



Mary Immaculate Catholic School

Monday, May 18, 2009

Present: Jim Bitterman, Bill Newman, Lisa Staberg, Charlotte Bickerton, Eddie Eason, Michael Tullis, Nancy Russell, Father Michael, Sue Grady, Jim Stofer

Absent: Ray Vincent, Amy Mueller

Principal's Report:

- Current enrollment for fall 512 with 10 additional still pending. Of those 10, 8 seem fairly certain.
- Back to School Open House will be 8/5/09
- New version of teacher contracts arrived and will be distributed to teachers this week. Virtually the same form, but in a different format.
- Our constitution was approved by Sister Gloria. **Action item:** Bill Newman will post on website.

Pastor's Report:

- Thanks to AC for underwriting hoedown. Event a great success despite rain.
- Hired 2 new part time positions for church. A new Safe environment coordinator and an Assistant Youth Minister. The Assistant Youth Minister will help Lindsay work on the 8th grade confirmation program.
- 2 seminarians will be living in the rectory this summer.

PTC Report:

- Assurance bond seems to be the best way to proceed and will have that process completed before they open a checking account. (**Action item**)
- Excess funds from PTC – they hope to be used for lockers (\$12,213), donation to church (2,000) and library carpet. The library carpet is already underway with approval from Father Michael. PTC will be looking for dad volunteers to help take down shelves, move boxes.
- Auction chair status – still haven't found anyone. We have set an internal deadline of June 15 to find someone – if we have not found someone by that time, we will have to reconvene and determine back up plans in order to meet the gap that would be created in fundraising.

Financial Update:

- We have formalized a process to keep 5% of the next years budget as a cash reserve.
- Continue to have issues determining profitability of scrip program. **Action item:** Mike Tullis, in conjunction with Dan Ollinger, will look into the situation and come to next meeting with recommendations. Also in terms of scrip program, by next school year we will have process in place that shows each family what portion of the required \$250 in revenue has been achieved at any point in time.

- AR issues are causing cash flow issues and a discussion was had about the need for defined AR processes. Currently the tuition line on the budget (4010.00) is shown as billed tuition rather than actual receivables and this tends to give an inaccurate picture of the income (and cash) actually available in the MIS budget. Bill made a formal process to change this process. *A motion was made to set aside our normal rules of procedure, and to discuss and vote on this item. The motion was seconded. See attached formal proposal. A motion was made to accept this proposal, the motion was accepted. The vote was unanimous in favor of making this addition to the financial statements. Father Michael accepted this recommendation.*

President's Report:

- We will continue to meet on our regular schedule for the summer.
- Lisa Staberg presented communication plans for the Parent Opinion survey. Several initiatives are in the works presently that were addressed on the survey. Because of this and the timing at the end of the year, it was proposed that we send out a high level overview of the results of the survey now before the end of school. We will continue to work on this project over the summer and at the August 5 Back to School Open House we will present a more detailed analysis.
- **Action item:** discuss at next meeting what information we would like to share at August 5 open house: Survey results, Vision marketing materials, role of the advisory council, AC member bios.

Officer Elections:

Officer elections were held at the meeting. Jim Bitterman was nominated to continue as President, Mike Tullis as Vice President, and Lisa Staberg as Secretary. A vote was held and all were elected unanimously.

Regular meeting adjourned. Closed session followed regarding applicants for open advisory council positions.

Action items:

- Bill Newman will post approved constitution on website.
- Sue Grady/PTC will finalize assurance bond
- Mike Tullis will do an analysis of Scrip program
- Discuss at June meeting; August 5 back to school open house