

Diocesan Catholic School Board (DCSB)
Cathedral Square Center - Room D/E
Minutes
Tuesday, December 5, 2017

Meeting called to order by Dave Sipka at 6:30pm.

I. **Prayer** offered by Dave Faber.

II. **Roll Call:**

Present: Andrew Blum, Rev. Tom Cavera, Deacon Bill Charron, Dave Faber, Jo Jones, Phil May, Dick Schneider, Dave Sipka, John Vande Guchte, Leah Wareck, Sue Haas Williams

Absent: Jill Annable, Rosa Fraga, Rev. Mark Peacock, Roberto Torres

Others Present: Shelley Hofmann, Luzia Tartari

III. **Communications:** none

IV. **Approval of October Minutes:** approved as written

V. **Discussion Topics:**

A. BCSI Update – Admissions Enrollment (Luzia Tartari)

Enrollment numbers: After many years of decline, we have started to see our enrollment increase over the last three years. There has been a total positive enrollment swing of 521 students as a result of the Bishop's Catholic School Initiative (BCSI) since 2014-15.

Also, Hispanic enrollment has increased over the last nine years.

Bishop's and Welcome Scholarships: We awarded a total of 1,240 Bishop's scholarships, amounting to \$560,750. We awarded 409 new Welcome Scholarships, amounting to \$223,000. For Welcome Scholarship Completion Awards, 144 were awarded in the total amount of \$45,488. Only 8.8% of Welcome Scholarship recipients qualified for a Bishop's Scholarship.

Welcome Scholarship Retention: Retention of Welcome Scholarship recipients has been a little over 80% the last two years. (Preschool = 73% retention; K-12 = 87% retention.) About 72% of students eligible for a Welcome Scholarship Completion Award re-enrolled for year 2. Welcome Scholarships and Completion Awards have been an effective enrollment growth and retention strategy.

Preschool Retention: Preschool retention is difficult to calculate due to the wide range of ages of students and the grades in which they enroll. However, over 70% of our 2017-18 Kindergarten students were previously enrolled in one of our preschools.

Over 70% of students from our 2016-17 preschool class returned to our Catholic schools.

Enrollment Management Plan: The Admissions Enrollment team manages enrollment data, scholarship programs, and database with prospect tracker; provides support for schools; and creates and maintains a marketing and communication plan for enrollment purposes.

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B. Board Summit Feedback Review and Response

Thank you to the DCSB members who attended the Board Summit. The energy and enthusiasm was dynamic. It was valuable to have Bishop speak at the beginning of the session. There is a definite desire for more information and more time in breakout sessions. Should we consider having a spring summit? The DCSB will consider having individual sessions, workshops, community of practice, video conferences, etc. There is also a need for a portal for school board members to find information, documents, etc. We need to determine how to keep the energy going in the short term.

C. St. Robert School Next Steps/Timeline

Next steps include: setting up a non-profit corporation, appointing a Board of Directors, and hiring a new school principal. Principal interviews will be conducted on December 21. The goal is to have these things to be in place by the first of the year. A press conference is scheduled for December 12.

D. WINGS Consultant Update

While we are not able to move forward with hiring the WINGS consultant as a Diocesan employee, we are hopeful to create a partnership of some sort.

VI. **Committee Reports**

A. **Admissions Committee:** no report

B. **Finance Committee:** report included with agenda was reviewed.

The Finance Committee will meet four times a year to review the schools' financial dashboard. They will also meet on a quarterly basis with Diocesan finance staff to foster more communication and collaboration.

C. **Strategic Planning Committee:** no report

D. **Executive Committee:** no report

E. **Mission Effectiveness Committee:** no report

F. **Marketing Committee:** no report

G. **Development Committee:** report included with agenda was reviewed. There has been continued discussion about the Major Gifts Officer. A job description has been developed, and the Development Committee hopes to post the position soon. There has been some local interest in the position. The Development Committee is going to invite a select group of people to dinner with the Bishop to begin discussions about the Schools' Development Office. The Development Committee also continues to advocate for the 529 legislation to include savings for K-12 education.

VII. **Superintendent/Asst. Superintendent Reports (questions addressed):**

We are working on compiling comparative data of our Catholic schools with the public schools.

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- VIII. **Action Items:**
- A. Determine how best to meet with school board groups and/or provide information on best practices.
 - B. Revisions to recommendation for succession planning for priests.
- IX. **New Business:** Succession planning for priests/review of draft recommendation to Bishop. Suggestion was made to add the role of the DCSB in the implementation of this recommendation.
- X. **Closing Prayer:** Prayer for Enrollment Growth was prayed by all.

Adjournment: Meeting was adjourned at 8:55pm.

Next meeting is Tuesday, January 16, 2018.