

St. Mary Catholic School Advisory Board Minutes

November 3, 2009 - Approved

Call to Order at 7:01pm by Diane Stuckey on behalf of Mary McLoughlin:

- Attendees: Fr. Donald Franks, Carlton Rider, Cindy Albert, Ben Boyden, Kellie Boyden, Jamie Bryant (St. Mark Parish Rep), Kaylene Corcoran, Jane Dodds (Fisher Catholic Rep), John McGraw (St. Mary Parish Rep), Jean Robertson, Diane Stuckey, Kathy Wotruba
- Not Present: St. John 23rd Parish Rep, St. Bernadette Parish Rep
- Faculty Attendees: Marilyn Hickman, Chris Kemmerer
- Excused: Mary McLoughlin
- Guests: none

Opening Prayer: Ben Boyden

Approval of Oct. Minutes: Diane Stuckey motioned to approve. Kellie Boyden seconded. The board approved.

Reports:

- Budget Report: Report not available. It will be sent electronically to board members when available.
- Pastor's Report: Deacon John Reade will be ordained into priesthood this month. He will be assigned primarily at St. Bernadette Parish and St. Mary Parish in Bremen. He may spend some time here at St. Mary Parish. Youth ministry activities are being planned for St. Mary Parish.
- Administrator's Report: Our eighth grader hospitalized at Nationwide Children's Hospital was released today and is doing well. Student absentees have now declined from the spike in the past several weeks from the H1N1 pandemic. Almost all of the students who were absent have been able to complete Terra Nova testing. 268 students have signed up to receive the H1N1 vaccine at the school session tentatively scheduled for November 20th. Faculty attended the OCEA Convention in October. Parent Conferences will occur on November 12th and 19th.
- Faculty Report: The junior high Student Council has started activities with a focus on a service oriented approach. They will be hosting a food drive in November. They are also working with Kathi Zysk to post their activities on the web. Mrs. Lindsey, librarian, reported profits of greater than \$1000 from the Scholastic Book Fair. Mrs. Lindsey expressed gratitude for all of the volunteers that assisted with the sale. Preparations for the Holiday Poinsettia Sale are progressing well. Of note, there is a printable order form on the website.
- St. Bernadette Report: Dick Quaintance is working on establishing a representative.
- St. Mark Report: Report was distributed electronically. St. Mark Youth Ministry events are highlighted. The Christmas Cantata will be on December 13th.
- Pope John XXIII Report: Mr. Rider is in contact regarding the status of their representative.
- Fisher Catholic Report: The front office was renovated. Five and ten year planning is currently underway. Positive marketing remains a focus to assist with fundraising and recruitment efforts. The Open House for interested 5th through 8th grade students was November 1st. St. Mary 6th grade students were treated to a play and lunch on October 30th.
- Parish Council Report: No meeting last month.
- Home and School Report: A Welcoming Committee has been formed. Holiday Happening will take place on November 14th and 15th from 12-8pm on Saturday and from 9am-4pm on Sunday. Board members will staff the bank. Scrip 2009 April through October profit was approximately \$18,000 (this is decreased in comparison to sales during the same time period in 2008). Home and School is offering incentives to encourage SCRIP purchases during this holiday season. Protecting God's Children training took place October 31st at the Spirit Center.

Old Business:

1. School Validation: The internal validation of the school by the Columbus Diocese in October was successful. The external validation of the school will take place in the spring of 2010. The school steering team will conduct a survey this winter of all staff and parents in preparation of the external validation. The validation teams make recommendations to the school for continuing excellence and improvement and then submit reports to the state for accreditation of the school.
2. Communication Survey: Kathy Wotruba presented preliminary results. 113 surveys were completed online with 170 total surveys returned. Only one family indicated no home internet access. 90% have high speed internet

access. 80% of families are checking email daily.

3. **Constitution:** Kelly Boyden motioned to approve the final changes as written. Kathy Wotruba seconded. The Constitution was unanimously approved by the board. It will be posted on the website.

New Business:

1. **Electronic distribution of meeting materials:** Mr. Rider motioned to have the minutes distributed electronically. Diane Stuckey asked that the agenda also be distributed electronically. The board members approved.
2. **Election of Vice President:** Cindy Albert nominated Kellie Boyden for the position. Jean Robertson seconded the motion. Kellie accepted the nomination and the board unanimously approved Kellie as Vice President. Fr. Franks and Mr. Rider approved the decision.
3. **Cafeteria Survey:** Feedback has been positive. Many more healthy choices have been introduced into the menu.
4. **Marketing subcommittee:** The subcommittee appreciates the previous and continuing brainstorming of the teachers and would like to invite a teacher representative to all future meetings. The subcommittee will present recommendations to Mr. Rider and Fr. Franks for approval and a summary will be provided at board meetings. Branding of the school remains very important in the overall marketing design and planning. The school budget includes money for marketing. The Home and School Association provides the link for volunteers. Timeline priorities are focused on Holiday Happening, the Lancaster Holiday Parade, and Catholic Schools Week. Mary McLaughlin will set the next subcommittee meeting.

Close of Meeting at 8:20pm: Jean Robertson motioned. Cindy Albert seconded. Diane Stuckey adjourned the meeting.

Next meeting: December 15th at 7:00pm

Submitted by Jean Robertson, St. Mary School Advisory Board Secretary