

Catholic East Elementary School Board Meeting
Tuesday, January 12, 2010 – 6:30 pm
St. Peter and Paul Rectory

Members Present: Julie Robinson, Kathleen Galvan, Marie Gilpatric, April Kuss, Mary McGartland, Jenny Mendenhall, Sarah Parlier, Barb Stevens

Members Excused: Fr. Mike Michalski, Rosemarie Moser, Michael O’Byrne, Fred Stoltz, Mary Jo Zimmer

A. Meeting opened with prayer.

B. Roll call was taken. Allison Rozek resigned from the board.

C. Minutes from the December meeting were approved. We would like to post the minutes on the school website once they are approved, as opposed to sending them home in the school envelopes. Julie will let families know in the school newsletter where parents can find them on the website.

D. The meeting agenda was approved.

E. Reports

1. Officers - Secretary for Election Results

Barb thanked Jenny for her efforts on the school board as well as on the McGivern event.

2. Principal’s Report. Julie reporting.

We are preparing for Catholic Schools Week. We are going to ask students to join the adult speakers at the masses during the weekend of January 30/31. The student council has had some input on the student activities for Catholic Schools Week. We are working on student art projects for the silent auction for the McGivern event. We are approaching the end of the 2nd quarter. Our student count is currently 150.

3. Corporate Board. In Fr. Mike’s absence, Julie made a brief report.

The board is still looking at the 2010-11 budget. Kathleen McGillis, our marketing staff member, will make a presentation at the next Corporate Board meeting.

F. Reports of the Standing Committees

1. Executive Committee. Barb reporting.

Fred and Barb will meet on Feb. 1 to plan for the February school board meeting.

2. Development Committee. Barb reporting.

a. Bulletin Update

Barb shared several versions of a bulletin insert to be included in all the parish bulletins the weekend prior to our weekend presentations. It is designed to ask parishioners to make a donation to our annual fund and will supplement the presentations and the mailing. We liked the one with the multiple hands embracing the best. We also considered that if we could afford to print a second version, we’d like to have that included in the bulletins the week following the presentations. April is going to look into enlarging the flyer into large posters to display at the back of all the parishes.

b. McGivern Fundraiser

The event will be Sunday, March 7, 2010 from 3:30-6:30 pm in the school gym. The event will feature appetizers, cash bar, silent auction of student art, raffle baskets and a restaurant tree raffle. There will be theater style seating. The maximum seating is 370. We are shooting for 300 and will add more if necessary. The cost is \$40 per person and invitations will be mailed in early February. We will be having a basket raffle from each of the parishes and would like to have one from the school board, too. Jenny is willing to coordinate the school board basket around the theme of books.

c. Annual Fund

We are all set with the mailing. Thanks for all who helped assemble the mailing.

3. Administration Committee. No report.

G. Unfinished business.

At our next meeting, Fred will present a draft parish representative job description for discussion.

H. New business.

1. By-law review.

Unfinished business to be considered at future meeting.

2. Middle School Outcomes.

There is a dramatic decline in honor roll achievement as students progress through the middle school. The school board may want to form an ad hoc group to look at the middle school program, what are the outcomes, strengths, parent perceptions, etc. This is unfinished business to be considered at an upcoming meeting.

I. Announcements

The 2010 meeting dates are:

Tuesday, February 9

Tuesday, March 9

Tuesday, April 13

Tuesday, May 11

Tuesday, June 15 (2-3 hour retreat/brainstorming meeting, location TBD)

Except where noted, meetings will be at 6:30 pm at the Ss. Peter and Paul Rectory, 2491 N. Murray Avenue.

Submitted by: Jenny Mendenhall

Catholic East Elementary School Board Meeting Minutes
Tuesday, March 9 – 6:30 pm
St. Peter and Paul Rectory

Members Present: Julie Robinson, Kathleen Galvan, April Kuss, Mary McGartland, Jenny Mendenhall, Sarah Parlier, Barb Stevens, Fr. Mike Michalski, Rosemarie Moser, Michael O’Byrne, Fred Stoltz, Mary Jo Zimmer

Members Excused: Marie Gilpatric

Guest Present: Kathleen McGillis

- A. **Meeting** opened with prayer.
- B. **Roll call** was taken.
- C. **Minutes** from the January meeting were approved. The February meeting was canceled due to bad weather.
- D. The **meeting agenda** was approved with the addition of a presentation by Kathleen McGillis, the school’s marketing assistant.
- E. **Presentation by Kathleen McGillis.** She has been in her role for about eight months. Kathleen shared some of the projects she has been working on to promote the school including:
 - Creating a welcome folder for prospective families
 - Prepared invitations for the open house
 - Preparing a survey of current families
 - Writing articles for the parish bulletins
 - All parishes have school information on their websites

F. Reports

1. Officers

No report.

2. Principal’s Report. Julie reporting.

Catholic Schools Week went well. We had 8-10 new families at the Open House. Registration for the 2010-11 school year is under way. In April, we will begin offering before-school care from 7 am to 7:45 am. We anticipate participation from seven to ten families. Our student count is currently 148.

3. Corporate Board. Fr. Mike reporting.

During Catholic Schools Week, we appreciated the school presentations at each of the parish masses and we especially enjoyed having the school children present. The Corporate Board approved the 2010-11 school budget. We are getting ready to celebrate the sacraments with our school children and students from ESCYM including Reconciliation, First Communion and Confirmation.

G. Reports of the Standing Committees

1. Executive Committee. Barb reporting.

Planned agenda for this meeting.

2. Development Committee. Barb reporting.

a. Annual Fund

To date, we have received about \$11,000 from the Annual Fund mailing. Our expenses for the mailing are about \$2,200. Our net goal for the mailing is \$15,000. We are at about 60% of our goal. We will be sending out follow-up mailings to regular donors who have not yet responded.

b. McGivern Fundraiser

The event was held Sunday, March 7. It was a lovely event with good attendance. We raised \$7,300.

c. Fish Fry

The first two weeks we've had record attendance.

3. Administration Committee. Fred reporting.

Reporting on the budget for the 2010-11 school year which was approved by the Corporate Board. Last year's budget was approved with a \$31,000 deficit. Our commitment for the 2010-11 school year was to pass a balanced budget, which obviously presented a challenge. There is a formula to determine the subsidies for each of the parishes. For the first time, a parish may not be able to meet their subsidize. There is a desire by the corporate board to look at the subsidy formula in the future. The budget won't be finalized until the 3rd Friday count in September.

4. Education Committee. To be created. Before our next meeting, review the by-laws for a description of the Education Committee.

H. Unfinished business.

1. By-laws

Fred presented updated by-laws. The proposed changes to the by-laws are housekeeping changes. When these by-laws were originally created, there were two schools (All Saints Elementary & Catholic East Elementary) forming a School System. Also, the names of the sponsoring parishes were different at that time. The proposed by-laws changes reflect the fact that we are now one school, and reflect the current names of the sponsoring parishes. We approved these changes for presentation to the Corporate Board. Fred will send Fr. Mike the updated by-laws.

2. School Board Roles

We reviewed and assigned roles for the current school board members. Following are the parish representatives and other roles we identified:

Old St. Mary's parish rep	Barb Stevens
Cathedral parish rep	Marie Gilpatric
Three Holy Women parish rep	Michael O'Byrne
SS. Peter & Paul parish rep	Sarah Parlier
Our Lady of Divine Providence parish rep	Fred Stoltz (temporary since they didn't have one)
Parent rep	April Kuss
At large rep	Jenny Mendenhall
At large rep	Mary McGartland
At large rep	Mary Jo Zimmer
At large rep	Rosemarie Moser
Guest/teacher	Kathleen Galvan
Principal	Julie Robinson
Liaison to corporate board	Fr. Mike Michalski

3. Middle School Outcomes

We deferred this subject to the Education Committee.

I. New business.

1. Exit interviews.

We want to develop exit interviews for people leaving the school board. This is a function of the Executive Committee. We also discussed putting in place a packet for new school board members including the by-laws and expectations.

- 2. Discussion suggestion from Jane Barlett in light of 2010-11 budget.** The new budget calls for \$5,000 to be raised through a special event. What could this event be? Ideas mentioned have included: carnival, Nonsense, family event. What other ideas do we have? This topic will be moved to the Development Committee for discussion.
- 3. Three Holy Women is hosting its festival this summer** and we would like to host a Catholic East booth with games, info, etc.
- 4.** At our next meeting, we will consider chairs for the standing board committees.

J. Announcements

Remaining 2010 meeting dates are:

Tuesday, April 13

Tuesday, May 11

Tuesday, June 15 (2-3 hour retreat/brainstorming meeting, location TBD)

Except where noted, meetings will be at 6:30 pm at the Ss. Peter and Paul Rectory, 2491 N. Murray Avenue.

Submitted by: Jenny Mendenhall