

Notre Dame de la Baie Academy
Board of Education Regular Version
Tuesday, March 9, 2021
[Approved April 13, 2021](#)
4:00 P.M. Zoom Meeting

7 of 13 members present
6 excused

Staff Present: 4 of 5 present
1 excused
Staff and Student Liaisons excused

CALL TO ORDER

The meeting was called to order by Vice Chair, Alisa Conway at 4:00 pm.

PRAYER

MISSION STATEMENT-read

APPROVAL OF REGULAR and EXECUTIVE MINUTES of February 16, 2021

Motion made and seconded to accept and approve Regular and Executive Minutes from February 16, 2021. A correction of the Executive Session minutes was requested and made. Motion carried.

APPROVAL OF REGULAR VERSION for Website of February 16, 2021.

Motion made and seconded to accept and approve Regular Version Minutes from February 16, 2021. Motion carried. Minutes will be posted on the website.

CURRENT BUSINESS

School Activity Update:

- Congratulations to the Girls Basketball Team for winning the State Championship.
- Beginning 4th quarter, 675 students or 87% elected to be in school 5-days; 10% remain virtual; 3% will stay as blended. Patrick reached out to parents of those students who needed to be in school due to their grades.
- The number of “F’s” is a concern. Nine students received certified letters about not graduating. We are working hard to get 100% graduation.
- Experienced a slight uptick in Covid just going into the spring break. 12% of students have reported having Covid at some time during the school year.
- Happy the faculty/staff are getting vaccinated.
- 15 employees out of 85 have tested positive for Covid at some point. Teachers are feeling good about being back in the building.
- What is the route of helping seniors to acquire a diploma? 1) EANS funds for private schools used to provide a robust summer school. 2) Allow Choice students back for another semester. 3) Connection at NWTC for a GED program.

- Nine sophomore block students from SNC are spending a month (April 12-May 14) at NDA.
- How will word get out that semester finals will be taken in-person? How will spacing be accommodated? Plans to have semester finals in the building will be reviewed at the April meeting.

School Safety Plan Approval

- Previously emailed the red-line copy of the school safety plan.
- Plan contains clerical and title updates. Added clarity that doors should remain locked as normal business; but not to be concerned in a stressful, crisis situation.

Motion made and seconded to approve the School Safety Plan approval. Motion carried.

2021/22 Budget Discussion

- Corporate Members approved the salary base parameters at their March 4th meeting.
- Corporate Members also approved tuition parameters. Letters will be sent out after Spring break
- March meeting planned with faculty regarding next year's assignments.
- Enrollment is increasing daily. Different pattern is emerging.
- It was noted that timing doesn't make sense when trying to approve a budget without knowing the student enrollment. This was also stated to the Corporate Members at their last meeting. The letters of appointments are going out later due to this timing.
- The full 2021/22 budget will be presented to the BOE in April and then to Corporate Members in May.

GENERAL REPORTS / KEY UPDATES

Reports from Enrollment Management and Staff Council were included in the packet.

- It was noted that Staff Council be interfaced with the leadership model and reconfigure the Staff Council with different roles and responsibilities.

ADMINISTRATIVE & COMMITTEE REPORTS

Associate Principal's Report

The Associate Principal's Report was included in the packet.

Principal's Report

The Principal's Report was included in the packet.

- National College decision day is May 1. Students are taking longer to decide.
- We have a student accepted to U-Notre Dame.
- The college advisor is working with the junior class and they are excited to get going on the college process.

Building & Grounds

B&G did not meet in March.

- No updates

Curriculum & Student Life

CSL Minutes from February 18, 2021 were included in the packet.

- No updates

Marketing & Communications Report

- No report and no updates
- The President's office is in the process of collecting information from the entire staff to share the different levels of communication that goes throughout the building.

Safety & Security Report

Minutes from February 18, 2021 were included in the packet.

Mission & Heritage Report

Mission & Heritage Summary of February 11, 2021 was included in the packet.

- It was reported that the Culture Committee and the Mission & Heritage Committee will combine at the end of this month.
- Co-chairs of the Culture Committee will join the M&H meeting to discuss how to move forward.
- Seeking approval for adding three statements in the Mission Statement: **safe, diverse** Church Community and **committed to the common good**.
- The Committee is also adding "**Learning**" as one of the Core Values.
- Full set of Mission documents are in progress.

Motion made and seconded to accept the changes made to the Mission and the Core Values as written. Motion carried. Next, the Culture/M&H Committee will discuss with the faculty/staff and will be placed in the Triton Times before moving forward to seek final approvals.

Board Formation Committee - No report

- Next meeting is March 22.

SPECIFIC REPORTS

Finance Report

Finance Minutes from March 2, 2021 along with Cash Flows were included in the packet.

Personnel / Human Resources Report

Personnel did not meet in March. No report.

President's Report

The President's Report was included in the packet.

- Starting to receive data back from the surveys. Not an overwhelming response, but those that responded did so quickly. Information will be collated and circulated to everyone. Focus and establishing priorities: Spring Fields and Furnace Initiative. The fields will have extra stress due to the double spring activities.
- Focusing on individuals to reach out to.
- It was asked if there is the same Covid testing for the students participating in the Arts as the athletics. It was reported that the musical students were wearing clear masks (not shields) and were spaced at 6 feet. The directors also worked carefully to rehearse in pods to limit exposure. The video will tell all.
- Need to verify if NDA has an extra-curricular policy. We need to be thinking about where we will be in August. Will we require extra testing then?

- It was noted that the boy's volleyball came in positive after testing.
- We need to trust the judgement of the administrators.
- Maintenance is down on staff. Determining how to configure responsibilities regarding athletics and investigate outsourcing some of the work.

OTHER BUSINESS- none

ADJOURNMENT

**Motion made and seconded to adjourn the Regular Meeting.
The Regular meeting adjourned at 4:49 pm. Motion carried.**

NEXT MEETING - April 13, 2021

Respectfully submitted, Char Dunlap Executive Assistant to the President