

The meeting was called to order by President Dick Gaietto and Sister Rozanne Swope led the group in prayer. In attendance were Father David Ross, Father James Say, Matt Plotts, Heidi Brodman, Dick Gaietto, Ken Bowers, Ted Rombach, Tony Mass, Trish Haley, and Sister Rozanne Swope (Recording Secretary)

The minutes of the March 20, 2007 meeting were reviewed. After several amendments were suggested, the minutes were approved, as amended.

**U.C.C. 0-4 Year Old Child-Care Progress Report:** Martin Koop indicated that he had nothing to report at this time.

**Review of the Status Report from the Schools and Committee Chairs:** Individual reports will be posted on the following websites: [www.calvertcatholicschools.org](http://www.calvertcatholicschools.org), [www.tiffinstjoe.org](http://www.tiffinstjoe.org), [www.tiffinstmary.org](http://www.tiffinstmary.org), and [www.calverths.org](http://www.calverths.org). It will take 1 day to post them.

**Calvert Catholic Schools Comparative Data: 2007 vs. 2006 Annual Fund:** Superintendent Ted Rombach provided the BOT with the following information comparison.

<b>2007: Goal - \$150,000</b>	<b>2006: Goal \$110,000</b>
Pledges: \$80,597 (as of 4/9/07)	Pledges: \$75,464 (as of 4/12/06)
(% of Goal) 54%	(% of Goal) 69%
# Donors 228	# Donors 332
Ave. Gift \$353	Ave. Gift \$227
#Major Gift Donors: (Dunn Society) <u>38</u>	# Major Gift Donors: (Dunn Society) <u>46</u>
Follow-Up Mailing: to be mailed week of 4/23/07 \$17,600 - 147 gifts (mailed 4/7/06)	Follow-Up Mailing: (final totals)

**Analysis:**

While we are \$5,100 ahead in the 2007 fund, we're also 14% behind in total gifts and 104 donors. Given the unequal timing of the initial brochure/pledge mailing and subsequent follow-up mailing and phone calls compared to 2006, the result difference to date is not that significant. Eight new Dunn Society (\$1000) donors were recorded this year, and there are 12 outstanding to date (gave last year but not yet this year). Campaign leadership has begun with follow-up invitation phone calls to this group of donors.

**Initiate a Platform for Presentations by non-BOT Visitors:** Ken Bowers suggested that each visitor submit the topic in writing prior to the meeting so that it can be placed on the agenda. In the discussion these two issues surfaced: 1) Information sharing - How do we get the input we need when issues surface and the BOT does not have enough information? 2) What format will be used for open meetings when interested insiders have concern/questions they want the BOT to address? For issue #1, it was suggested that someone with expertise in the specific area needed could be invited to a BOT meeting. Ted Rombach stated that a specific amount of time should be allotted for each visitor and it must be adhered to so that all the items on the agenda can be addressed.

**Review the Initial Draft of the Superintendent's Job Description:** Heidi Brodman informed the BOT that the initial draft of the superintendent's job description came about after researching the job descriptions of other superintendents, including information about the Norwalk Catholic School President/Superintendent shared with her by Dick Gaietto. Heidi found that the areas included in the Norwalk job description were helpful and incorporated them. She also asked Mr. Rombach for his input. He noted that several statutes needed to be included. After incorporating those statutes into the modified job description the BOT now has and using a clarification by Ken Bowers of the difference between the chief operating officer and the chief executive officer (chief executive officer is responsible for financial issues), the Board approved the document as a springboard of reference for Mr. Rombach's job description.

**R.I.C. Status:** The preliminary job description for the R.I.C. was distributed. It was noted that according to the Diocesan Principal Handbook, the principal is responsible for the religious education within the building, and the R.I.C. would work in cooperation with the principal. The Board accepted the initial job description, giving their approval for Mr. Rombach to have the needed leeway to correct grammar and to insert other ideas, as needed.

**Feedback on the 3.20.07 Public School Presentation for Permanent Improvement Levy:** Realizing that the church cannot take a position on the upcoming levy, it was generally accepted that the purpose of the public school presentation was to educate a group of individuals who are concerned about education, and to seek the BOT support for the levy. Father David Ross had a sense that they were saying you support us and we will support you.

**Acknowledge Heidi Brodman's 3/27/07 Acceptance by Bishop Blair as a 3-year BOT Member:** Dick Gaietto informed the BOT that Bishop Blair accepted Heidi Brodman as a new BOT member who would serve a 3 year term.

**Seek a motion to have Sue Reser join the Finance Committee and become liaison to the Superintendent:** It was stated that Sue Reser is willing to work with the Finance Committee and would be an asset to them as they performed their duties. The Board approved these added responsibilities and Dick Gaietto will inform Sue of her additional roles.

**Seek a motion to open a credit card with St. Joseph Credit Union:** Dick Gaietto shared an e-mail that he received from Sue Reser after she spoke with Steve Welter at St. Joseph Credit Union. The conversation noted that it was necessary for Mr. Ted Rombach to be able to open a deposit account and sign a loan. For prepaid tuition loans, a share account needs to be opened in order to put the funds in. The loan restriction would just be a guarantee for the student loans. In discussion regarding the credit card, it was pointed out that Ted Rombach, as superintendent, would secure the card. It was also stated that no limit has been established for the credit card at this time. Father David Ross suggested that the protocol of the Diocese should be followed. The credit card would be opened in compliance with Diocesan statutes and would follow the parameters as stipulated by the Diocese. The Board approved the measure.

**Operating account for payroll from the Fifth Third Bank:** Sue Reser researched various banks and recommended Fifth Third Bank due to the rates offered and the percentage of interest offered. The Board approved her recommendation

**Re: Robert's Rules of Order:** Father David Ross requested an answer to the procedural question that was posed during the last BOT meeting: "Could one person rescind, or delay, a "Call to Question" if that person wishes discussion to continue on the floor; or if a two-thirds majority vote is necessary to delay that "Call to Question?" The answer is: a 2/3 vote is required.

**CCS planning - 1 year and 5 year plans:** Father David Ross stated that we need to proceed sequentially and to deal with one issue at a time. On the issue of facilities, a decision needs to be made: Will all 3 facilities be maintained? If not, which one will no longer be used? Reference should be made to the Meitler study. We need to remove the emotional issue and be logical. Dick Gaietto asked the group to "brainstorm" ideas that could be included in the 1 year and/or 5 year plan. Several ideas were brought forth. Tony Mass suggested that the issues should be given to the various established committees, and let the Board-appointed experts function in their roles. Recommendations would be given to the superintendent who would, in turn, bring them to the BOT. We have experts in these areas, but we are not using their expertise. It was also observed that many of the committees appear to be floundering due to a lack of direction, lack of guidelines, lack of specific deadlines, and undefined tasks. Often, when a group ran into a problem, the momentum of the group stopped. They did not work their way through the issue. It was suggested that the chairperson or a representative from each of the committees could attend one BOT meeting a month to give the Board their expert help. Or, the executive committee could hold a special meeting for all chairpersons. This is an on-going issue that will continue to be discussed.

**Update on Plans for a follow-up to the November '06 Summit:** A follow-up meeting is scheduled for Monday, April 23, 2007. This meeting will give everyone an opportunity to expand on the action steps needed, and to provide those present with an opportunity for a question and answer session. Flyers noting this event will be sent out in the parish bulletins, through e-mail, and in mailings sent home with children. In an effort to clearly define a purpose for the meeting, Dick Gaietto responded that this meeting would promote much needed continuity flowing from the initial November '06 Summit. Too much time has elapsed and enthusiasm has diminished. Each committee chairperson could share what tasks have been accomplished, areas where help is needed, problems they are facing, and encourage more participation so the process can continue to move ahead. By providing people with what they want: 1) time to ask questions, 2) information, and 3) timelines for getting things done, the BOT will regain some credibility. It is important for all BOT members to be there. Superintendent Ted Rombach is responsible for organizing this meeting.

**The meeting was then adjourned and the Board moved into executive session.**