

STM School Advisory Board

Meeting Date: October 24, 2006 7:00 PM
Location: STM Lower School Library

Attendees: Matt Sullivan, Norbert and/or Peggy Schneider, Doug Zinn, Scott Remmy, Carlos Lima, Gwen Eldred, Mary Ann Fallon, Sue Ann Glower, Walt Capone

Regrets: Sister Catherine, Natalie Dekle, Beth Gunn

Officers: Matthew Sullivan (Chair), Doug Zinn (Co-Chair), Scott Remmy (Treasurer), Mary Ann Fallon (Secretary)

First Order: After opening prayer, approval minutes of Sept. 26, 2006 with minor edits to be made by Secretary. Posting to the Web would occur with the assistance of Mike Throm.

Community Comments:

Email reminders are to be sent to make certain the family community is aware that STM SAB meetings are open to the STM school community. A request was made that any exit interviews from families be shared at the SAB meeting. The H S A also receives feedback from the parent community and shares this at the SAB meetings. All church and school projects are prioritized and posted to the web sites for all to see.

Progress Reports:

Upper School Locker Locks: (Doug Zinn)

Andrew Hamilton has provided an estimate for the project of \$1576.74 which includes 162 lockers at \$9.20/lock plus \$75 for installation. These would be Master Combination Locks. Recommendation to have installation done on a Friday after school dismissal. Teachers would be provided with a master list of combinations and combinations can be changed from year to year. A competitive bid of \$2700.00 was also obtained. Carlos Lima would review with Les Mazur. Funds would come out of the capital expenditures.

New Phone System: (Beth Gunn)

No report available. Deferred to next meeting.

Updated STM Brochure: (Doug Zinn)

Doug Zinn to call Gayle Komives and report status at the next meeting.

Morning and Afternoon Traffic:

Matthew Sullivan reported that after about 2 weeks, the major issue is maintaining the flow. The front of the lower school is given the priority to keep it full and all others go to the back loop. A flyer is being developed for distribution and approximately 10 people are still not following the directions. Most traffic is away from the lower school by 8:05 a.m. Between 7:40 and 7:50 a.m. the traffic flows smoothly. Carlos Lima and Gerry Kyle have both agreed to help Matt. Matt checked into the cost of a traffic officer and it would cost the school \$120 each morning. Chapel Hill Police have directed patrols on Carmichael Street in the afternoons to catch people who cross over the yellow line to avert traffic. As it stands, volunteers will manage the traffic flow. Further communications will also be sent out by the H S A. This will also be made part of the parent handbook at the beginning of the next school year.

H S A Presidents Report: (Sue Ann Glower)

First upper school dance went very well. The Halloween Carnival is set for October 27th at the lower school. The black plastic will not be used as mandated by the Chapel Hill Fire Marshall at last year's event. Sally Trauco is the chair of the Carnival committee and has some new entertainment planned.

The School Lunch order system is up and working well. The H S A committees have been formulated and there is good momentum, however there is a general feeling that parents are over tapped for volunteering.

The H S A Safety Committee met with 15 attendees (parents and teachers) and the same topics remain at the top of their agenda. Parents would like to see the front door of the schools locked with access restricted. They would like some system whereby visitors are buzzed in. Swipe card system was suggested with limited points of access. This would be a major capital expenditure not currently in the school budget or part of the ONE campaign. Gwen Eldred voiced Sr. Catherine's desire not to lock down the front door of the school. Other SAB members also voiced their concerns with restricted access since the school is utilized for multiple parish purposes. Other suggestions were to have greeters at the front door or an additional door in the hallway to force a contact with the office assistants.

Doug Zinn recommended the hiring of a safety consultant and the Safety committee was actioned to research the diocese schools and other public school systems to see what they had in place and report back through the H S A president at the next meeting.

Finance Council Report (Scott Remmy and Carlos Lima)

460 children enrolled versus 440 budgeted for the year. 111 children registered for Aftercare which is also up from last year's enrollment. The school received 15 PC and flat screen monitors from IBM parents. A detailed review of the finance and balance sheets was conducted for the members. Major items of interest included 26% increase

over last years expenses for pension expenses, lower utility expenses secondary to a milder climate over the last year. A review of capital expenditures over the summer included improvements to the deck, a hot water system for the lower school, repairs to the convent and a new server for the school.

Carlos Lima reviewed the process for the school budget for school year 2007-2008 and indicated there may be a need to hold a special meeting of the School Advisory Board and the Parish Finance Council together.

Sister Catherine's Report (as given by Gwen Eldred)

Sister has received the official letter from SACS regarding the schools accreditation indicating STM is in compliance. The letter is date 10/18/06 and is available in the school office.

Parish Capitol Improvement Project Input

This committee is scheduled to meet soon to receive new proposals for capital improvements. Suggestions are also being canvassed by the H S A.

Items for Future Discussion (Matt Sullivan)

School Safety/ Security – next meeting item
Not enough exposure of the SAB to the parent community
Reactivation of the e news letter

Closing Prayer

Next Meeting: Tuesday, November 28, 2006 7:00 p.m. STM Lower School Library