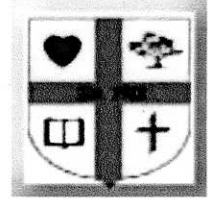


***St. John Catholic School – Advisory Board Meeting
January 24, 2017 7:00PM***



**Call to Order-members present: Fr. Pratt, G. Lenora, Deacon Dan, T. McKee
M. Wetzel, ML Mihm, C Fries, AC Brownell, M. Wishall, E. Burke
Meeting opened at 7:04 PM**

Opening Prayer

December minutes were approved.

Finance-(M. Wishall)

- See Misty's report.
- Donations are down. Can we check if people have switched from Mass envelopes to donating online?
- Adopt a Student is staying consistent.
- The new Development Director must be involved in Budget discussions to assist filling budget gaps.
- Misty has a copy of the general ledger. She will analyze the info to have a better idea of our expenses and income. The cafeteria budget issue has been resolved.

Planning-(AC Brownell)

- Discussed inserting a fundraising letter in the Church bulletin to explain how parishioners can help the school. We can use Middle schoolers to stuff the letters.
- Discussed creating a video to add to the Website to add a personal touch and more of a Thank you for what people have done for the school rather than a request to do more.
- For Catholic Schools Week, Traci will speak at the Masses to thank parishioners and to support the school. Fr. Pratt will write some talking points for her.

Development-(ML Mihm)

- See Mary Lynn's report.
- The Annual report needs some final adjustments (we had omitted large donors). It will be corrected ASAP after checking donor records.
- Mary Lynn has a committee formed to come up with the job description and criteria required for the new Development Director position.
- Auction planning meeting next Tuesday. Newsletters to start near the end of February.

Policy-(C. Fries)

- Uniforms- HSA will poll the parents about a uniform exchange for those uniform pieces that comply with next year's uniform changes.

Membership (M. Wetzel)

- Mary read her report and asked for opinions on the updated Officer term chart. Per the Bishop, we can make changes as needed w/o his prior approval, just send him updates. We may want to stagger terms to assure continuity which would require a bylaw change. Motion made to not make any changes to the bylaws until there is an issue. 2nd. Vote. Approved.
- Mary is editing the Website's Shutterfly to invite parents to submit photos and informing them the photos may be used in our advertising.

Facilities-(G. Lenora)

- We have framed our Mission Statement
- We are monitoring a paint issue with the gym floor. Problems may be due to humidity.

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

- We are working on getting a coordinator for the Concession stand.
- Our goals for the Spring include planning a school party, bulk school supplies, Teacher appreciation gifts and a uniform exchange.

Public Relations-(P. Johnson)

- See Pat's report.
- Guy will check with HSA about purchasing yard signs and selling them as a fundraiser. There are several options. We will get a quote from Highwayman Signs.

Principal's Report: (T. McKee)

- See Traci's report.
- Currently have 157 students.
- Over \$500K has been donated to GO Funds statewide (no breakdown for St. John). We will make sure local accounting and tax firms are aware of this.
- Ren Web is operational. All enrollment will be online.
- The Summer program can be a money maker. Traci is talking to Sts. Peter and Paul about their program. We must follow DHS rules. We also need a Director.
- In order to have speed bumps installed in front of the school, we must fill out paperwork for the city. Mary Lynn will do this.
- 3 Year Old program is being created. The Director must be certified. We may combine 3 and 4 year olds. No financial aid for 3year olds.
- We will be sending 6 teachers to a professional development conference in April.

Pastor's Report: (Fr. Pratt)

- We are revamping the nursery offered during Mass. The new Children's Ministry program will be ready in about 6-8 weeks. Plans call for 3-16 months will be cared for in the Nursery, 16 month-3 years will go to Mother's Day Out, 4-7 yrs. Will attend Children's Liturgy in the Youth Room and will have a program related to that Sunday's gospel readings.
- We are about to hire an Event Coordinator for Fr. Lynch Hall. We may need an equivalent position for the gym in order to protect our assets. We had a semi-pro basketball team use the gym but they're very disorganized and not profitable yet. -Do we have a rental agreement insurance waiver? A-No. Mary Lynn will draw up a waiver and give it to Guy.

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

- M. Wetzel is ready to add alumni to the website. They are the history of Bville. Do we add their names? Yes.

Review of Action Items:

- Guy will check with HSA about purchasing yardsigns and selling them as a fundraiser.
- Fr. Pratt will provide some talking points to Traci for promoting the school.
- HSA will poll parents about a uniform exchange.
- Mary Lynn will fill out the city paperwork to permit speed bumps to be installed.
- Mary Lynn will draw up an insurance waiver for renting our facilities and give it to Guy.

Next Board Meeting: 02/28/2017 at 7PM in the Art Room.

Closing Prayer

Meeting closed 8:16 PM