

NOTRE DAME PREPARATORY

ADVISORY SCHOOL BOARD MINUTES

September 15, 2008

Board Members Present:

X	John Berry	X	Peter Morrow
X	Lisa Berry	X	Beth McDonald
X	Tony Calvis	X	John McMahan
X	Bryon Carney	X	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
	George Krueger	X	<i>Theresa Yehle</i>
	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 August meeting minutes were approved without change.

Diversity Plan Committee

- Bill Mueller, Chair of the Diversity Committee, reviewed that in December 2005, NDP began developing a Strategic Plan. One goal was to increase diversity at the school, and a committee was formed to study that goal. The Diversity Committee then presented possible action goals to the Board; the School Board formally adopted Goal #3 – to develop a Marketing Plan to recruit students of diverse backgrounds to the school. That Marketing Committee has put together a package to be presented at tonight’s meeting. A copy of that PowerPoint presentation is attached.
- After the presentation, John Berry questioned how they would target some of the groups identified. Bill Mueller reported that the committee came up with a two-page list of different groups to contact and would let them know the school has something it would like to include in their mailings.
- It was noted that Brophy has a good diversity percentage, but students draw primarily from South Phoenix, which is fairly close to their school. They are at an advantage with their central location, and with available transportation. Busing to NDP is difficult, especially with sports after school.
- John Berry reminded that the Pima McDowell Indians have financial resources and are close by; standards should not be lowered to accommodate any group, however.
- Phil Gallagher was told the Web site has been updated to reflect diversity, and scholarships available.
- Dave Gonsalves was on an advisory committee for the Apache Reservation that sent a young lady to NDP. She was here for one year, but returned home when her family missed her and wanted her home. The door was left open for qualified students. It’s important that other students make the students feel welcome.
- Fr. Bud Pelletier asked if the office of Ethnic Ministries has been contacted; Bill Mueller stated the committee presents, but does not act on such tasks.
- The Board thanked the committee for their work and presentation.

Principal’s Report

Admissions

- NDP’s 8th Grade Day is scheduled for September 26; over 400 attended last year. It should be a fun day with rally and games.
 - NDP plays Seton Catholic in the Bishop’s Bowl that night.

- On October 7, NDP will hold its Articulation Meeting, an opportunity to let feeder school principals and 8th grade teachers know what NDP is looking for in students. Teachers break into department groups with our faculty representatives, and all are invited to dinner afterwards at Monterra.

Portables Update

- Getting approval for use of the portables from the city and state has been difficult, although calls are being made each day. In the interim, study halls are being held in the chapel, on stage in the cafeteria, and in the library. Outside facilities are consequently being used for some meetings.

Facilities

- Tony Calvis has agreed to serve as Chair of the Facilities Committee, which is developing a campus master plan for the future. Also serving on the committee are John Berry, Bob Hunt, Rick West, Randy Shell, Kevin Duermit and Carolyn Rock. A meeting is scheduled for October 14.

Optional ACT and SAT Tests

- A practice ACT test, the LAN, will be administered to sophomore students on September 22. This should give them a head start on the ACT Exam.
- On Saturday, October 18, NDP will offer a practice PSAT test to sophomores. This year, NDP has three National Merit semi-finalists, and is assured of having at least one finalist with Rachel Heredia's score of 234 out of a possible 240. This places her in the top one percent of the nation.

Crisis Management

- Dave Gonsalves and a group of administrators will attend a Diocesan Crisis Management meeting on September 18. Our present plan will be revised accordingly, and will then be taken to the City of Scottsdale so their services can be coordinated with our services.

Finance Report

- Paul Rubsam stated there is no financial report this month; August hasn't closed with this month's meeting coming a little early.
 - Enrollment is at 946, and since the budget was set for 900, NDP is in good shape.
- Dave Gonsalves and Paul Rubsam met with JP Morgan Chase, which has a letter of credit with the debt NDP has with the City. The school is working with them to renegotiate the debt and eliminate the variable interest piece so the school can plan more easily.

Development Report

- In Carolyn Rock's absence, Dave Gonsalves gave the Development Report.
- Ads have been placed and press releases sent regarding the upcoming Gala.
- The four Zip Code Parties were very successful. The parties are a great community builder. Freshman and new parents are very happy with the school and teachers.
- Carolyn Rock is reviewing all pledges to the Capital Campaign to make sure everyone is up-to-date.
- Development kicked off the Annual Fund. There are parent captains and class challenges, with the class with the highest participation rate winning a BBQ before the Homecoming Game.
- Lisa Piazza is chairing the CTODP Drive this year. Last year, NDP received \$348,000, which was \$100,000 more than the previous year.
- Others working on the Fashion Show are trying to make it inclusive for all. The Fashion Show is a tremendous community builder.

PTSO Report

- Betty Fritcke reported that the first general meeting of the PTSO for 2008-09 is scheduled for September 24, following Guidance's Freshman Parent Information Night. It's hoped they'll have a captured, interested group. The main topic will be "Navigating Notre Dame," with Sr. Yolanda, teachers, and parents covering things parents would like to know.
- Over 40 freshmen are running for freshman class officers.
- The PTSO Leadership Advisory Committee has been narrowed to 12 this year, eliminating the rather large group of leaders from every area last year. This should provide greater focus and prove more time-effective.
 - The group meets six times in the year, and acts as a consulting group for the principal.
 - General meeting dates for this school year include September 24, 2008; October 22, 2008; December 3, 2008; January 21, 2009; March 25, 2009; May 13, 2009.

Mothers' Guild Report

- Lora Drummond reported that the Guild has 156 new members, 74 Annual members and 82 Lifetime, for a total of \$16,000 for all memberships. The freshman class moms are very participative and want to get involved.
 - Some renewal memberships were lost with senior and junior moms this year. Some sophomore moms were lost through poor communication; the Guild is concentrating on correcting that, and is getting good response.
- The New Moms Welcoming Lunch was held at Michelle Anderson's home; 75 attended, most of who joined the Guild.
- The Committee Chairmen Meeting was well-attended. The theme for the year was set by the *Starfish* story, with bookmarks commemorating that theme. The group received information on logo guidelines, and changes to the communication procedures.
 - All who signed up as volunteers will receive a phone call so they know they haven't been forgotten, even though they may not have been called upon yet.
- The September Pasta Potluck celebrates the gathering of family; "Pure Fashion" will be introduced by Fr. Michael Goodyear.
- The October meeting will be a "Booorekfast" morning meeting, to better accommodate some working moms.
- A copy of the Mothers' Guild newsletter was provided to all Board members.

Booster Club

- Phil Hugus gave the Booster Club report in George Krueger's absence.
- The Booster Club meeting last week was the largest they've had with 150 attending.
- Joe Garagiola will be the speaker at the October meeting.
- The Purple & Gold Scrimmage and BBQ had over 1,000 attend. Phil Hugus thanked Brandon Maxwell for catering the event.
- The Boosters have 300 lifetime members and almost 200 annual members.
- The Boosters helped pay for the recent field expansion, enabling Freshman and JV Football games to be played on campus.
- Football and Volleyball have been working with the Boosters to improve food sold at games.
- The Golf Tournament is ahead of last year with a sellout expected.
- The Boosters are sponsoring a tailgate at the Marin Catholic game in California, either to be held at the Marriott, or at the school.
- The Homecoming Game is on Halloween night. The Boosters will provide an atmosphere at the Halloween tailgate, making it fun for all ages, i.e., trick or treat for the little ones, bounce houses, booths, generally making it more of a family event. Mary Williams is chairing the homecoming committee.

Strategic Planning Report

- Betty Fritcke explained the distributed Strategic Plan Implementation Update.
 - The Plan was developed in 2006, began its implementation in 2006-07 school year, and will continue through 2010-11.
 - Each goal has a member on staff responsible for its implementation. Action Plans that were approved are listed in the report. Betty Fritcke contacts the person responsible for updates and the Board receives the report with recent updates bolded.

New Business

University of the Incarnate Word

- Fr. Bud Pelletier reported that the University of the Incarnate Word Committee is coming to Phoenix to open the first Catholic university in Arizona. They are talking to people now for goals. If anyone wants to be interviewed, Father asked they let him know, so they can form the kind of Catholic university that's wanted in the Diocese.
 - The school has programs open in the evenings, with space leased at St. Mary's High School. Space may be leased from Estrella Community College as well.
 - Dave Gonsalves asked Father to let them know a teachers college is needed to promote Catholic educators in this area.

Emergency Services at Games

- Phil Gallagher said there have been injuries at the last couple of football games, and it's taken a long time for the ambulance to respond to their call.
 - Dave Gonsalves explained that varsity games are played at SCC, which is on the Salt River/Pima Indian Reservation; therefore, only their security, police, and ambulance service can be used, and if they are answering another call, we are at their mercy. NDP has, however, hired them to be present at all future Varsity games.
 - AIA does not have a ruling that an ambulance needs to be available at games.
 - There was discussion regarding whether this should be arranged. If the ambulance was retained, they would need to leave if they received another call.

Diversity Report

- It was agreed the Board will respond to the Diversity Committee's presentation at the next Board meeting, giving everyone a chance to read through their presentation and respond.

Adjournment

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

Respectfully submitted,

Phil Gallagher, Secretary

Date