

***St. John Catholic School – Advisory Board Meeting  
November 17, 2016 7:00PM***



**Call to Order-members present: Fr. Pratt, G. Lenora, Deacon Dan, T. McKee  
M. Wetzel, M. Wishall, E. Burke, M. Young, P. Johnson  
Meeting opened at 7:00 PM**

**Opening Prayer**

**September minutes were approved as amended.**

**Finance-(M. Wishall)**

- Misty met with Guy, Traci and Deacon Dan to discuss clear up financial questions and to update the Strategic Plan.
- Registration fees should level out going forward.
- Income and donations are down although tuition is in line. We should see some improvement with funding from the St. Francis assistance fund as well as yearend donations. Go Funds will help as well.

**Planning-(AC Brownell)**

- AC is working on and researching Grant writing. She needs the Donor list. Dan will check to see if Deacon Jerry Rutherford has a copy and get back with Guy.
- We need to update and revamp the 5 Year Plan.
- We received \$500 from Arvest to our annual Appeal report. Dan needs it accounted for in the Budget.

**Development-(ML Mihm)**

- Mary Lynn has a template of the Financial and Annual Appeal reports. She will fill it in and send to Traci. She needs the Appeal letter updated.
- The Auction will be held on 04/21 or 22. Confirmation is the same weekend but shouldn't conflict. Auction will be held in the Gym. Dan and Misty would look at the Financial info before publishing the Auction date.
- Mary Lynn will meet with Fr. Pratt on 11/28. She wants to get the Annual Appeal and report out by the end of Nov. and needs the mailing lists. Traci will give them to her.
- Mary Lynn is working on a long term Development plan. She has a committee working on it. We need her to come to the meetings to discuss what she's working on. Guy will talk to her about maybe changing our meeting night to help her attend.

**Policy-(C. Fries)**

- Traci and Carolyn researched uniform options. Want to cut down on options and want the uniforms to be affordable, durable and sharp. Following St. Eugene's lead in OKC. Land's End has a better quality blue plaid and has many sales. They will get a sample to show the SAC. Will next year be a transition year? TBD. Motion made to approve uniform changes using the blue Land's End plaid. 2<sup>nd</sup>. Vote held-approved.

**Membership (M. Wetzel)**

- Mary updated Mapquest.
- Created a chart indicating SAC term lengths.
- Added SAC minutes to the school website.

**Facilities-(G. Lenora)**

- Working on funding for the playground unit. Two different routes..Mary Lynn wants to include the unit in the annual appeal and maybe the Auction. AC wants to use grants. Consensus is to pursue grants.
- The shed in the playground is being rebuilt as a pavilion.

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

- 12/16 Teacher appreciation luncheon. Working on teachers' gifts. Will meet again in January.
- Question-Can HSA assist with NCEAA funding? Traci will discuss with Misty.
- We will use storage space in the Mother's Day Out building to store Fun Night equipment.

**Public Relations-(P. Johnson)**

- Got feedback from EE about online click counts about the school. Count is good for a school.
- Turned in press releases about Red Ribbon Week and raising funds for the M. Green Foundation.
- Will do a press release for the Bishop's visit. Also did one for the Rosary Balloon release.
- Pat asked for a source for photos. Mary will add him to our Shutterfly account.
- We need banner stands. Cost is \$40 each. Pat will purchase and donate. Do we want to purchase yard signs? Cost is about \$3 ea. but need a minimum order of 300 (\$600). Does this need to be a budget line item? We could sell them or add their cost to the tuition. Misty will look at possible money sources already in the budget. Athletic? Pat will work on a sample designs.
- Do newspaper inserts help advertise? Not much response. We may not repeat the Internet advert.

**Principal's Report: (T. McKee)**

- The Book Fair had \$4,000 in sales which will give us \$1,500 in profit (in items, not cash).
- Schoolwide Thanksgiving Lunch will be held tomorrow.
- The 3<sup>rd</sup> Grade is collecting items for the Veteran's Center in Claremore.
- The 4<sup>th</sup> Grade raised \$1,000 to provide gifts to the Lighthouse.
- The 5<sup>th</sup> Grade is collecting items for ASPCA.
- The 8<sup>th</sup> Grade raised \$500 for a food drive. The Student Council will hold a food drive as well.
- We have 2 basketball teams (Girls and Boys). We are building our own schedule against small schools and YMCA teams in the area (Diocesan age rules would prevent us from fielding teams).
- 12/15 Christmas concert.
- We need a new playground equipment storage box.
- We need next year's tuition set by January so we can publish it. We need the budget set as well.
- Door locks are being changed to match.

**Pastor's Report: (Fr. Pratt)**

- The Church is doing well

**Parish Finance Council/Parish Council**

- Committee created to study rules and fees for renting out Fr. Lynch Hall and the Gym. Funds raised will go to the school.
- The Hispanic ministry is very active. GED classes are very popular.

**New Business**

- There is interest in creating a summer program. Could be a revenue source. Must make sure summer school maintenance projects do not conflict.
- Fr. Pratt discussed with us the need for a professional to help with Development, Fundraising, PR, etc. It's unusual for an elementary school but having a Development Director would help us be better organized. Discussed cost, advertising for the position. The person could do work for the Church too to make it a full-time job as a part-time position won't attract the best candidates. We need someone who can tap into the resources like alumni and other benefactors available in B'ville, who can work with our demographics which is different than Tulsa's. Hopefully after the first year, their salary would be covered out of the additional revenue they generated. Bishop Kelley has a team who does this and they may have a recommendation for a candidate. Fr. Pratt called the director at Bishop Kelley. He will come up to discuss with us what this position encompasses over lunch on 11/28.

**Review of Action Items:**

- Ed will send the November SAC minutes to Mary and Guy
- Dan will ask Jerry Rutherford for a copy of the school Donor list and will get back with Guy.
- Mary will add Pat to our Shutterfly account so he can access photos for advertising.
- Traci will give Mary Lynn a copy of the mailing lists for sending out the annual report and appeal.

**Next Board Meeting:** 12/22 at 7PM in the Art Room.

**Closing Prayer**

**Meeting closed 9:25 PM**