

**MINUTES**  
**Calvert Catholic Schools Board of Trustees**  
*March 6, 2007*

President Dick Gaietto called the meeting to order at 7:15 PM and led the opening prayer. He read a passage from scripture – Hebrews chapter 4 “Jesus the Great High Priest.” After a period of silent reflection Dick offered a spontaneous prayer of petition which was followed by the group reciting together the Lord’s Prayer.

Dick Gaietto indicated that each meeting would begin with some type of group prayer, approximately 10 minutes in length, which would assist everyone in focusing on their reason for coming together. Heidi Brodman was asked to lead the prayer at the next meeting.

**In Attendance:**

Father David Ross, Matt Plotts, Heidi Brodman, Dick Gaietto, Martin Koop, Ted Rombach, and Trish Haley

**Transition of Officers of the BOT:** Dick Gaietto presented an overview of his perception of his role at President of the Board of Trustees.(BOT)

- Prioritize what needs to be done according to gifts and talents the BOT possesses
- Determine BOT’s charge. We have the desks, and chairs needed, and we need to make sure that each child is being offered the highest quality education possible in an environment that demonstrates our catholic beliefs.
- Determine the frequency, day and time of BOT’s meetings. The concept of having 3 meetings per month was discussed. Due to other commitments it was decided that for the present time we would continue with 2 meetings per month which would be held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month, from 7-9 PM in the Msgr. Dunn Room. If additional meeting time is required it was suggested that each meeting be extended 30 minutes.

Matt Plotts shared his thoughts regarding his role as Vice-President of the BOT.

- He sees his role is a support role. He is here to support the president and to work with BOT members.
- He is preparing himself to be president.
- He will do what the president delegates to him.

Dick gave Matt a book about “Roberts Rules of Order,” which he will read and will be used as the format for all formal BOT meetings.

**Recognition of New BOT Member:** Dick formally congratulated and welcomed Heidi Brodman to the BOT as the new “At Large” member. Heidi will serve a three year term.

**Introduce Recording Secretary (Statutes VII.7):** Dick Gaietto formally introduced Sister Rozanne Swope to the BOT members. She will serve as the recording secretary for this group. She is also invited to actively participate in the opening prayer, including leading opening prayer, periodically.

**CCS Teacher Recommendations for the ’07-’08 School Year:** Superintendent Ted Rombach distributed copies of the proposed list of teachers for the group to review. Salaries for each teacher, including fringes were listed. Several observations were noted:

- The figure presented was approximately \$18,000 above anticipated cost of salaries  
How can this deficit be made up?
  - 1) Additional enrollment in pre-school may generate some funds.
  - 2) Can money from the Development fund be used?
  - 3) A 9% decrease in enrollment was anticipated and figured into the budget. However, it was noted that it looks as though the enrollment will maintain its present level, or only slightly decrease.
- In determining teachers the focus was largely on the children and who could best serve their needs in a particular field. Areas of fairness, social justice, performance during the interview, performance on the job, and legalities were among the factors considered in formulating the list. Flexibility in staffing exists more in the elementary than in the high school.

- The discussion also focused on the need for teachers to model catholicity for the students.
- One noted difference was in the area of health care coverage. Following a discussion it was concluded that **“WE ALL MUST BE ON SAME PAGE WITH HEALTHCARE.”** If the employee fulfills the working hour requirement, he/she will be offered healthcare coverage; however, an employee can waive coverage if he/she so chooses

**MOTION:**

**Matt Plotts move to approve the schedule of teachers as presented. Father David Ross seconded the motion.**

**Open for discussion:**

- A concern about teachers teaching outside their content area
  - Emphasis needs to be placed on ability to model our faith as well as ability to perform in the classroom
  - Teachers are required to sign an “Affirmation of Employment”
  - Conversations about our faith need to be a part of evaluations down the road
- Question: **How does the program align with the teachers? Are we filling in the program as we approved it?**
  - Have planned for 2 classrooms of every grade
  - No programs were cut
  - Spanish is being offered K-Gr. 7 by enrichment teacher/ Gr. 8 for credit
  - Fine Arts program has been increased
  - Two languages were added to High School
- Once a contract is signed we are BOUND to it.
- Question: **How many teachers are not coming back as it stands?**
  - 1) Three of the present teachers will not return because of retiring or relocating.
  - 2) Some will be offered full-time contracts while others will be offered part-time contracts.
  - 3) Some will be offered positions as tutors or enrichment teachers.
  - 4) Some have indicated that they want part-time positions.
  - 5) Some are actually increasing time.
  - 6) 2 aides were cut
  - 7) Uncertain regarding Distance Learning from Calvert
- Each contract is a 1 year contract
- A non-certified employee could lose a position during the year if \$18,000 loss materializes
- One major issue: the utilities for SJ may be inflated
- Question: **How and when will teachers and staff members be notified of the position being offered?**
- Our policy is that we do everything in alphabetical order: Calvert, St. Joseph, St. Mary; however, who we speak to in that building may not be in alphabetical order.
- Ted Rombach indicated that he would meet with the High School employees Wednesday, March 7/ St. Joe employees, Thursday, March 8/ St. Mary employees, Friday, March 9
- All employees are on the same wage scale
- BOT will receive a schedule of who is teaching what as soon as it is available
- A 2% raise was included in salaries listed for '07-'08.

**Call the question call the vote: MOTION passed unanimously.**

**2007-2008 Calendar**

A skeleton calendar was distributed. It is as accurate as possible for now. Instead of extending the school year, several makeup days have been included in the calendar. (ex. President’s Day, Holy Thursday, in-service days.)

**MOTION:**

**Father David Ross moved to accept the school calendar as presented. Martin Koop seconded the motion.**

**CALL TO QUESTION: MOTION passed unanimously.**

**Staggered Start/Stop time:**

Due to the fact that some families have children in all 3 buildings it was presented that Calvert and St. Joseph school hours would be 8:00AM-2:50PM, and the hours at St. Mary would be 8:10AM-3:00PM. St. Mary will dismiss early in order to accommodate public school bus schedule.

**MOTION:**

**Father David Ross moved that the Board of Trustees accept the staggered start/stop time as presented. Martin Koop seconded the motion.**

**CALL TO QUESTION: MOTION passed unanimously.**

**Move High School Graduation from Friday evening to Sunday afternoon**

**MOTION:**

**Father David Ross moved to move High School Graduation from Friday evening to Sunday afternoon.**

**CALL TO QUESTION: MOTION passed unanimously.**

**Public School Levy Presentation**

Martin Koop received a request from Scott Urban, director of Tiffin City Schools, to attend the March 20<sup>th</sup> BOT meeting in order to give a 15-20 minute presentation regarding their upcoming Permanent Improvement Levy. Portions of their levy will affect the Catholic schools. Martin Koop agreed to make the needed arrangements

**Signature Card:** Superintendent Ted Rombach is a signer for the restricted funds checking account at the Fifth 3<sup>rd</sup> Bank. One board member is needed to sign as the second signer. It was agreed upon that this responsibility would fall to the Vice-President. Matt Plotts agreed.

**MOTION:**

**Martin Koop moved that the Vice-president be the second signatory for the restricted fund checking account. Father David Ross seconded the motion.**

**CALL TO QUESTION: MOTION passed unanimously**

**Contract Agreement for Building use:** The model utilized by the Sandusky Catholic Schools was suggested. This model lists 4 major areas of consideration. It was decided that frequent and intense conversations between BOT and the parishes are needed before proceeding. The topic was tabled and will be revisited. It was noted that Father James Jay would like to pass this decision on to his successor.

**RIC (Religious Identity Coordinator):** The group reviewed the proposed job description for the RIC and discussed what would be best since no funds for this position is available in the '07-'08 budget. Father David Ross stated that the DRE from St. Mary, could direct some hours toward pioneering this position in order to get it off the ground. At the end of each quarter the finances will be reviewed and if funds are available, a stipend will be given. Dick Gaietto abstained from voting in order to avoid the perception of a "conflict of interest."

**MOTION:**

**Father David Ross moved that the BOT secure someone to serve as RIC knowing that funds are not available at this time, but if funds become available the RIC will be compensated accordingly. Heide Brodman seconded the motion.**

**Discussion:** The Reduction in Force (RIF) policy states that if there has been an RIF, and a new position is created, the new position must be offered to those who are qualified before a new person is offered the position.

**CALL TO QUESTION:**

**MOTION passed with a majority. (Dick Gaietto abstained).**

Superintendent Ted Rombach will interview Rose Gaietto and others for the position of RIC.

**Job Description for Superintendent:**

Martin Koop and Heidi Brodman agreed to formulate a job description for the superintendent. This draft will be reviewed at the next meeting.

At 9:20 PM Father David Ross moved to adjourn the meeting.

**Next meeting**

Tuesday, March 20<sup>th</sup>, at 7:00 PM in the Msgr. Dunn Room at Calvert.

Respectfully submitted by  
Sister Rozanne Swope

**INCLUDE ON NEXT AGENDA**

**Yearly BOT self-evaluation as per statutes IV. 2:14**