

Saint Daniel the Prophet School

Advisory School Board Meeting

Meeting Minutes

September 10, 2009

Call to order

Robert Filler called to order the regular meeting of the St. Daniel's School Board Meeting at 4:15 PM on September 10th at the North Annex Conference Room.

Roll call

In attendance were:

Fr. McGuire (Pastor)
Rita Standerfer (School Principal)
Joan Dewane (School Vice Principal)
Cissy Frakes (Diocesan School Board)
Debbie Venezia (Parish Manager)
Kerry Pezzuto (Faculty Member)
Liz Camacho (Secretary)
Bob Filler (President)
Garry Kline (Vice President)
Lisa Wilmot (Member)

Excused:

Ghada Raban (Member)
Elia Saldana (Member)

Approval of minutes from last meeting

After opening prayer, minutes from the last meeting (August 24, 2009) were reviewed. Bob Filler made a motion to approve the minutes, Debbie Venezia seconded - minutes were approved as written.

Pastor's Report

- 1) Brief report – Father said that regarding the school, things are going well. Emphasized the need to resume Dog Day events - Father recommended that Eva Hoffman and Garry Klein help organize this.

Principal's Report

- 2) Construction in the kindergarten room is finished, and the students will be able to move in which will open up a room for Art and resources.
- 3) Mrs. Standerfer gave a good, detailed presentation of methods used to assess student progress at various grade levels and insure attainment of skills in all areas. It was well received, and Father McGuire commented on the exceptional hands-on style of Mrs. Standerfer regarding the educational aspects of running the school.
- 4) Ms. Dewane reported on the library renovation. Walls have been brightly painted, a donor identified for new shelves, and parent volunteers will add murals to the walls.

Strategic Planning Update

- 5) Major Goals (Brief)
Major strategic planning goals will be assigned to standing committees where possible and appropriate.
 - i) Marketing - Increase Enrollment–This goal will be assigned to the Development and Marketing committee. Brainstorming session led to several ideas for increasing awareness of school and enrollment. See more detail in committee reports, below. No attempt to hire a development director until sometime next year.
 - ii) Improve physical plant – Complete as of 9/2009
 - iii) Technology – School website and IT issues are handled by Richard Nichols who is paid for his services, therefore, Father does not believe a dedicated technology committee is necessary.
 - iv) Resources for teachers (Ms. Dewane) – Resource in progress – ongoing effort.
 - v) Parental Participation – Goal will be assigned to Volunteer Administration Committee.

Old Business

- 1) Need for new Board Members
 - i) Lisa Wilmot attended Board Meeting to determine her involvement in the group.
 - ii) Father McGuire recommended that Sean Healy be offered a position on the Board and the Volunteer Administration committee head role. Ms. Standerfer will contact Sean to determine whether or not he will accept the role. Garry Kline will check with Valarie Kline to determine whether or not she can assist with the Volunteer Administration role. Serena Villareal was also mentioned as a possible volunteer for this effort.
 - iii) Once most to all the Board Member forms are received from the school families further Board recommendations will be discussed and considered.
- 2) Per Ms. Standerfer The form that went out to solicit new Board Members have been trickling in. Ms. Dwaine's 5th grade class was the first class in the school to get all their forms in – they will play a basketball game with Father McGuire on Dog Day.
- 3) Committee Reports
 - i) CTODP – Geriann Heslin –Lisa Wilmot recommended that the Tempe credit union option for paying CTODP be offered again this year and it was discussed that it was being considered, however, it may not come to fruition due to the organization not offering the payment plan this year – this is still pending.
 - ii) Building and Grounds – Vacant – no update. It was recommended that this committee position be filled as stated in the Board bylaws. Major projects complete for now, school clean-up days can be organized by this committee.
 - iii) Development and Marketing – Liz Camacho. Father McGuire recommended that this committee work with the Technology committee to enhance the SDTP website. Liz Camacho, Lisa Wilmot and Bob Filler will begin working on this effort and report back to the Board. Some of the recommendations made are that the website translate the information in Spanish due to our Hispanic community and that the site cover what SDTP has to offer.
 - iv) Social Action –Ms. Joan Dewane – no update
 - v) Fundraising – Vacant – no update
 - vi) Volunteer Administration – Vacant – no update
 - vii) School Community Building – Vacant – no update

New business

- 1) Election of officers for 2009 – 2010 school year
 - i) Garry Kline was appointed Vice-President of the Board in the hope that when Bob Filler's term as President has been fulfilled that Garry transition over to the President role. This will enable the Board to backfill the position expediently.
 - ii) Liz Camacho was appointed Secretary of the Board
- 2) Father McGuire suggested that the Board members attend the Diocesan School Board Meeting on September 26th at 8:30 AM. The meeting is a good venue for new board members, great networking platform, and good overall training. It was suggested that the attendees wear SDTP shirts to show their school spirit and pride. The meeting will be held at St. Thomas, on 24th Street.
- 3) Debbie Venezia was asked to contact the IT, webmaster from Media Sound Mesh and give them a heads up that the Marketing team will be contacting them regarding work to be done to enhance the website. It was noted that perhaps Chris Muglia should be asked to give us an estimate on the enhancements to the web.
- 4) Dog Day will be Friday, October 23, 2009. Liz Camacho will draft a flyer to go out to school families.
- 5) Liz Camacho requested that a contact list be put together for the Board Members.

Closing Prayer

Adjournment

Robert Filler adjourned the meeting at 5:37 PM.

Next Meeting

Thursday, October 8, 2009

Minutes submitted by: Liz Camacho

Minutes to be approved by: The Advisory Board

2009 – 2010 Future Meeting Dates

All future meeting to be held at 4:00 PM:

- 1) November 12, 2009
- 2) December 10, 2009
- 3) January 14, 2010
- 4) February 11, 2010
- 5) March 11, 2010
- 6) April 8, 2010
- 7) May 13, 2010

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