

Saint Thomas Academy  
Board of Trustees Meeting  
October 24, 2006

Members present: Bill Culbertson, Marilou Eldred, Mike Sullivan, Bill Foussard, William Brady, Rick Anderson, Tom Schreier, Tom Mich, Mike Ciresi, Margaret Gadiant, John Patterson, Bill Hoffmann, Jim, Father Kevin McDonough, Jim Giefer, Susan Lund, Jim Mullaly (teleconference), Sister Catherine McNamee

Guests present: Celeste Heidelberger, Randall Hallett, Thomas O'Brien, Robley Evans

The meeting was convened at 3:32 p.m. by Chair Tom Schreier. Father Tom O'Brien led in prayer. It was moved and seconded that the agenda be approved. Motion carried on voice vote.

Motion was made and seconded to approve the minutes of the September 19, 2006, meeting. Motion carried on voice vote.

#### Headmaster's Report

Dr. Mich reported the following:

- Father O'Brien is acting as a priest at the Academy and has begun the process of becoming a priest of the Archdiocese of Saint Paul and Minneapolis. He has been assigned to Visitation Parish in Minneapolis.
- He reflected on the many events at the Academy, including
  - 141 students received Eagle awards (GPA 3.67 or above) and 95 received Silver Torch awards (GPA 3.33 to 3.66).
  - Grandparents' Day was held on October 16-17; great turnout with over 1,000 grandparents in attendance.
  - Opus Sancti Thomae Dinner and Award was held on October 4; 285 attendees.
  - ISACS Accreditation Visit; October 8-11.
  - He commented on a great first quarter; noting an impressive student body and remarkable senior class.
  - Football section game tonight at Gerry Brown Stadium.
  - A short clip was shown from the Experimental Vehicle Team's television appearance on the Whatever Show on October 21.
- Dr. Mich shared that in conjunction with Father Dennis Dease, University of St. Thomas President, they are working on the development of a program for students from Uganda. He anticipates two students arriving 2nd semester.

#### ISACS/Curriculum Update

Dr. Mich discussed the ISACS Accreditation process and its preliminary commendations and recommendations. He expressed a special thank you to Bill Culbertson and Dr. Heidelberger for their efforts as co-chairs. Chairman Schreier expressed appreciation from the Board and presented gift certificates to them for their dedicated work.

Sam Salas, Chairman of the ISACS Visiting Team, noted the extraordinary congruence between the self-study done by Saint Thomas Academy's faculty and staff and the findings of the ISACS Visiting team. A copy of the ISACS self-study booklet, submitted to ISACS in advance of their visit, is available and trustees are encouraged to read a copy. The Visitors Report and Recommendation will be sent to us shortly. Upon receipt and review of the Visitors Report, we will write a reaction report to submit by September 15, 2007. Three-years after, a progress report on items of agreement will be sent to ISACS.

He acknowledged that the Visiting Team was very impressed with the Academy. And, that we are pleased with the outcome of the visit.

### Curriculum

Dr. Mich discussed the importance of having a written curriculum. He thanked Dr. Heidelberger for her work and acknowledged that the preparation of the written curriculum has been a two-year process and is proud of the hard work of the dedicated administration and faculty.

Dr. Heidelberger reported on the curriculum development and provided samples of three classes to the Board. She acknowledged that this is an on-going process and will be reviewed and updated on an annual basis. The next step is to include assessments and materials. The faculty is eager to complete and finalize the written curriculum.

### Admissions, Diversity and Marketing Committee

Dr. Bill Hoffmann reported that the committee has met and reviewed the three areas of charge.

- Admissions: John Kenney is completing his visits to the Catholic grade schools. As a point of information he shared the opening of the following schools in the metro area; Harvest Charter School, North Minneapolis, Christo Rey Jesuit High School, inner-city South Minneapolis; Trinity School relocating from Bloomington to Eagan.
- Marketing: Current focus is an advertising strategy for open houses and the revision of the Admissions DVD booklet. Future Saber articles will feature EVT team coverage and the 14 national merit scholars.
- Diversity: The diversity program was discussed. A focus group of parents and alumni are engaged on identifying ideas to improve the diversity program. He discussed the results of the ISACS self-study and the fact that the committee will begin to review comprehensive diversity plans from other schools.

### Board Affairs Committee

No report.

### Building and Grounds Committee

John Patterson reported that the committee has met and projects include:

- Compiling a wish list of future projects with input from the faculty/staff and consideration of the needs of the capital campaign.
- Develop a maintenance schedule for future buildings and grounds improvement projects keeping in mind the budget.
- Work to begin shortly on the installation of an irrigation system on the grounds in the front of the school.

### Educational Affairs Committee

No report

### Finance and Investment Committee

Phil Reim reported that the final review of the audit is in progress. A full report will be provided at the December meeting.

Mike Sullivan provided a brief background on the Investment Managers. He introduced a motion to recommend a change in the Fixed Income Asset Manager from RiverSource to FAF Advisors. The motion was moved, seconded and approved on voice vote called for by Marianne Short. It was noted by Mike Sullivan that Tom Schreier recused himself from the Investment Committee meetings on this change, and did not participate in the vote on the change, given his role at FAF Advisors.

### Institutional Advancement Committee

The Advancement Committee met on Oct. 10<sup>th</sup>. Relevant highlights from the meeting include.

- Alumni events are a priority as we attempt to reach out to more distant alumni.
  - The outreach events are:
    - Arizona- February 7<sup>th</sup>
    - Florida- February 14<sup>th</sup>
    - Southern California:
      - Palm Springs on or around March 13<sup>th</sup>
      - Manhattan Beach - March 17<sup>th</sup>
    - Chicago- May 15th
    - Denver- On or around June 13th
  - All of the parties except for Florida will be paid for privately by generous alumni. Many of the gatherings will take place at private homes.
  - The Advancement Office will have personnel in areas surrounding each date seeing current and potential donors privately.
- The Annual Fund is doing very well to start the year. The goal overall, for all constituents is \$1.3 million, including proceeds from the Auction (about \$250,000) The Advancement Office Benchmark Report is included in the materials. A small improvement to this year's

structure is that volunteers will take a much stronger lead in the effort. As examples, we have the following...

- An overall Community Wide Chair – Tim Marrinan
  - Stronger Alumni Association involvement
  - Chairs at every parent level
  - Grandparent Chairs – Schneeman's
  - Faculty/Staff Chair – Mark Westlake
- With that said, we have a Board of Trustees chair as well, Rick Anderson. This year's goal for the Board of Trustees is \$125,000, or just under \$24,000 more than last year. I hope that each trustee will make the Academy a priority in personal philanthropic giving. A form and return envelope are in your materials and a follow-up will be sent in the next several weeks.
  - The Advancement Committee is proud to announce that Patrick and Sarah Mealey and John and Jody Masciopinto have agreed to serve as Auction Chairs. The Auction is April 20th and 21st of 2007.
  - The Advancement Committee will have additional, yet to be completely determined, duties in assisting with the capital campaign. Tom Schreier and I will be meeting to discuss how the committee can be supportive of the campaign's efforts.
  - The Advancement Office continues to prepare for the campaign, making a special effort on research of key alumni, donors, and potential donors.

#### Mothers' Club

Margaret Gadiant reported that Kitzie Nye is this year's Mothers' Club President and 92 moms hold other leadership positions. She expressed the mothers host a number of activities throughout the year to help build the Academy community.

She reminded trustees of the Saint Thomas Academy cookbook and encouraged trustees to submit favorite recipes.

#### Alumni

Bill Foussard reported:

- This year's president is Matt Mohs '90.
- The faculty/staff appreciation party will be held on January 18. He encouraged board members to donate items as gifts for the event. Trustees are to send gifts to the Development Office.
- Alumni will continue to be supportive and involved in fundraising efforts through phone-a-thons, etc.

#### Faculty Rep.

Bill Culbertson reported:

- Grades 9-12 took the Explore, PSAT and Plan Standardized Tests the morning of Wednesday, October 18.
- The new faculty members are doing a terrific job as are the second year teachers.

- He encouraged trustees to visit the cadets.com website as it's a terrific source of information on keeping up-to-date with successes and activities at the Academy.
- The Admissions open house is Sunday, November 5, 10:00 a.m.
- He encouraged trustees to schedule a visit to the Academy. Contact Dr. Celeste Heidelberger to schedule the visit.
- He thanked the Board for the gift certificate for his work with ISACS.
- Reminded Board members of the upcoming VISTA Theatre program performance "As You Like It", Nov 3-5, Nov. 10-12.
- The Football team finished the season as co-champions in the conference; sections start tonight, October 24.
- Cross Country finished 2nd in the conference; sections start October 25.

### Chairman's Report

Chairman Tom Schreier reported:

- The Academy is honored that Dr. Mich has been asked to serve on the newly formed UST Advisory Committee for the School of Education. Father Malloy, former President of Notre Dame, is the Chair.
- He announced that a Board "vision" session has been scheduled for Tuesday, November 14 at 4:00 p.m. (site to be announced). The focus and accomplishments for this session include:
  - Develop a more detailed and definitive timeline
  - Determine the levels and types of involvement from the Board
  - Obtain agreement on the key elements of the vision
  - Define the roles of the Board subcommittees as it relates to the capital campaign

Chairman Tom Schreier expressed his personal thank you to the trustees for their time and service to the Board.

### **REMINDERS:**

- Submit a favorite recipe and/or submit your order form for the Building on Tradition STA Cookbook
- Donate gifts for the annual faculty/staff appreciation party. Send gifts to the Development Office
- Review Alumni Outreach Event dates for your availability to attend the event(s).
- Schedule a visit to the Academy

The meeting was adjourned at 4:55 p.m.

Respectfully submitted,

Tammy McNamara  
Recording Secretary