

**St. Francis DeSales Parent Advisory Board
Meeting Minutes
February 19, 2008**

Present:

Faculty & Administration: Dan Garrick, Jim Jones, Rob Dvorak, Jackie Messerschmitt, Karen Cofojohn, Colleen Cook, Mike Asbeck, Jim Purcell, Joe O’Riordan, Ryan Wiggins, Teresa Roybal, Chris Joseph, Fr. Ghiloni

Parents/Parish Representatives: Roger Edsinger, Lori Edsinger (St. Anthony), Rosemary Grassbaugh (St. Anthony), Mike Manning, Georgene Manning (St. Elizabeth), Cheryl Siebold (St. James the Less), Nancy Nelson (St. Matthew), Brenda Herbert (St. Matthew), Sue Mulligan (St. Matthew), Anne Lodder (St. Matthias), Kathleen Cox (St. Matthias), John Gerardi, (St. Michael), Peggy Heffernan (St. Michael), Mary Gilbert (St. Paul), Maria Ellis (St. Paul), Colleen Livingston –Ekey (Resurrection), Frederick “Fritz” Hofer (Resurrection), Clark Kellogg, Rosy Kellogg (Non-Parochial), Kathy Long (Non-Parochial)

Student Representative:

Other Guests: Lucia McQuaide, Kathy McClernon, Bill Kerwin, Teresa Pione

President Nancy Nelson called the meeting to order at 7:02. Teresa Roybal led the opening prayer.

Dan Garrick welcomed representatives from the Columbus Diocesan Office Lucia McQuaide, Superintendent, and Kathy McClernon, Director of Curriculum

Dan Garrick also welcomed Fr. Ghiloni who was appointed full time chaplain for DeSales High School

Minutes were distributed and approved from the January 15, 2008 meeting.

Vice President/Treasurer’s Report: Kathy Long

- Treasury balance is \$1,390.90

Featured Departments:

English: Bill Kerwin

- Bill Kerwin reported that the English department is emphasizing critical thinking in communication as it pertains to writing
- They have been working closely with Professor Kilbane from Otterbein on a rubric for critical thinking.
- Workshop was held on January 31 with Prof. Kilbane going over the rubric
- The writing center is now staffed daily with an English teacher
- Currently working on a DHS writing style guide for papers, this will be a model or baseline for other departments

- Bill Kerwin noted that students in general are having more difficulty with writing
- Freshman class sizes will be reduced to 20 and the first two quarters will concentrate on writing skills.
- Clark Kellogg questioned what issues the incoming students are having, Bill Kerwin indicated that it's with spelling and punctuation in their writing

World Languages: Teresa Pione

- Teresa Pione reported working on greater consistency in the language classes in regards to reading, writing and speaking the language
- The department has adopted Upper Arlington's rubric for languages for the higher grades, they are currently looking at other rubrics for the lower grades, the move is going more towards proficiency based in language
- 14 students are going to Spain, a trip to Italy is planned for next year

Student Council Report: Tiffany Morse, Karen Cofojohn reporting

- Winter formal was a success
- Currently working on amending the student council constitution
- Will begin Pennies for Patients fundraiser
- Prom theme is Evening by the Bay
- Leadership workshops are being established for incoming officers

Principal Report: Dan Garrick

- Dan Garrick distributed the principal's report and monthly financials
- Dan Garrick thanked Jim Jones and Debbie Landig for having the information organized for the state audit
- 50 seniors are going to Chicago for their senior trip
- Incoming freshman scholarship testing will be held March 1
- Review of the financials indicated that the tuition payments are right on schedule and that the parish subsidies continue to slowly come in
- Fritz Hoefler asked about the athletic budget and Mike Asbeck indicated that that belongs to the athletic department and not the school per say, information on the athletic budget can be obtained at the DAA meetings
- Dan Garrick thanked the students and the community for their support for Catholic Schools week, thanked Chris Joseph and Jim Jones for their continued work on the admission process
- Appreciation was expressed to the English department for their work on critical thinking, Ruth Seggerson for her work with the mock trial team, Janet Pickens for organizing the first annual café night which raised \$400 that was donated to the library

- Dan Garrick reported that Elizabeth Nelson is a National Merit Finalist and Patrick Oameh named a National Merit Finalist for outstanding Black American Students
- Marketing committee is being formulated details to follow
- Principal's Forum was rescheduled for February 22. The speaker will be Fr. Ghiloni on Faith in a Pluralistic Society meeting will begin with lunch at 11:30 followed by the presentation.

Assistant Principal/ Instructional Effectiveness report: Jackie Messerschmitt

- Jackie Messerschmitt reported that two entry level teachers are going through Praxis
- Teacher observations by department chairs and administrators are continuing
- Ten teachers are renewing their licensure, seven have already sent in their paperwork
- Westerville Schools will now have online bus registration, information will be sent home
- Continuing to work on Catholicity as part of the accreditation process as well as social justice and poverty, juniors are preparing for their urban plunge
- Spring musical will be held the first two weeks in March

Assistant Principal/Curriculum Report: Jim Jones

- Jim Jones distributed the curriculum report
- Mid –Term week begins February 19th, Parent conferences are scheduled for February 28th, OGT testing will be held the week of March 10th
- New course offerings: Advanced Marketing, English I, Spanish IV/V AP, Algebra Readiness, American Government-Full Year, World History-10th, 11th & 12th, Economics-11th&12th, AP European History-11th&12th, Graphic Art & Design III, Digital Photography

Associate Administrator: Rob Dvorak

- Rob Dvorak reported working on Dual Enrollment for next year

Athletic Director: Mike Asbeck

- Winter sports are now into tournaments
- Boys lacrosse will be a varsity letter sport this spring, Mike Asbeck explained that lacrosse is not a OHSAA sport but it is in the CCL and letter sports are more school by school
- Reminder that DAA meetings are held the first Tuesday of the month
- Mulch sale is in progress, deliveries to be made March 15th

Campus Ministry: Teresa Roybal

- Working on finalizing the plans for the Junior Mini Urban Plunge which will be held April 21, 22, and 24, Juniors will be divided and visit one of the following: Mid Ohio Food Bank, St. Stephen Community House, Join Office/St. Vincent DePaul/ Meals on Wheels
- Sophomore class will have an overnight retreat at Bergamo April 13 and 14
- Third Kairos was held for 55 seniors, led by 7 student leaders and 7 faculty/staff members
- Lent – Morning Lenten Prayers are lead by various students and staff throughout the week, Stations of the cross are offered every period on Fridays, March 18 will be an All School Stations in the form of “Shadow Stations”
- Looking to increase liturgy celebrations, Fr. Ghiloni will survey the student body as to the best times

Faculty Representative: Jim Purcell

- Jim Purcell thanked the member of St. Michael’s for the monthly birthday treats

Director of Admissions: Chris Joseph

- Chris Joseph reported that the January open house was much smaller but 30 new families who were interested went through the school
- 180 acceptance letters have been sent out, looking to have a class of 240 students
- There are 6 transfer candidates, students are still being scheduled to shadow

Development: Joe O’Riordan/Ryan Wiggins

- Joe O’Riordan reported that in view of the survey findings, the silent auction will be planned for April 2009 at the Church of the Resurrection
- The department is looking to send out another survey and restructure some of the questions in hopes that there will be a better response
- Annual fund – direct mailing is going out as well as information on the web site. Credit card donations will now be able to be made on line through a secure site
- Meetings are being held for Relay for Life, which will be held on May 3 and 4th. Ruth Seggerson is working on a class project for advocacy
- Nancy Nelson requested that all members of the PAB participate in some way
- Information about the relay will be sent to all of the feeder schools.

Community Relations: Karen Cofojohn

- Karen Cofojohn reported that the DeTales will be going out on Monday, Round Up will be going out in March
- Catholic Schools Week went well, students who were available attended Mass at their feeder schools during this week
- Carfagna's provided a lunch to each of the feeder schools for the school staff and faculty
- Videos were well received, they can be viewed on the website

Alumni Relations: Colleen Cook

- Colleen Cook reported that the organizational meetings for the cluster reunions have been going well, the invites will be going out at the end of April
- Alumni awards of distinction are on line
- Career fair will be held in the school gym April 2nd, Colleen asked for volunteers as well as names of people who may want to talk about their professions, there will be presentations in the theatre for the more popular professions

Old Business:

COACE Agreement

Dan Garrick

Dan Garrick reported that the teacher negotiations went well, they will receive a 2.6% increase/year, also there is an allowance for those teachers' wanting to improve professionally such as go for their masters etc.

Banking Decision

Dan Garrick/Joe O'Riordan

Dan Garrick reported that after looking into a number of vendors a decision was made to transfer all funds to Huntington Bank

New Business:

Tuition Proposal 2008-09

Dan Garrick

Dan Garrick reviewed a power point presentation on tuition projections and comparisons with other Catholic Schools as well as the private schools in the Columbus area. In order to keep up with rising costs and teachers contracts Dan Garrick projected a tuition increase for the next two years. Anne Lodder raised a question about tuition assistance from the Diocesan office. Dan Garrick indicated that the Diocese are trying to be cognizant of the families in need but there is a limited pool of funds that are being distributed over the high schools and elementary schools. Looking at reliance on institutional advancement. Development is the way of the future. Lucia Mcquaide further talked about Diocesan funds and the talks about establishing an endowment fund. There are more people in need these days but only 10% are being funded.

Fritz Hoefer asked about the enrollment trends in the elementary and high schools in the past years but it appears that they have stayed about the same.

After the discussions and questions about tuition, Dan Garrick asked if the vote to approve the tuition increase be held off until the next meeting. Nancy Nelson suggested that if there are no other questions about the tuition increase the members should take a vote allowing Dan Garrick to get the information out to the parents prior to

spring break. Members motioned that the vote on tuition increase be for the next two school years. The tuition increase for the 2008-09, and 2009-10 school year were unanimously approved.

Speaker Series

Dan Garrick

Dan Garrick is looking into starting a speaker series. A speaker would be brought in to talk to the students during the day and then have an evening event for the parents. Columbus Academy has started such a program.

PAB Committees (Officer Nominations & Scholarship) Nancy Nelson

Nancy Nelson distributed a summary of the remaining activities needing volunteers. Sign up sheets were also distributed.

Meeting adjourned at 9:20 with a closing prayer led by Dan Garrick. The next meeting will be held on March 11, 2008 at the Franciscan Center.

Respectfully submitted,

Mary Gilbert
DeSales PAB Secretary

Minutes approved