsche may be trained as a trainer, enabling the Guild to take control of it as an organization.

Adjournment

- The meeting was adjourned at 5:45 p.m.

Respectfully submitted,

Phil Gallagher, Secretary

Date