

# SAINT MARY'S HIGH SCHOOL ADVISORY BOARD

## *In the tradition of the Franciscan Fathers and Sisters of the Precious Blood*

The Mission of St. Mary's High School is to provide a quality Catholic education by developing and sustaining a rich tradition in Gospel and family values, discipline and respect.

### **School Advisory Board Meeting Minutes**

**Monday, January 14, 2008**

**5:30 p.m.**

**St Mary's Cafeteria**

The St. Mary's High School Advisory Board met on Monday, January 14, 2007 beginning at 5:30 p.m. in the St Mary's Cafeteria.

Members present: Stan Bednarek, Jeff Glenn, Juanita Gutierrez, Yvonne Koehler, Joe Ortiz, Roseann Osborn Perez, Adela Trujillo, Michael Ward, and Cynthia Zapien.

Members absent: Ronnie Perez and Rey Servin.

Roseann Osborn Perez, Vice President presided over tonight's meeting for Rey Servin, President.

The meeting opened with a prayer by Yvonne Koehler.

The minutes of the December, 2007 meeting were accepted as read.

Student Council: Tommy Cunningham, Vice President of the Student Council reported on the following: The Smiles of Christmas event in December was very successful. On January 22<sup>nd</sup> the Council will be aiding the Smiles of Christmas Organization at St Matthew's School in coordination with Build a Bear. Currently the Council is working on a survey to be presented to student body about their likes/dislikes of issues around the campus. Catholic Schools Week will have the Council presenting gifts to the teachers. The Executive Board and Presidents of each class will be at the Student Council Convention to be held at Ironwood High School in Glendale on Feb 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup>.

SMPO: Kurt Schuler, Co-President of the SMPO noted their activities. On Wednesday, January 16<sup>th</sup> SMPO will again be hosting a supper prior to Report Card Night for the staff. They will have birthday gifts for the staff for January at the faculty meeting. The parent retreat scheduled on January 29<sup>th</sup> will include a dinner and as an added incentive the parents that attend will get 5 service hours for their son or daughter.

Development Office Report: Bridget Costello distributed a handout of the upcoming/past activities that the Development Office participated. The annual giving campaign total was \$56,000. The 8<sup>th</sup> grade recruitment for this school year is over. The Fashion Show scheduled for February 9<sup>th</sup> has sold 300 tickets with a few tickets still available.

Principals Report: Mark Mauro's handout in summary shared the issues being addressed or having recently occurred on Campus. Some of the outstanding things to note were:

\*Report Card Night is Jan 16<sup>th</sup> from 5 – 7 p.m. – PTO will be serving dinner to staff beginning at 4 p.m.

- \*Respect Life Day is January 22<sup>nd</sup>. A full time of activities for the students is planned. Bishop Olmstead will be saying Mass.
- \*The March for Life weekend in Washington DC has students and staff from St Mary's attending.
- \*8<sup>th</sup> Grade Testing occurred on January 12. Another testing date is January 26<sup>th</sup>.
- \*The Course Selection process for the 08-09 school year is being put together. The Course Selection informational fair for students is February 4<sup>th</sup>.
- \*The budgetary process for the new school year is presently being put together along with the tuition for 08-09 school year.
- \*Mark Mauro commended the finance team for the hard work they have put in under some very difficult situations.
- \*A press conference to announce the new football coach will be on January 16<sup>th</sup> in the front lobby of Blaise Hall

Strategic Planning Committee: Mr. Glenn of the Advisory Board gave a summation of the recent meeting that was held along with handouts. Mr. Mauro thanked Mr. Glenn for the great job he did in presenting after only being on board one month.

Building and Grounds Committee – Cindy Zapien noted no one from the Committee attended the most recent meeting. The next meeting is planned for January 29<sup>th</sup>.

Technology Committee – Mrs. Osborn Perez noted of their most recent meeting held on January 9<sup>th</sup>. They are working hard on the school website and correcting any of the glitches and updates to the site. It was noted that they also need to concentrate on their updated technology plan.

Finance Committee: The Board was presented with an update of the financials. Mrs. Hansen distributed the December financials noting we are now six months into the school year. The enrollment is slightly down but we have had students transfer in. The internal financial review was done in November and both the experience and results were positive. There were a few small issues that have to be corrected and we have been given a few months to respond to the findings.

Old Business:

Street Closure: At this time there is nothing new to report.

Board Goals: Mark Mauro discussed the upcoming Marketing Committee being put in place with an upcoming meeting scheduled for February. The members from the Advisory Board who will be serving on this committee are: Adela Trujillo and Rey Servin. Michael Ward also volunteered to serve.

Review of the SMHS student handbook (first 3 pages) and how this can be tied into the Marketing aspect.

Food Service: Mrs. Trujillo will be meeting with Mrs. Walker, Cafeteria Manager and Mr. Mauro and Liz Hansen to discuss foods that are presently being serviced on the campus.

New Business: Review handbook for next meeting for Marketing committee.

Principal's Evaluation was handed out to all Advisory Board Members. Once completed they are to return them to Rey Servin for him to compile and submit to the Diocese by January 30<sup>th</sup>.

A reminder to Advisory Board members that volunteers for cooking hotdogs during Report Card Night would be very much appreciated. See Stan Bednarek for more information.

Suggested Items for next meeting:

- \*Street Closure
- \*Strategic Plan
- \*Board Goals – Marketing/Food Service
- \*Nomination Committee
- \*Revisit Bylaws
- \*Feb 20<sup>th</sup> – Diocesan Restructuring

Good of the Order:

\*Mark Mauro reminded the Advisory Board of the Diocesan School Board In-service being held on Feb 2<sup>nd</sup> in Case Grande.

An upcoming agenda item for the March 2008 Advisory Board meeting is Diocesan Financial Restructuring.

The next meeting of the Board is February 11<sup>th</sup>.

The meeting closed with a prayer and was adjourned.