



# Mary Immaculate Catholic School

Monday, July 23, 2009

Present: Jim Bitterman, Lisa Staberg, Alina Gaubert, Jim Stofer, Nancy Russell, Mike Tullis, Father Michael, Steven Hunt

Absent: Charlotte Bickerton, Marcus Scrudder, Thom Suhy, Eddie Eason

Note: First official meeting for the 3 new members.

**Motion** was made to approve minutes from 6/15 meeting by Steve Hunt and seconded by Jim Stofer. Unanimously approved.

## Action Items from previous meeting:

### Action Items:

PTC concluding search for bonds

Auction Communication

Jim Bitterman, Lisa Staberg and Charlotte Bickerton to meet to plan orientation for new members

Jim Bitterman and Nancy Russell to plan nights for information sharing sessions

Mike Tullis to follow up with PTC regarding budget

### Principal's Report:

- Kevin Kohler instrumental in getting computers and flat screen monitors donated to school from Baylor. MIDs worked on implementation. Need to add a recognition spot on website for donors. Have Bill Newman add this. **(Action)**
- Purchased laptops and projectors for each classroom; will add technology component to teacher evaluations. Follow up item with Thom Suhy to see if he got a grant at his school to provide wireless network. **(Action)**
- BTS registration August 5.
- In service August 11; phonics in service; curriculum in service, edline 8/14
- Enrollment 523; 48 kindergarten
- New lockers – Christmas installation

### Pastor's Report:

- Presented job description for Director of Development. Position will be posted in Mustang Mail, bulletin, Diocesan website.
- Moved youth ministry offices

### PTC Report:

- Issued calendar for school year
- Opened checking account working with Helen on journal entries; waiting for final reconciliation to see how much money is left.
- In terms of financials; PTC only needs to present a general budget and expenses unless there is significant deviation from approved numbers. Not necessary to come back and have every dollar spent approved since the overall budget has been approved. The more detailed the budget presented, the less need there will be to come back to AC for approval. Alina will work on this and bring to next meeting. **(Action)**
- Father Michael will sign all checks over \$500 and will sign deposit for auction.
- Auction update: Theme “Windows to the World”. Still don’t have a live or silent auction chair. Father Michael will invite Bishop to be the key note speaker but it is doubtful that he will accept.

### President’s Report:

- Lisa Staberg presented AC information sheet and Survey results; asked for feedback by 28<sup>th</sup>. **(Action)**
- Discussed Raffle and AC role as “Chairgroup”.

### Finance Council Update:

- Finance Committee- Dan will still oversee; will still come in and do closing.

Meeting adjourned.

### **Action Items:**

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

### **Motions:**

- Motion to approve 6/15 minutes.