



Mary Immaculate Catholic School

Monday November 16, 2009

Present: Jim Bitterman, Lisa Staberg, Nancy Russell, Mike Tullis, Father Michael, Eddie Eason, Charlotte Bickerton, Marcus Scrudder, Jim Stofer, Rosemary Martinez, Rita Ford, Steven Hunt (via phone)

Absent: Thom Suhy, Holly Kerr, Alina Gaubert

After last meeting, a motion was made to approve or reject the PTC by-law revisions as proposed. An electronic vote followed. There were 8 votes to reject the by-laws as presented; 1 vote to accept as presented. Recommendation made to Father to reject PTC revisions as presented. The AC recommended specific revisions regarding inclusion of Principal on PTC Board, and PTC checking account safeguards. Father accepted these recommendations and the requested changes were made.

Motion was made and seconded to approve minutes from 10/20. Unanimously approved.

Action Items from meeting:

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- **Action item:** Mid school year need to convene to do a progress report of sorts- schedule on AC agenda.
- **Action item:** Nancy to arrange to have a SMART representative speak to Finance Committee, and any others who are interested.
- **Action item:** Nancy to report on how many families currently using ACH to pay tuition.
- **Action item:** Father asked Marcus to write out the policy recommendation in a policy format. Marcus will incorporate payment information from the handbook into this policy.

Principal's Report:

- Edline kicked off smoothly. Progress reports next week. Iowa Basic scores will also be included with report. Results for this came back last week. Nancy will meet with testing rep to go over scores.
- Current enrollment 519.
- Mike Tullis brought up athletics issue that was brought to his attention. Nancy and Father Michael were aware of the issue and are reviewing policies. They have asked the Director of Athletics for the Diocese to send out an email to other schools asking for their policies to determine best practices. They have already heard from five schools and will base a policy on that information. This new policy will be in place by the beginning of the next sport.

PTC Report:

- Last week PTC General Meeting was held. Revised by laws were passed.
- Gift gathering party November 20.

Director of Development Report: (reported by Rosemary Martinez in Holly's absence)

- Vision 27k in pledges year to date; final 500 solicitation letters will be sent out next week. A total of 1500 letters to alumni, 350 families and close to 50 MIS faculty and staff. Goal is to get Vision fund to 1,000,000 by 2015. Phone-a-thon to be held December 3.
- Spirit store to open December 4.
- Trivia night has been scheduled for April 24.

Director of Communications:

- St. Ann tour for pre-school families.
- Working on baptism marketing program.
- Making Parish Hall available for alumni class reunions.

Pastor's Report:

- Dedicated the Mahaffey Ministry Kitchen just shortly before tonight's Advisory Council meeting.

Finance Council Update:

- Marcus Scudder presented research on the tuition policy that was discussed at last month's meeting. Marcus conducted research with 6 other schools. Based on this research, Marcus found that 4 of the surveyed schools used TCCCU, 2 schools allowed monthly payments, with one of them allowing monthly payments only through FACTS ACH. As a part of this discussion, Nancy also presented some preliminary information on the SMART program (similar to FACTS). SMART is a tuition management company. It has a direct tie to Quicken. **Action item:** Nancy to arrange to have a SMART representative speak to Finance Committee, and any others who are interested. The Advisory Council unanimously recommended pursuing SMART program. **Action item: Nancy to report on how many families currently using ACH to pay tuition.**
- **Action item:** Father asked Marcus to write out the policy recommendation in a policy format. Marcus will incorporate payment information from the handbook into this policy.
- Once finalized this policy will be incorporated into the contracts and into the parent handbook.

Budget Discussion followed. Reviewed preliminary budget information. Goal is to approve budget at next meeting.

Update from Scott Ford regarding Strategic Planning who could not attend the meeting:

- Over the next two weeks I'll be wrapping up the Current State phase of the project. This will include a few more face-to-face interviews, some analysis, documenting, and planning for the Future State focus group sessions.
- I reviewed a list of potential Committee Team candidates with Jim this morning. I'll be recruiting this week.
- The Strategy Committee will consist of 7-10 individuals representing a broad cross-section of MIS and MI Parish.
- Three or four Strategy Committee sessions lasting four hours each will be scheduled for mid-December and early January to develop the Future State characteristics and Action Plans.
- The Future State and all Action Plans must be approved by Fr. Michael and the MISAC before implementation.
- Pending review and approval by Fr. Michael, I'll have a progress report to present at the December MISAC meeting.

Meeting Adjourned.

Motions:

- Motion to approve 10/20 minutes. Seconded and approved unanimously.