

Saint Agnes Board of Catholic Education

October 16, 2017

Members Present: Tony Barczak, Joe Bowman, Becky Millay, Oak Martin, Dave Nienaber, Jamie Ramsey, Stephanie Smith

Excused Absences: Allison Fangman & Mike Bloemer

Ex Officio Members Present: Anita Dunn and Rich Hoyt

Noting a quorum, Joe Bowman opened the meeting at 7:02PM and Dave Nienaber led us in prayer.

Old Business:

The minutes from the September meeting were presented. The minutes were approved and motioned by Oak Martin and 2nd by Stephanie Smith. Oak and Becky Millay provided their cell phone numbers to be added to the Board contact list.

Executive Report:

Joe Bowman had a discussion with Allison Fangman and is expecting her resignation. She is having medical issues which aren't allowing her to serve. It's unclear whether her resignation is from the co-chair position or completely from the Board.

We reviewed several policies, and arrived at the following updated policies. These will be read for a second time at the November meeting, and if there are no changes will be implemented at that time.

P5578: Student welfare - School visitors

St. Agnes School requires all visitors to sign in and out and receive a visitor badge at the School office. The administrator or administrator's designees must authorize any access to School premises.

P5582: Student welfare - safety regulations

St. Agnes School shall conduct safety and emergency drills consistent with the regulations of the Kentucky state Department of Public Safety. In addition, St. Agnes School will enhance its program by considering the recommendations of local fire and police agencies.

P6410: Pupil to teacher ratio

St. Agnes School will maintain a 26:1 ratio of students to teachers.

P6540: Student support services

St. Agnes School offers student support services as designated by the administrator on an annual basis.

Rich Hoyt updated the handbook with more specific information on the support services offered.

P9110: Board Membership

No changes suggested to part one.

2. Ex-Officio members

The ex-officio, non-voting members of the board shall be the pastor of St. Agnes Parish, the Principal, the Director/Coordinator of Religious Education, and a Parish Council Representative.

P9310: Permanent Committees

Safety committee was added to the list currently including the executive committee, public relations committee, and development committee.

P9430: Secretary – Duties

Points one through four were unchanged.

Point 5 was updated to read: Send a copy of the approved minutes to the assigned School staff member.

Joe discussed a potential new board policy requiring board representation during interviews. Rich is open to having more participation in interviews. The biggest hurdle is logistics. The ability to move quickly tends to work in our favor. Katie Jacobs has been assisting Rich in the hiring process.

Improvement Goals

One of our primary agenda items for our next meeting will be discussing our individual thoughts for three improvement goals we have for the St. Agnes community. This discussion will lead our focus for the School year.

Committee Information

- Service Hours:
 - Oak provided an update. As of October 9, 48 of 251 families have entered hours totaling 1028 hours. Feedback on the new reporting system through Sycamore has been positive.
- Public Safety:
 - Rich shared copies of our building plan with the Fort Wright police chief. Additionally, the Fort Wright police officers toured our building.
 - CPR training will be offered to the eighth-graders again this year. It's a five-hour course and will be offered in one hour increments over five weeks.
 - In conjunction with the police department there will be a site action plan.
- Public Relations:
 - Our open house is coming up on Sunday, November 12 from 12:30 to 2:30. At least four School board representatives are needed to greet families at the main entrance and by the gym.
 - Stephanie Smith has the template for the yard signs and is getting quotes from other vendors. She is also working on the invitation postcard.
 - Tony Barczak suggested making the open house experience as warm as possible, perhaps having conversation starters like "ask me about my St. Agnes experience."
 - Cookies will be provided, and it would be nice if the School board would provide balloons, drinks, etc.
- Development:
 - Becky has been in touch with Laura Muller, and they are expected to meet up soon to discuss the corporate sponsors program. Laura has offered her help to be involved and transition this role this year.
- Finance
 - Dave Nienaber will provide Rich with a listing of bullet points that serve as "did you know" facts about the School finances, tuition, enrollment, etc to be included in the weekly newsletter. The goal is to build on the transparency provided at the back to School night.

Administration Reports

Principal's Report: Rich Hoyt's report submitted for approval as written.

Coordinator of Religious Education Report: Anita Dunn's report submitted for approval as written.

Meeting was adjourned at 8:05. Approved and motioned by Tony Barczak Seconded by Oak Martin.