

NOTRE DAME PREPARATORY

ADVISORY SCHOOL BOARD MINUTES

October 20, 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		Mary Williams
	Steve Grosvenor	X	Diana Zellers
X	Colin Markley		Jim Zeumer

Ex-Officio Members Present:

X	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 4:40 p.m., and led all in praying the Hail Mary.
- All members read the Mission Statement.

Approval of Minutes

- The September meeting minutes were approved with one change – on page 2, adding a “P” to CTOD under the Development Report.

Principal’s Report

Campus Design Committee

- Last year, a small group was consulted regarding what facilities would be needed if NDP were to become a school of 1,200 students, and preliminary work began on a 15-year plan. Tony Calvis accepted chairmanship of the Facilities Committee and its Campus Design Committee met on October 14. A meeting has been scheduled with MaryBeth Mueller and John Minieri at the Diocese to bring them into the planning before going any further. Dave Gonsalves will report to the Board on further progress, and stated that the school is lucky to have John Berry guiding the process, as well as Rick West and Tony Calvis.
- Colin Markley was told the maximum number of students NDP could currently handle is 1,000, although at 950, the school is already having space issues.

Traffic Control

- NDP administrators met with a representative of the City of Scottsdale Traffic Department to discuss possible solutions to NDP’s traffic flow problems. The City will meet with neighbors as well. Many cars are making U-turns near student bus pick-ups, and double-parking to drop students off, thereby creating a third lane of traffic. No Parking signs will be posted in the near future along 98th Street, and roundabouts are also being considered. Off-duty policemen to direct traffic have been recommended, but would be a very expensive alternative; instead, staff and administrators from NDP will attend volunteer police school and become certified to direct traffic.
- Dave Gonsalves, in answering questions from the Board, reiterated that the No Parking signs are the City of Scottsdale’s mandate, and NDP has no power in that decision.

Admissions

- Eighth-Grade Day went well, with close to 400 feeder school students attending. Over 150 students are already signed up for shadowing. NDP’s Open House is scheduled for 9:00 a.m.-1:00 p.m. on Saturday, November 1. Students will lead tours of the campus.

Night of Hope

- On November 1, the Catholic Schools Office will hold a Night of Hope gala at the Phoenix Convention Center, with proceeds going to the Catholic Schools Endowment Fund. All are urged to attend.

The principal requested the meeting go into Executive Closed Session at this point, resuming with the monthly Finance Report.

Finance Report

- Paul Rubsam reported that revenue items are staying above budget.
- A special section, Commentary, has been added to the Finance Report so that explanations can be noted on some items.
- Timing affects the Gala expenses reported – when revenue comes in and expenses paid.
- NDP has changed the accounting for tuition; before it was on a cash basis – if the tuition was paid, it was listed as revenue. Now, the total is being divided by ten, with a straight line item for tuition.
- Scholarship money listed on the financials is 1/10 of what NDP expects to receive.
- Cash payments expected and budgeted on Capital Campaign pledges are \$850,000. To date, \$35,000 has been received, but most is traditionally received in December.
- Under Maintenance & Plant Operations, money was budgeted to operate the portable classrooms; since the school has not yet been able to use the portables, no money was expended.
- The Golf Tournament is budgeted to make \$100,000. The Auction is budgeted to make \$150,000. Both are fairly significant amounts; if the profits should be down this year, it would impact NDP. Comments were made that it would be a major blow to discontinue the Auction this year, as has been mentioned.
- Colin Markley asked if attrition is built into the budget; yes – 900 students were budgeted, with the actual count at 940.
- Paul Rubsam explained the investment income listed is the Endowment Fund at Catholic Community Foundation. Money put aside for scholarships goes into that fund and the CCF manages the money for the school. With the recent economic happenings, the fund has lost \$14,000.
- There is \$250,000 budgeted for Notre Dame scholarships, which is over and above the amount received from CTODP. For this school year, no more CTODP funds are available, except for those gained by the school if a student withdraws. Paul Rubsam added that the most NDP gave any student, in addition to their CTODP amount, was \$2,000.

Development

- Carolyn Rock distributed an article from *The Chronicle of Philanthropy* relevant to the economic difficulties sweeping the nation.
- Capital Campaign pledges expected to be paid this year total \$995,000. Letters are being sent to those behind on their Capital Campaign pledges; previous Auction sponsors are being called; the Boosters are calling previous Golf Tournament sponsors. Two donations are being watched that will probably need to be written off.
- The Annual Fund has reached \$100,000 to date, and it's expected to reach the \$150,000 goal.
- Carolyn Rock met with the Auction Chair, Amy Doyle, and discussed ways to lessen expenses of the Auction and get underwriting, as well as consider other options.
- The Golf Tournament success should be a good indicator of the Auction's possible success.
- The Fashion Show follows the Auction within a month and is a fixed expense.
- Over 800 attended this year's Gala.
- NDP is advertising the Open House; Marty Manning from KEZ will broadcast live from the campus on October 31. TV coverage will be sought as well.
- CTODP sent a message that only seven percent have participated. A CTODP Committee has been activated at NDP, and a Phonathon will take place on December 6, which proved very effective last year.

PTSO

- Betty Fritcke reported that the PTSO had its first general meeting on September 24, with the main topic “Navigating Notre Dame.” Parents, students, teachers, and the principal talked about key areas of how to be successful at NDP.
- The next meeting will be October 22 in the library, with the main topic “Funraising vs. Fundraising.”
- The Leadership Advisory Committee also met, a smaller more focused group than last year, to talk about things that had a major impact.
 - A schedule of topics has been presented for this year’s meetings.
 - Representatives from NDP’s academic departments will speak at some meetings, highlighting the curriculum, current happenings and successes, and how they interact and incorporate the ESLRs into their classes.

Mothers’ Guild

- Lora Drummond reported that the Guild is continuing to reach out to previous annual members, and encouraging participation. Meeting times may be adjusted to accommodate work schedules, if they see the need.
- The September general meeting was a successful event, the first held at DC Ranch Homestead Community Center; fifty-two moms attended.
- This October, the general meeting will be a coffee/breakfast at 7:45 a.m.
- If the Board has any suggestions for possible Guild meeting speakers, Lora Drummond asked that they let her know.
- The Support Our Saints group helps any family in need with a group of moms that bring food or sit with the family to give them a break.
- The Faculty/Staff Christmas Party is being planned; the theme will be kept secret until the event.
- The Fashion Show and Auction are working on plans, and the Faculty/Staff Appreciation Committee has provided many surprises this year to NDP faculty and staff.
- Lora Drummond asked the Board for input on an issue. The Guild doesn’t want to deny anyone volunteering, however, there are 47 volunteers who want to help out, but do not want to join the Guild. The Guild relies on dues for their many projects/services. The volunteers have been approached often for to join and pay the \$50 dues. Suggestions were made by the Board, including thanking the volunteers for their work hours, and reminding them they haven’t yet paid their dues, as well as announcing next year that mothers cannot volunteer unless they are members of the Mothers’ Guild.

Booster Club

- George Krueger announced that the Booster Club now has 372 members: 293 lifetime, and 79 annual. Lifetime dues are \$500; annual dues are \$150. Recently, those have been reduced to \$400 and \$90.
- The Boosters have provided \$30,000 for the new field extension this year.
- The Parent Rep Program has been successful, and the Athlete of the Month is continuing honoring students for achievements on the field as well as for academics.
- The past two Booster Club meetings have been well attended: Amy Van Dyken spoke at the September meeting, and Joe Garagiola at the October meeting – both were excellent talks and inspirational. It’s hoped Tom Lehman can speak at the November meeting, in advance of the Booster Club Golf Tournament.
- The Boosters are working with Brandon Maxwell on the Homecoming Tailgate. A buffet dinner is planned, and there will be fun events for all ages, trick-or-treating, games, etc.
- The Golf Tournament is at 30 percent capacity, with the majority of reservations expected next month.

Old Business

Diversity Committee Report

- Dave Gonsalves commented that the Board is in receipt of the report from the Diversity Marketing Committee. The school is deficient in diversity, and needs to reach out to certain nearby areas. City of Scottsdale quadrant “A” has been identified as the area in which to concentrate efforts. NDP’s Admissions Department will work with St. Daniel’s toward that goal, and will meet with the Admissions

Committee to see why the school is not drawing from quadrant “A.” The study suggested by the Marketing Committee might need to be done next year, the principal reported.

New Business

Questionnaires/Surveys

- Dave Gonsalves said it’s about time to send out various questionnaires, which will be sent through the PTSO. If the Board knows of any parents with expertise in surveys, he asked that they let him know. Fr. Bud Pelletier offered the names of NDP parents who do this as a business.

Adjournment

- The meeting adjourned at 5:50 p.m.

Respectfully submitted,

Theresa Yehle

10/23/08