

Saint Mary's High School Advisory Board

In the Tradition of the Franciscan Fathers and Sisters of the Precious Blood

The Mission of Saint Mary's High School is to provide a quality Catholic education by developing and sustaining a rich tradition grounded in Gospel and family values, discipline and respect.

School Advisory Board Meeting Minutes

Monday, September 14, 2009

5:30pm

Thomas J. Reilly Library & Resource Center

The Saint Mary's High School Advisory Board met on Monday, September 14, 2009, beginning at 5:30pm in the Thomas J. Reilly Library & Resource Center.

The meeting was called to order by President, Jeff Glenn.

Members present: Jeff Glenn, Adela (Lillian) Trujillo, Roseann Osborn-Perez, Stan Bednarek, Evelyn Dawson, Kurt Schuler, Stefanie Villa and Cindy Zapien.

Members absent: Rosie Perez, Vernon Speshock and Michael Ward.

Attendees: Suzanne Fessler, Robert Rogers, Carlos Sanchez, Johnny Young, Karen Mankowski, Liz Hansen, Katherine Barr, Zach Sanchez, Sara Tellez and Victoria Placencia.

Mrs. Fessler asked the new members of the Advisory Board to recite the Oath of Office. Evelyn Dawson and Kurt Schuller did so and signed the requested document. Vernon Speshock and Rosie Perez were absent. They will take the oath at the next Advisory Board meeting.

Jeff Glenn, President, Adela (Lillian) Trujillo, Vice-president and Roseann Osborn-Perez, Parliamentarian recited the oath for officers and signed the requested document

Kurt Schuler led the group in an opening prayer.

No audience was in attendance.

The minutes of the May, 2009, meeting were reviewed. They were corrected to include the names of the new Board members and the officers for this school year. The corrected minutes were approved,

Reports:

The Student Council Report was presented by Katie Barr. Other representatives from student council in attendance were: Sara Tellez, Victoria Placencia and Zach Sanchez. Miss Barr reviewed Rivalry/Brophy Week activities which included the lock in, Brophy piñata, Brophy Car Smash and lunchtime DJ. A profit of \$1,200.00 was collected from the week's activities. The first "Untuck for a \$1.00" day will be this Friday.

A string bracelet will be given to each student who pays \$1.00 for an untucked shirt and \$1.00 for buck a jeans day. Homecoming events are being planned. Dallas Escobedo is the spirit coordinator for this year. A student council car wash is scheduled for 9/19/09 at Town Talk II from 10:00-2:00pm.

Advanced tickets are being sold for this event.

Johnny Young, co-president, presented the Parent Organization Report. The Parent Org sponsored the Frosh Parent Dinner and Frosh Student Dance in August. They assisted with Back to School night and are currently working on the student directory for Saint Mary's. The student directory will contain contact information for those families giving their permission. There will be an opportunity for our SM families to advertise their businesses in this directory. Each student on campus will be given a directory. The delivery of each directory will be coordinated with office and approved by Mrs. Fessler. The PO will be meeting soon to plan other events and to set meeting dates for the year. The PO has had many requests for a car pool list. They hope to help with this project as soon as the contact information is available.

Carlos Sanchez, Athletic Director, presented a written report for the Athletic Department. Power Points for football and volleyball were discussed. The schedules for Cross Country and Swim were noted. The try-out process for each fall sport was explained. Mr. Sanchez responded to questions regarding the booster groups for the various teams. Members of the Board expressed concern about the various team web sites and the over-site of these web sites. Mrs. Mankoski and Mrs. Hansen noted possible legal and tax issues with fund raising and licensing laws. Mr. Bednarek will forward current guidelines established by the technology committee to all members and administrative staff, regarding the web site. The technology committee will continue to establish guidelines and standards for any booster/team web site. Mr. Sanchez will supervise all head coaches. Head coaches are responsible for their teams and the booster groups for each team. Questions were raised concerning the routine/monthly over site of all material on the team web sites. Who will be responsible for clearing this material when they are associated with Saint Mary's High School? The technology committee will be asked to review and update all guidelines and standards for web sites. Mr. Sanchez stated that he will continue to recapture green and white as colors for Saint Mary's. Spirit shirts and team uniforms will be ordered within stricter guidelines in the future.

Robert Rogers, Assistant Principal, presented the Marketing Committee Report. This committee is currently working on developing materials for the new Saint Mary's brochure. The new brochure will be redesigned with more information for the prospective student. They are currently reviewing estimates for printing costs. They hope to reduce the cost for posters and flyers by choosing one vender for all

print jobs. Mr. Rogers will be representing Saint Mary's at the various eighth grade/parent events held at the elementary schools. He is hoping to recruit a contact person in each parish. These parish captains would facilitate a flow of information from Saint Mary's to each parish as well as communicate concerns and questions from the parish community. He encouraged the Board to contact him with any families /individual who might be contacted to become a parish captain. Mr. Rogers stated that he hopes to develop more opportunities for elementary students to come to the Saint Mary's campus. The addition of sports clinics, newspaper clinics, yearbook clinics, student council clinics, etc. would be a great way to introduce students to the opportunities and atmosphere of Saint Mary's High School. He stated that though our enrollment might be down, our quality of education continues to be excellent. Our student diversity and positive atmosphere on campus are both unique gifts at SM.

A shadowing program was suggested as another tool for recruitment. Helping our families finance their student's education will be very important in future years. It was suggested that a financial aid workshop might be presented at the same time that eighth graders are taking the placement test in January.

Mrs. Mankoski presented a written report for the Scholarship and Benefits Board. She highlighted the plans for the Golf Tournament and the Hall of Fame Dinner. She stated that plans for a fund raising phone a thon were in the works. She recommended that a representative of the Board participate in this event. If the Board members have names to recommend, she would love to hear from them. This event could be a tremendous community builder as well as an opportunity to contact our alumni and remind them of the ongoing achievements of Saint Mary's. She emphasized the need for each \$5.00/\$10.00 donation. If every alum contributed yearly to our fund, we would be able to finance our tuition assistance and budgetary needs. Graduates of 1956 will be asked to donate \$19.56. We hope that this donation model is a huge success. On October 10th the Knights of the Last Call are hosting a special event to raise tuition assistance. Mr. Farrell will review past success of the football program and Mr. Zubey will outline the future plans of the program. Any member of the Saint Mary's Community is asked to attend this special event. Mrs. Perez stated that in her senior class the position of Historian was a key position for maintaining that connection between any high school and the graduates.

Mrs. Liz Hansen presented a detailed written Finance Report. She noted that last year there was an expense freeze at the fourth quarter. An external audit was done from August 3-7, 2009. This audit resulted in three additions to our finance procedures. The Diocese of Phoenix received the audit results and was pleased with the findings. The finalized budget was based on 755 students with an actual number of 719. Attrition is routinely built into the budget. The large drop in numbers resulted in cuts in all departments, very little capital expenditures and the loss of the 7th period stipend.

Funds donated for tuition assistance are much lower than last year. We have given 1.8 million dollars in financial aid to date. Our families have a demonstrated financial need of over 3 million dollars. Aid amounts for forty six late filers have been received. These families will be notified of their financial aid amounts in the near future. Thirty families have filed for supplemental aid. Mrs. Hansen has requested seventy five thousand dollars from the Scholarship and Benefit Board and a seventy five thousand dollar grant from the Farrington Foundation. Mrs. Hansen stated that the loss of the stipend for the seven period days can be compared to a furlough which many companies have had to implement to reduce

expenditures. The SM staff was reduced by five positions for this year as we attempt to reduce our costs. The Tax Credit organizations are under scrutiny at this time. We continue to work with these groups through the end of 2009. Mrs. Hansen stated for the record that our budget was based on 719 students and we currently have 712 students enrolled at Saint Mary's High School. The Finance Committee will meet on 0/28/09. Budget details for August will be presented to them at that meeting.

Suzanne Fessler presented the written Principal's Report. She stated that she is tremendously grateful for the dedicated and committed staff here at Saint Mary's High School, who are working hard to cover all areas of required work. She gave special thanks to Mrs. Mankoski and Mrs. Hansen for their efforts. She highlighted the printed material for the CTODP. The emphasis on the continued use of the tax credit is important for our families. She asked the Board to review the calendar and note the upcoming dates for the various committees.

The Strategic Plan Committee, Buildings and Grounds Committee and the Technology Committee will be recruiting new members and if anyone could suggest individuals for these committees they are encouraged to contact her as soon as possible.

Jeff Glenn requested a copy of the signed Advisory Board By-Laws completed last year, from Mrs. Fessler.

There was no Old Business

New Business

Mrs. Hansen reported on the closure of Sheridan Street. The plans were approved and work was begun in July. The stipulation is that it must be completed by July of 2010. Phase I has been completed within the cost of \$158,000.00. Phase II of the original plan was not necessary. The diocese would like completion of Phase III to be completed by the end of 2009. The school cash outlay will be \$150,000.00. Pictures of the project will be presented at the next board meeting. The Plaza section could be completed over the Christmas break in December. The parking lot access was discussed. It was noted that there should be no parking in the turn-around area accessed from 7th Street. Mrs. Hansen stated that the city was responsible for the signage on the street. Mrs. Hansen will speak to Mr. Garcia about the traffic flow restrictions before and after school.

The Diocesan School Board in-service is scheduled for 9/26/09. Mrs. Fessler will be submitting a list of Board members who will be attending.

Suggested Agenda items for next meeting/future meetings

Street Closure

Mother/Son event

Board Picture

Upcoming events/Good of the Order

Board picture will be taken next month. Shirts for the new members should be ordered.

Mrs. Fessler highlighted the responsibilities associated with the NCEA Award given to the Board at the last convention. We are expected to make a one hour and fifteen minute presentation at the convention in a workshop setting on 4/7/10. Saint Mary's will cover the expenses for two individuals to attend this convention. All supportive information submitted by our Board for the award should be given to Mrs. Fessler. Ronnie Perez has volunteered to present the workshop if the Board would like him to.

Evelyn Dawson will be responsible for Prayer at the next meeting.

Kurt Schuler let the Board in a closing prayer.

The meeting was adjourned.