

**Saint Agnes Board of Catholic Education**  
August 14, 2018

**Members Present:** Tony Barczak, Mike Bloemer, Becky Millay, Oak Martin, Stephanie Smith

**Excused Absences:** Jamie Ramsey

**Ex Officio Members Present:** Father Mark Keene, Rich Hoyt, Erin Cappy

Father Mark Keene opened the meeting at 7:10PM and led us in prayer.

**New Business:**

Becky Millay opened the meeting discussing the need to identify a new chair, a new co-chair and a new secretary with Joe Bowman and Dave Nienaber's terms recently ending.

The Board Voted the following members into the open positions.

- New Chair - Becky Millay
- Co-Chair - Tony Barczak
- Secretary - Stephanie Smith

We also discussed the (3) open board positions and evaluated the need for a new finance member as well as a need for a member to assist with the Public Relations team.

Also discussed the potential of moving the Monthly Board Meetings to every other month as opposed to the second Tuesday of every month. Becky mentioned that it might be a good idea to wait to change this practice until we have identified the new board members.

The board also discussed the upcoming start to the school year and how new students would typically receive a "New Student Yard Sign" in the past. Mr. Hoyt, mentioned that the signs were printed and would be available for pick-up at Meet the Teacher night. Each Board Member was to distribute yard signs that associated with their list by; Sunday, August 19, in preparation for the First Day of School. Becky Millay to distribute the lists for the addresses for the yard signs to each member.

**Executive Report:**

Beck Millay brought up that the question has recently come about; “What does the School Board of Catholic Education actually do?” During this meeting she encouraged each member to brainstorm this question and identify the ways we serve the school as well as outline our goals for the year ahead.

- Work of the committees - tasks oriented
- School Improvements
- Review of School Policies
- Response to the needs of the school
- Safety
- PR & Marketing Assistance

### **Committee Information:**

- Development:
  - We continue to pull new Corporate Sponsors. Becky is currently working through Sponsorship Renewals & Timelines. There was some discussion around the duration of the sponsorships (calendar year vs. school year) and how this might be addressed in the future.
  - Ortho-Cincy recently agreed to sign a larger Exclusivity Clause for their sponsorship and enter into a non-compete with other ortho groups for St. Agnes Sponsorships.
  - The group discussed the need to address (and continue to do so through the year) current sponsorships with other fundraising committee so that there is not a breach in any contract.
- Service Hours:
  - Oak mentioned developing a new reward system by quarter for families who have reached a target amount (maybe a 5 / 10 / 15 / 20) for each quarter to promote service hours.
  - Idea was mentioned to reward those families with an extra spirit wear day each quarter for reaching quarterly goals.
- Public Safety:
  - Mr. Hoyt discussed the recently revised Safety Procedures and that Classroom Numbers have been printed and will be installed on the windows (Date: TBD).
  - Mr. Hoyt also mentioned that the staff will participate in CPR Training on August 16, 2018. The question was raised about epi pin training as well, Mr. Hoyt said they do have a trial pin and will be training its use too.
  - School Crisis Plan is underway with the Diocese.

- Alice Drills to be conducted (2) times this year.
- Mr. Hoyt discussed the Emergency Bags to be checked before the start of school as well.
- Finance
  - Mr. Hoyt mentioned that the budget was recently finalized and that not much changed from the Spring.
  - Mr. Hoyt will be sending out a budget overview to the parish and school families
  - Also discussed the parish/school endowment and Fr. Keene's request for fundraising groups to support and commit to funding it yearly.
- Public Relations
  - We continued the discussion around ways to attract new families since we've seen a dip in enrollment for the first time in a while.
  - Mr. Hoyt outlined the meetings that have been taking place regarding the refresh of the school website.
    - Mr. Hoyt, Stephanie Smith and Christina Woolley met with Phil H. to discuss the desired edits for the website. We are currently awaiting a proposal from Phil to determine next steps and modifications to the site.
  - Mr. Hoyt expressed the desire to create a PR Campaign for the upcoming school year. Stephanie Smith to review this alongside our current social media efforts.

#### **Upcoming Important Dates:**

- September 28 - 30, 2018 - Oktoberfest
- November 4, 2018 - Open House
- Upcoming BOTCE Meeting Dates: September 11, October 9, November 13, December 11

#### **Misc.:**

- Back to School Night on Aug 29, Mr. Hoyt requested a member to speak, Becky Millay confirmed she would speak to parents on behalf of the BOTCE.
- End of Year Survey - Typically a Board Sponsored Activity through Survey Monkey to receive School / Teacher Feedback. This was not sent at the end of the school year. Becky to reconnect with past board members to outline the process moving forward.

- Board Assessment survey - Mr. Hoyt brought this up, which was new to all members, Becky Millay to reconnect with past board members to learn more.
- Discussed the need to put new protocols / board manual for transitioning years, along with an itemized list of BOTCE events and responsibilities (ie: new student welcome signs, open house, survey) for the year.

### **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 8:11PM. Approved and motioned by Becky Millay, seconded by Tony Barczak.