



# Mary Immaculate Catholic School

June 20, 2011

Present: Jim Bitterman, Lisa Staberg, Marcus Scrudder, Eddie Eason, Father Michael, Steven Hunt, Matt Krause, Mike Tullis

Absent: Charlotte Bickerton, Thom Suhy, Jim Stofer, Marianne Megarity

Guests: Dan Olinger, Rosemary Martinez, Holly Kerr, Rita Ford, Eric Rozier, Rudy Tovar, Christina

- **Motion** was made by Steven Hunt and seconded by Marcus Scrudder to approve minutes from May meeting. Unanimously approved.

## Pastor's Report:

- Got elected to Priest Council
- Vacation in August
- Bishop's are doing a visit to Rome and to prepare for that visiting each parish. Our visit occurred today (June 20).

## Principal's Report:

- Current enrollment 500; 25 more potential, predicting 515 at this point ( this would be in excess of our budget number). We are either overfull or very close to full from 3<sup>rd</sup> on up.
- All staff have been hired or reassigned. Kimberly Murawski will now be teaching the 7<sup>th</sup> and 8<sup>th</sup> grade Religion and helping with mass. She will also be working during the day with our students who were previously assigned to the Math lab. The lab will be held in the conference room by the cafeteria. Supplies for this room are being purchased. Bill Newman will be moving into part of Joan Minigutti's old position but also covering his existing IT position. Other positions have been filled from outside the school: Cathy Huffman will be teaching 7<sup>th</sup> and 8<sup>th</sup> grade Science and Language Arts. Kassi Vander Heiden will be teaching 6<sup>th</sup> grade Math and Science, Carey Murawski and Megan Ray will be the 4<sup>th</sup> grade team and Jacqueline Giordano will be filling the 2<sup>nd</sup> grade opening that was created with Judy Feldman returned to kinder. Cathy Doak will take Music position.
- Graduation went smoothly with all but very few of our students being accepted into their primary and secondary school spots
- Setting up trainings for beginning of school year. Will be training on new teaching techniques that diocese is recommending along with our retreat and a seminar on communication with Mike Brock.

## PTC Report:

- Rita needs us to approve the PTC budget; discussed raffle variance which was just an accounting issue based on how the money was budgeted. This version of the budget

is much more specific in terms of actual auction related expenses. This budget will in turn require us to change the school budget (just a minor adjustment). **Motion: Jim Bitterman motions to approve; Eddie Eason seconded. No one opposed.**

Development:

- Catholic Foundation suggested submitting grant in January versus this August.
- John Paul II commitment is complete. Church finance Council has elected to reserve 20k of this to use for discounted tuition for FT employees. Eddie researched this and it is not a taxable benefit.
- Working with St. Ann's regarding tuition assistance for St. Ann families.
- Paula found a job so Sharon is taking over Scrip earlier than expected.

Marketing:

- Five different newspaper mentions in May. Numerous other mentions.
- Working on the zero cost marketing initiatives right now.

Presidents Report:

- Discussed marketing strategic plan and need to fund marketing initiatives. We have to devote resources in the budget to this. Discussed that we are over on student count and that we can use that budget overage to fund. Matt would like to see final registration numbers before we make a final decision. Need to discuss at next meeting. (September)
- Discussed endowment fund. When we hit 1m...which is getting closer, we would like to separate the endowment fund from an annual fund/gap campaign for operating expenses, special projects. Jim will work with Charlotte on re-writing endowment criteria. Father mentioned that we need another investment option other than the funds currently specified.

Finance:

- Thru May- net income 14k behind budget ytd. Dan made an adjustment with 40k out for the science lab. We debated whether or not we actually have to set that money aside or just realize that the commitment is out there. It was decided that Dan will reverse that 40k entry.
- We did not end up taking a loan from endowment for technology, were able to pay out of expenses.
- Set up good for next year....with no bad debt and enrollment higher than budgeted.

Special Note: Rudy Tovar asked to address the group to discuss focus on Science Lab and how to align our goals so that we meet this goal. The Advisory Council is in full support of the Science Lab initiatives.

Next meeting:

- Discuss marketing strategic plan and budget.

Meeting Adjourned. Closed session followed.

New Members:

Keith Terreri

Craig Senick

Officer Positions 2011-12:

Mike Tullis- President

Jim Bitterman – Vice President

Secretary – Eddie Eason

**Motions/Other:**

Steven Hunt motioned to approve minutes; Marcus Scudder seconded.

Jim Bitterman motioned to approve PTC budget; Eddie Eason seconded.