

**Old St. Mary's School**  
**Governance & Leadership Task Team**  
**Monday, October 16, 2019**  
**Room 101 – Music Room (Parish Center)**  
**6:30pm-8:00pm**



**Meeting Agenda**

**Attendees:**

- Diana Smith (principal)
- Sam Kelly, Julie Marcus (school board liaisons)
- Carrie Kozlowski, Hans Nelson (co-chairs)
- Omar Duque, Clarisol Duque, Shannon Matthew, Sonjia Waxmonsky, Meghan O’Kelley, Jose Rodriguez, Lainey Weinstein

**Absent:** Philip Kepler

Topics	Minutes
Opening Prayer	Hans Nelson
Introductions	Task Team represents families with students across PK, K-5 grades, middle school and alumni and includes founding families (10+ years) to new families (first year); from multiple neighborhoods across the city. There was a variety of professional experiences across non-profit and for-profit organizations and a strong interest in leadership and service from all members.
School Board Liaisons & Role	Julie shared overall School Board strategic plan and vision for Governance and Leadership task team
Role and Expectations of Task Team Members	<p>All present gave confidentiality agreement to Julie</p> <p>Theme: From Transactional to Transformational - Financial Vitality is adopting this theme, a good paradigm to share across the task forces and also frame decisions to make sure we are thinking big picture</p> <p>Our Why: Watch <a href="#">Simon Sinek</a> and click here for our comments: <a href="#">“Work to make the best school for all students”</a></p>

<p>Task Force Goals</p>	<p>Goal 1: Provide student body diversity &amp; financial aid goals and a roadmap to achieve those goals</p> <p>Goal 2: Provide an assessment of current and future space needs per the growth and roadmap recommendations</p> <p>Goal 3: Provide teacher, administration, support staff, and advisory board diversity goals and a roadmap to achieve those goals</p> <p>Goal 4: Provide org structure and staff development plan to insure a stable &amp; sustainable succession plan</p>
<p>Model for documenting and moving from current to desired state</p>	<p>Discussed variety of potential metrics - diversity, financial need, size of student body; also diversity across teachers, staff, administration, parent leaders and volunteers</p>
<p>Task Force Timeline</p>	<p>Goal 1 and tactical recommendations by Jan. 20 Goals 2 &amp; 3 by end of 19-20 academic year Goal 4 to be completed in conjunction with Academic Task Force and with principal for academic year 20-21</p>
<p>Goal 1 – Objective 1</p> <ul style="list-style-type: none"> <li>● Constraints</li> <li>● Define diversity metrics</li> <li>● Assign owners and action items for research necessary to inform goals</li> </ul>	<p>Deferred constraints to next meeting</p> <p>Discussed <a href="#">diversity metrics</a></p> <p>See action items below</p>
<p>Planning for future meetings</p> <ul style="list-style-type: none"> <li>● Plans for communication</li> <li>● Wrap-up/Next steps</li> </ul>	<p>Next meeting: Tues. Nov. 12, 6:30-8PM, Parish Center Dec proposed: Tues. Dec. 10. 6:30-8PM, Parish Center Minutes to be circulated post-meeting <a href="#">Google Drive</a> with shared documents available to members Action Items listed below</p>

### **Action Items:**

The following research items were defined with volunteers committing to provide their results in the shared folder by 11/5 so everyone can prepare by 11/12 for a discussion and decision around our desired state.

- **Clarisol and Omar:** Gather and trend macro diversity metrics in Chicago, South Loop, OSM parishioners
- **Jose and Meghan:** Gather and trend diversity metrics in the student body and understand any purposeful actions that were taken to realize any changes
- **Lainey and Sonjia:** Research our key competitors or aspirational school models, complete competitive analysis around
  - Student body diversity metrics - including % of financial aid offered
  - Teacher, staff, administration diversity metrics
  - Extracurriculars offered and supported
  - Cafeteria space
  - Theater / black space
  - Science lab
  - Support programs (special needs and/or accelerated)
  - Schools to consider:
    - South Loop
    - Ogden
    - Skinner
    - Andrew Jackson
    - Daystar
    - British
    - FXW
    - Sacred Heart
    - ICSJ
    - BCA
    - Jones
    - Whitney Young
    - Saint Ignatius
    - Mother McAuley
    - DeLaSalle
    - Mount Carmel
- **Philip:** Research Archdiocese goals or metrics around diversity for the parishes or schools and research and gather quantitative / qualitative data from exit surveys as they pertain to our 4 goals (separate data by goal if necessary)
- **Carrie, Hans, Shannon:** Create a financial model for enrollment to support 10%, 20% and 30% financial aid with assumptions built in for OSM-funded scholarship versus outside funding; include separate options for an emergency fund. Alternately, keeping enrollment the same, model what tuition increases would be needed to support 10%, 20% and 30% financial aid.