



Board of Directors' Meeting Minutes

December 5, 2018

1. Prayer
2. Roll Call - Welcome new members (Sara Adams, Art Pelayo, Aaron Persons)
3. New BOD Chair to Replace Steffanie Piccirilli
Nominating committee nominated Randy
BOD approved unanimously
4. Additions to the Agenda
Randy added hiring policy
5. Review/Approval of Minutes – Attached
September minutes approved unanimously
6. Old Business
 - a. N/A
7. Committee Reports
 - a. Executive (TBD) – No Report
 - b. Finance, Buildings, & Grounds (Tyler, Karen, Julie) – Statements Attached
 - i. **Payment Policy, Tuition Policy, Procurement Policy, Cash Control Policy**
Policies reviewed; Br. William and Jo Wilhite offered language suggestions to provided samples from committee; Jo Wilhite recommended higher minimum limit for small purchases; Br. William suggested Finance Committee review Archdiocesan umbrella policy and that RSMCS create a general policy stating RSMCS would adhere to those and then add language for exceptions or wanted additions to that policy
Tyler will connect with Jo Wilhite and Debi O'Bryant to follow up; Committee will review and bring back to the BOD
 - c. Mission and Accreditation (Tony, BC, Fr. Luan) – Report Attached
 - i. **Vote on Guiding Principles/Vision Statements**
Br. William recommended deleting reference to Loyola University; Vision Statements approved unanimously as edited
Question on Staff Exit Interview Questionnaire - will implement going forward, will not go back to try and capture older information; Br. William suggested alternative questions with forced choice and a more concise format; he will share with Rick to share with committee



- d. Marketing & Development (Randy, Sue) – Report Attached
Question on better articulating fundraising policies; BOD asked committee to develop policy language and bring back to BOD so we can better communicate to community and answer questions regarding the topic
8. Principal's Report (Rick) – Attached
Question regarding St. Mary STAR test results; Br. William stated St. Mary achievement scores are in line with all of Archdiocesan schools; Aaron stated that St. Mary's scores were higher than those he has seen in his public school experience; Rick will bring longitudinal scores to May BOD meeting
9. Archdiocesan Report (Br. William)
Brother William reminded board members of the Archdiocesan Strategic Planning Implementation Summit on January 17, 2019, which is for school leadership, including board members
10. New Business
 - a. New BOD nominees - see attached Bios
 - i. **Vote on recommendation for appointment by the Archbishop**
Unanimously approved; will go to Archbishop for his review
 - b. Aaron, Art, Sara to join which committees
Aaron to Mission and Accreditation; Art to Marketing and Development; Sara to Finance, Buildings, and Grounds
 - c. Distinguished Graduate Award 2019 - nominees needed
Rick will email BOD to remind and get nominees; Award to be presented in June
 - d. BOD retreat plans
Randy offered Norpac board room as a space; He will send out date suggestions and develop plans
 - e. Parent Club Update
Parent Club still in search of leadership
 - f. Hiring Policy (added)
Discussed hiring policy for teachers and classified staff; Br. William articulated roles - administration is in charge of hiring all staff and is to follow Archdiocesan policies and requirements; BOD's role in hiring is as a participant in the process hiring of new principals
 - g. For the Good of the Order/Adjournment
11. Remaining Meetings for 2018-2019
 - a. Wednesday, March 6 @ 4:00 p.m.
 - b. Wednesday, May 29 @ 4:00 p.m.