

***St. John Catholic School – Advisory Board Meeting
November 28, 2017 7:00PM***



**Call to Order-members present: G. Lenora, Fr. O'Neill, C. Fries,
T. McKee, E. Burke, M. Young, ML Mihm, M. Wetzel
Meeting opened at 7:07 PM**

Opening Prayer.

October minutes were approved.

Finance-(M. Wishall)

- See Misty's report.
- Tuition is \$5400 under. Other budget items are \$45K under.
- Donations are down. Hopefully the Development Director will be able to shore up budget gaps.

Planning-(AC Brownell)

- See AC's report.
- AC will start working on the Strategic Budget Plan. Committee members include Fr. John, Deacon Dan, Guy, Misty and Mary Lynn.

Development-(ML Mihm)

- The Koster family did Trunk or Treat. Handed out lots of treats and handouts about the school.
- St. John students created ornaments and decorated the OK Mozart Christmas tree at Price Tower.
- Mary Lynn needs an introductory letter from Fr. John for the Annual Appeal. Other than that, the Appeal is ready to print and mail. Mary Lynn agreed to write the letter for Fr. John and he will edit.

Policy-(C. Fries)

- Carolyn will start work on Christian Due Process which is due in August. Mary Lynn suggested updating our bylaws to provide allow a Board member to give their proxy to someone else.

Membership (M. Wetzel)

- See Mary's report.
- Working on Advisory Board nominating cover letter. Someone can nominate themselves or another person. Mary is looking at examples from other schools.
- Guy talked to Mark Tranquell. He is going to apply for the PR Board opening.
- Our website has received 300 likes (good). Mary will add the Handbook to the web page.
- The Development Director position is in 2 locations-the school website and on Facebook. There has been a good amount of activity.
- Photos: David Hunt will shoot marketing photos. Photos of students who are in shots taken at public events are OK to use. Mary asked for a list of students who do not want their photos used.
- We have a quick link issue on the Parents page. Clicking on the Dress Code link sends people to the GO For Catholic Schools video. Mary will fix the link.

Facilities-(G. Lenora)

- The paperwork for the elevator audit is up to date and is in the elevator machine room.
- Speed hump-No update. Mary Lynn will call the city.

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

- 12/15 Teacher Appreciation lunch
- 12/16 1st Annual Cookies with Santa. Open to the public.
- Held 2nd General meeting 2 weeks ago.
- The HSA will donate \$8K for the new playground equipment.

Public Relations-(Open)

- No report.

Principal's Report: (T. McKee)

- See Traci's report
- We are replacing the copiers. Rates had gone up and we received poor service on the old ones. We will be using the same copier company the Church uses. They are a local business and very responsive.
- Question: Why are many families' bills (cafeteria, Aftercare, etc.) not being paid? Answer: Most people will pay eventually.
- Mary W. asked if she can create a page for clubs. She would use the Calendar as the link for the clubs. Traci is concerned about making the Calendar page too busy.
- Traci will add St. John's to get money from sales on their website.

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

- We have received 9 resumes for the Development Director position-4 are viable and include local candidates. Fr. John will do an initial interview to get down to 2 or 3 candidates for a second interview. The initial interviews will be next week and followup interviews to follow shortly after.
- Fr. Juan will be here on Friday. He'll be a good presence at the school.
- The teacher in service retreat to be held in January. The theme is Keeping Christ in the Center of Life and In the Classroom. They will receive a book about it.
- We will hold 7th and 8th Grade retreats this year, especially for the 8th Grade. We also want to add a 6th Grade retreat/activity to help motivate 5th Grade students to stay at St. John's.
- Fundraising activities-year end appeals to help the school and help donors save on taxes.

Parish Finance Council/Parish Council (No report)

- No update

New Business

- All are invited to the OK Mozart Christmas festivities.

Review of Action Items:

- Mary Lynn will check with the city about the speed humps.
- Mary Lynn will write an introductory letter for Fr. John for the Annual Appeal. He will edit as needed.
- Traci will add St. John's to Amazon Smile to capture donations from sales.

Next Board Meeting: 12/17 Holiday gathering at AC's house 6:30-9:00PM. 01/23/2018 at 7PM

Closing Prayer

Meeting closed 8:03 PM