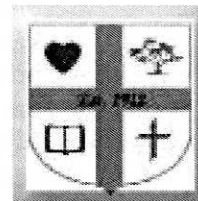


## ***St. John Catholic School – Advisory Board Meeting June 27, 2017 7:00PM***



**Call to Order-members present: G. Lenora, Deacon D. Pickett, T. McKee, M. Wetzel, M. Young, C Fries, E. Burke, ML Mihm, AC Brownell, P Johnson**  
**Meeting opened at 7:06 PM**

### **Opening Prayer**

**May minutes were approved.**

### **Finance-(M. Wishall)**

- Dan reported for Misty. Closed June accounts. They will meet with the Finance Committee and Fr. O'Neill to discuss next year's school budget. Updated utility info. Must increase endowment withdrawal to cover budget shortfall including losses.

### **Planning-(AC Brownell)**

- Releasing funds to update technology at school but the funds raised for technology at the Auction are not yet available. Mary Lynn will check with Deacon Jerry about accounting issues from money raised at the Auction
- We need the network updated at add new hardware. May need another tech person as Chris is very busy. Mary Lynn will check for a tech.

### **Development-(ML Mihm)**

- Working on some grants
- Working on the Annual Report. Mary Lynn needs award info. She will send Traci last year's info so she can update.
- Mary Lynn will meet with Fr. O'Neill to star the Development Director search.
- Described how credit card transactions work. Missing funds from the Auction may have been routed to the wrong bank account. Deacon Dan said his card was charged but the money hasn't appeared in the auction accounts.

### **Policy-(C. Fries)**

- The uniform policy must updated to add school crests to the Polo shirts. Tommy Hilfiger has been added as a new uniform source.

### **Membership (M. Wetzel)**

- See Mary's report.
- Developing contacts in Alumni Connect. Adding new info to the website as it comes in.
- Shutterfly getting lots of photos as teachers start using it more.

### **Facilities-(G. Lenora)**

- Gym floor has been torn out. Remediation involves concrete repairs outside. Concrete surface in the playground drains toward the gym. Conflict between the cause...incorrect engineering or construction.

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

- Recruited 8-10 parents to chair committees.
- We have several new events planned including swim, Bingo, Parent Night Out, Cookies with Santa.
- We are creating a brochure to explain the HSA does and a new Facebook page. It will create a chart that shows how the school and Church are tied together.
- Summer program is organized. Just got approval from DHS. We have a great staff and it should make a profit. Suggested we break it into 2 week segments to better fit with vacations. Maybe next year.

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

- No recent articles in EOC.

- \$500 in budget for advertising and PR. Yard signs would use all of it. We may want to look at other methods of advertising. Most people today get their info through social media, not newspapers or billboards. Can we spend a small amount (under \$50) to boost our social media web hits? M. Young knows someone who can do some analytics to see who is clicking info about us to better target our primary audience. The school uses Server Monkey to collect click info. Pat will check with Misty about the PR budget. HSA may do the yard signs.
- It would be good to get more involvement from St. James. We will set up an info table in July. Can we add a school link to their website? Mary will check with their webmaster.
- Had an article about our Summer Program. It is going well.

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

- Aftercare has \$300 owed by 10 families. Some are no longer at the school. Q-Can Aftercare be prepaid? How do we handle non payment of Aftercare by parents?
- Updating Renweb to make enrollment paperless. Enrollment fees must be paid by the 1<sup>st</sup> day of school.
- The Music teacher wants to use Music Together, a national org. It shows brain development is aided by music in 3 and 4 year olds. This would be good advertising-we'd be the only school using this in the area. Requires \$1000 stipend annually plus \$82/child per year which includes all materials. Costs would be split between the parent and the school. 26 students total (10 3yr olds, 16 4yr olds). As they have no other textbooks we could use the textbook fees collected in these grades to cover our costs. The consensus of the SAC was to proceed.
- Fr. Pratt endorsed the Kids For Jesus program for the entire school. We received donations to cover costs for 2 years. Dorleen Martin will lead the program.
- The Martinovich scholarship is worth \$1000/ year for a student. The family stipulated it must be awarded to 1 student but will leave it up to the school to decide the criteria and winner of the money. Based on need or merit? Makes more sense to base it on need. Use it as an incentive to attract Hispanic students? We may use an application process. Mary Lynn will look for some parishioners to help create the process to award the scholarship.
- The playground is to be redesigned to be completed in phases. \$21,000 currently available. It can be a United Way project to provide labor. Mary Lynn will provide contact info for Traci to fill out the United Way application.
- We lost 10 students (19 down to 9) moving from 5<sup>th</sup> to 6<sup>th</sup> grade this year. Enrollment currently at 130.
- We will have a subcommittee to work on Communications.
- Welcome letters to go out in July. School starts on Aug. 9 (5 days before public school). Mary Lynn will help Traci organize Back To School and New Parent nights.
- Looking for a Pre-K teacher. We have hired a Kindergarten teacher.

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

**Parish Finance Council/Parish Council (No report)**

**New Business**

- Would we like to hold a Team Building get together at Mary Lynn's house for our July meeting? We could do CPR training or hold a mini retreat with the Diocesan chaplain of schools. All agreed.

**Review of Action Items:**

- Pat to check with Misty about PR funds in the Budget
- Mary will check with the St. James webmaster about adding a school link to their webpage.
- Mary Lynn will meet with Deacon Jerry to figure out Auction accounting issues.
- Mary Lynn will send Traci last year's award info to be updated for the Annual Report.
- Mary Lynn will recruit parishioners to create a process to award the Martinovich scholarship.
- Mary Lynn will provide contact info to Traci to sign up for United Way labor help for the playground.

**Next Board Meeting:** 07/25/2017 at 5:30PM at Mary Lynn's home.

**Closing Prayer**

**Meeting closed 8:41 PM**