

***St. John Catholic School – Advisory Board Meeting
October 24, 2017 7:00PM***



**Call to Order-members present: G. Lenora, Fr. O'Neill, M. Wiseshall, T. McKee, E. Burke, M. Young, AC Brownell, ML Mihm, M. Wetzel
Meeting opened at 7:03 PM**

Opening Prayer.

August and September minutes were approved.

Finance-(M. Wiseshall)

- See Misty's report.
- Net tuition is down \$2200. Not bad at this point. Gifts and donations are down \$17K. Cafeteria is down \$4300 but may even out over time. Wages are down \$4800, health insurance is up \$3200, Security is up \$5600 (new cameras), maintenance is up \$1500 (not as high).
- We pulled \$115K from the Endowment.
- Deacon Dan says funds are coming from the insurance settlement for the gym floor. Still working on it.

Planning-(AC Brownell)

- Strategic planning-3 meetings held so far. Making progress doing analyses and determining long term goals. AC would like to get further along before getting back into financial updates. Deacon Dan would like to be kept up to date on progress.

Development-(ML Mihm)

- The Development Director position is ready for advertising. Looking at Catholic publications.
- The books on the 2017 Auction are closed. Planning for the 2018 Auction has started. It will be held on April 14. The online Auction will end right after Easter Sunday.
- Downtown Bville Trunk or Treat this Friday. It is sponsored by local organizations and businesses and is a good advertising opportunity for us. Mary Lynn has candy. The Kosters have volunteered to give it out. Traci will give Mary Lynn advertising handouts.
- We are looking into hosting a breakfast for local financial and tax planners to advertise GO for Catholic Schools. Mary Lynn will look into this being a Continuing Education credit for the planners.
- Mary Lynn is working on the Annual Appeal.
- After further investigation for help with our technology, 501 Tech is not a good fit for us because they keep full ownership of the hardware and software they service and offer no flexibility Mary Lynn recommended we not use them.

Policy-(C. Fries)

- No report.

Membership (M. Wetzel)

- See Mary's report.
- Pat Johnson resigned. Bylaws state we must send notices to Fr. O'Neill, SAC President and Membership Director of the vacancy. Mike Young does not wish to assume Pat's PR role. Mary just found some issues with mailing info to SAC members. She asks members if they know they are leaving, to help look for a replacement. To make the PR role easier, we should have approved file photos to use for advertising to avoid privacy issues. David Hunt is willing to take photos. We need photos with students wearing the new uniforms. We need parental permission to use these photos. Traci gave Mary permission to ask parents for permission.
- How do we fill the PR vacancy? Mary will advertise the opening with the job description, talk to prospects and have them fill out an application.

Facilities-(G. Lenora)

- The gym is finished.
- Speed hump-Guy hasn't heard back from the city yet. Several members will try to get an update.
- Facilities audits-only 1 is Diocesan. DHS audits us for the summer program. Guy will follow up on the elevator safety audit. All audit info must be in one file (it is).

Home and School Association Report: (M. Wishall):

- Fun Night was successful. Cleanup was quickly accomplished-lots of help.
- The HSA will purchase basketball uniforms for our teams.

Public Relations-(Open)

- No report.

Principal's Report: (T. McKee)

- Read Traci's report
- Overhead door signs are installed. Additional door signs to be installed. Knock box to be installed outside following Fire and Police recommendations.

Pastor's Report: (Fr. O'Neill)

- The Parish now has a 403B retirement plan (like a 401K for non-profits) through the Diocese. It is a no cost benefit that Fr. John is looking to make available to the staff. It is flexible and we can match contributions if we wish. The Plan offers several investment options. The SAC believed the Plan offers a benefit to the School faculty and staff and recommended offering it with the understanding matching contributions was at Management's discretion.
- Auction proceeds should be spent carefully. It helps marketing the school if donors know their money is going to a clearly defined goal rather than just "Operations". Mary Lynn and Fr. John will discuss.
- Fr. John knows an insurance agent who sells all sorts of group insurance with no cost to us. He gives his profits from insurance sales to Catholic Charities. He could make a presentation to the faculty during an Inservice. The SAC approved. Fr. John will talk to the Finance Council and contact him.

Parish Finance Council/Parish Council (No report)

- We are rebuilding membership. Several members had problems making the meetings.

New Business

- Teacher gifts require lots of paperwork. Can this be done online? Mary Lynn knows of software that can help with this.
- We have space for Fun Night activities. We do not want to outgrow our facilities.

Review of Action Items:

- Guy will follow up on the elevator safety audit.
- Traci will give Mary Lynn advertising handouts for the downtown Trunk or Treat event.

Next Board Meeting: 11/28/2017 at 7PM

Closing Prayer

Meeting closed 8:16 PM