

Shrine Schools Unified School Board

Approved Minutes from October 11, 2016 (7:30pm to 9:05pm)

USB Members Present: Father Bob Fisher, C Buchanan, K Moore, B Connelly, K Orvis, A Knapp, W Romano, and M Lampertius

Also in Attendance: Father Joe, Father Kevin, T Oppat, J Mio, M Alves, K Fotiu, M Armstrong, M Reese, and J Mazanka

1. Opening Prayer: Father Bob led the USB in an opening prayer.
2. Approval of Minutes: The minutes from the September USB meeting were reviewed and approved subject to several minor corrections. Corrected minutes will be sent to Chris Buchanan for transmission to website and Shrine Herald.
3. Development Update: Marty Alves reviewed the development report, noting that the recent publication of *Shrine Today* had yielded several donations, including a class gift. Tom Oppat suggested consideration of publishing *Shrine Today* on a July/January schedule, rather than the current April/September dates. That would allow for more complete information on the graduating class. Current publication run is about 2800 copies.
4. Accreditation Update: Katie Fotiu emphasized that the USB portion of self-study (Standard 5) needs to be submitted before December 3. The site visit is scheduled for March 30-31, 2017.
5. Catholic Identity Update: There was no report.
6. Marketing Update: Kristi Orvis shared a draft of new parent guide (Shrine 101). This was a suggestion of the grade school advisory group. It includes grade-specific information on activities, sports, extracurricular opportunities, and academic focus. A useful glossary is also included. This will be useful as a handout at open houses and school visits; it will also live on the website. Per CSM suggestion, a 1 question survey has been developed as a way to communicate at the '30 day' point with new families. A more detailed, school-specific survey will go out to all school families at the mid-year point. There will also be an email communication to SGS and SA about the new counselor, including specifics of her position in terms of serving our students. The marketing committee is focusing on the upcoming SHS/SA open house on Sunday, November 6, from 11am to 2pm.
7. Enrollment Updates: K Fotiu reported that there has been no change in enrollment at SGS. The Enrollment Management Plan (EMP) will be on the next USB agenda. M Armstrong reported stable enrollment at the high school and academy, with some January transfers possible.
8. Preschool Update: Since the September meeting, the preschool proposal has been reviewed by the Finance Council. There was substantive discussion; the proposal was approved 'in principle' while details continue to be worked out. The initial step of AOD approval has been obtained.
9. Other School Updates: An extracurricular survey has had significant initial response; this should give us good information. Chris Buchanan asked about progress on the 75th Anniversary celebration. The Marketing Committee will focus on this after the November 6 open house. Tom Oppat suggested a banner in the Thanksgiving Day parade. Some graphic design work is underway. Building banners/wrap may be possible.

10. USB 2016/2017 Objectives: Chris Buchanan would like more clarity on USB role in enrollment agenda, as well as the preschool project. For the next meeting, he would like USB members to consider the size and composition of a future USB, as well as frequency of meetings.
11. Closing Prayer: Father Kevin led the USB in a closing prayer. Meeting was adjourned at 9:05pm.