

## ST. MICHAEL SCHOOL ADVISORY COUNCIL

Meeting Minutes-February 1<sup>st</sup>, 2017

In Attendance: Mike Holman, Annette Bahn, Stefanie Griffith, Chris Heck, Deacon Mike, Kathy Laird, Anne Brehm, Fr. Mike Hohenbrink, Dave Mueller Guests: Bill Youngpeter, Ann Karhoff

Chris opened the meeting at 7:00 with a prayer.

Minutes: Chris motioned to approve the minutes from the January 4<sup>th</sup>, 2017 meeting. Kathy seconded. Motion approved and carried unanimously.

Pastor Comments: Fr. Mike announced his move from Pastor to Senior Status to the parish on January 21<sup>st</sup>. He opened his comments with a brief overview of what Senior Status means. Among other changes, he will still preside over masses, weddings, and funerals occasionally. Following his overview, he mentioned that he has been attending current SMS sporting events/games and they are all going great.

Old Business:

- A. School Safety and Security Project Update- Deacon Mike said he and Anne handed out key cards to the staff. They are still working out the kinks, but overall it is going well. All door hardware/software are installed and functioning. The program has a dedicated server and computer, and for now, that is the only way they can access the software. Deacon Mike will be setting up a meeting with Officer White for the security audit he previously mentioned. After briefly talking about our recent updates, Officer White mentioned that he believes the next step in the safety and security of the school would be adding cameras in and around the school.
- B. Sign-Up Sunday (March 12<sup>th</sup>)-Mike will send out a schedule to set up shifts for the event. The first shift starts at 9:30 a.m. and the last shift ends at 2:30 p.m. Previously, the time was divided into 2 shifts-9:30-12:00 and 12:00-2:30. A new addition to the event will be a K of C table.
- C. School Budget-The Parish Finance Committee met and approved the 2% wage increase for staff and the \$95 tuition increase for grades 1-8 that SAC recommended at last meeting. Dave will forward that information to Anne so she can draft the tuition letter and contract for the 2017-2018 school year. Anne thanked Dave and Doug for their work on the budget, and Fr. Mike thanked them on behalf of the Parish Finance Committee.
- D. Survey Update/Timeline Review-Kerry Clapper is working on a survey for families who have left the school. Mike or Doug will follow-up with Kerry. Mr. Y updated the group on the status of the survey that went out to families through email on January 31<sup>st</sup>. As of 7:30 p.m. at the meeting, 73 surveys were completed. The survey will close February 19<sup>th</sup>. He recommends sending out at least one reminder. Copies are available in the office with Mrs. Wilkins for those who may not be able to fill it out online.

New Business:

- A. New Members-SAC will lose 3 members at the end of this school year: Mike H., Meg, and Kathy. Kathy will lead a Nominating Committee. She will contact Amy Koomen and Mike will contact Brian Whitta, both candidates for this year's SAC who were not elected to gauge their interest in applying for next school year.
- B. Principal Search Committee-Fr. Mike mentioned that a committee was formed to search for a new Principal as Anne is retiring this year. The committee is: Ashley Davis, Chris Heck, Julie Stahl, Mike Holman, Doug Trenkamp, Deacon Armando, Joe Mihalik, and Fr. Mike. They will be formulating a timeline and posting the position in various areas such as the Bulletin and the Diocese. Scott Malaney, President and CEO of BVHS has a tool that will be helpful in aiding in the search once the committee has the field narrowed down. Fr. Mike will contact him to get the program.

Committee Reports:

- A. Research-No New Report
- B. Public Relations/Marketing-No New Report

- C. Finance-Covered in Old Business
- D. Technology- Mr. Y mentioned that he ordered 30 new PC's with ASP funds as many of our current ones are outdate and non-functioning. He is attending the OTECH (Ohio Technical Conference) this month.

Principal's Report: The Open Houses held in January for K and the Academy of Angels and KR programs went well. They were well attended and many of the families have registered for the 2017-2018 school year. Catholic School's Week is in full swing and going great. The current year's enrollment numbers, as well as the 2017-2018 numbers are attached to these minutes.

Upcoming Events:

- A. Grade Cards-President's Day No School-February 20<sup>th</sup>
- B. Bakery Bingo-February 24<sup>th</sup>
- C. Next SAC Meeting-March 1<sup>st</sup> (Ash Wednesday)

Chris closed the meeting at 8:06 p.m. with an Our Father.

Respectfully submitted,

Annette Bahn, SAC Secretary