



Mary Immaculate Catholic School

Approved 9/17/09

Monday, August 17, 2009

Present: Jim Bitterman, Lisa Staberg, Alina Gaubert, Nancy Russell, Mike Tullis, Father Michael, Steven Hunt, Eddie Eason, Charlotte Bickerton, Marcus Scudder, Thom Suhy

Absent: Jim Stofer

Guests: Rita Ford (President Elect PTC), Scott Ford, Dan Olinger

Motion was made to approve minutes from 7/23 meeting by Steve Hunt and seconded by Jim Bitterman. Unanimously approved.

Action Items from 7/23 meeting:

Action Items:

Nancy to discuss with Bill Newman recognition spot on website for donors.
Nancy to follow up with Thom Suhy about wireless network at his school.
AC members to provide feedback on communication pieces by July 28
Alina to present PTC budget at next meeting.

Principal's Report:

- Enrollment 523
- In service this past week for teachers on phonics and edline.
- Teachers are to be up and running by October 1 with their edline sites for the first report cards.
- 50th anniversary Mass with Bishop has been rescheduled. 8/28 for school mass; September 13 for Church.
- Fort Worth and Dallas Diocese is hosting a 2 day seminar. Teachers will attend on October 23. They would like as many AC members to attend on October 24 as possible. Let Nancy know by September if you will be attending so that you can be registered. **(Action item)**
- Edline communication on what it is and isn't to so that we can set realistic expectations. Edline will only be for grades 4-8 initially; K-3 after the first of the year. Nancy will introduce at Great Expectations.
- Our first "State of the School" meeting will be October 13. At next meeting, we will discuss agenda. **(Action item)**
- Also at Great Expectations will be more information about standard curriculum.
- Laptops and projectors in every classroom connected to the Internet.

PTC Report:

- Room Parent Luncheon was held last week as well as Newcomer Party. Both were well attended.
- Coffee and Donuts tomorrow (first day of school) followed by Rosary.
- Several upcoming PTC sponsored events including BTS skating party, BTS picnic.
- Before next meeting will work with Mike Tullis on PTC budget and we will review and approve at the meeting. **(Action item)**

Auction:

- September 19 auction kickoff party for volunteers.
- Underwriting letter underway.
- Still no silent and live chair but hopeful.

Finance Council Update:

- Lisa will put together a list of email addresses for council and participating members and send out to group. **(Action item)**
- Quick Books conversion has slowed down the closing process at the current time.
- Procedurally, we would like to get the financials from the school 10 days prior to the AC meeting, so that the Finance Committee has an opportunity to review prior to the meeting. Dan Olinger will work with the Finance Committee and get feedback on reports. Significant issues will be brought to the table, but otherwise it will be left to the Finance Committee so that the council as a whole can focus on other important items. The Finance Committee consists of Mike Tullis, Jim Stofer and Marcus Scrudder.
- Talk about Scrip program at “State of School” meeting. **(Action item)**

President’s Report:

- Discussed meeting calendar for the year. Meetings will be as follows. September 17, October 19, November 16, December 14, December 21 (party only), January 21, February 18, March 22, April 19, May 17, June 21. Mark your calendars!
- Scott Ford has been asked to Chair a Planning Sub-Committee to assist with the development of the Strategic Plan. Scott has extensive work experience in this area. Scott presented initial plans and next steps for the planning committee.
- Lisa Staberg presented the final draft of the AC information sheet. The information sheet contains information about the role of the AC, how the AC is selected and bios on each of the current members. This will be placed on the website on the AC page as well as posted on the bulletin board in the front of the school. In addition, we would like to post a picture of each member. Please send Lisa Staberg a picture of yourself by September 1. **(Action item)**
- Lisa will resend out the communications piece on the survey results in an older version of Microsoft so that all are able to open. Please provide feedback to her no later than September 5 so that revisions can be made and discussed at the September meeting. **(Action item)**

- Steven Hunt discussed the upcoming Vision campaign. He presented plans and solicited feedback from the group on the upcoming campaign in light of the current economic state. Thom Suhy suggested the idea of pursuing matching grants from foundations that support Catholic education. Thom and Steven will get together to discuss. (Action item) Mike Tullis discussed that 50% of the operating budget comes from the proceeds of Vision with the remaining 50% going to the endowment. The portion that goes to the operating budget is significant in that it keeps tuition at an affordable level. Please provide Steven with suggestions by the end of the month on areas such as themes, whether or not to have suggested ranges, targets, etc. (**Action item**)

Closed session followed.

Meeting adjourned.

Action Items:

- By September 1 let Nancy know whether or not you will be attending the Seminar on October 24.
- Discuss “State of the School” agenda and finalize date for next meeting.
- Before next meeting, Mike Tullis will work With Alina Gaubert on PTC budget.
- Lisa to send out a list of email addresses of council members and guests
- Provide thoughts on Vision Campaign to Steven by end of the month.
- Provide feedback to Lisa Staberg on Survey Communication by September 5.
- Send picture of yourself to Lisa Staberg for posting on the AC bulletin board by September 1

Motions:

- Motion to approve 7/23 minutes.