



Mary Immaculate Catholic School

Thursday, October 20, 2009

Present: Jim Bitterman, Lisa Staberg, Nancy Russell, Mike Tullis, Father Michael, Eddie Eason, Charlotte Bickerton, Marcus Scrudder, Thom Suhy, Jim Stofer, Rosemary Martinez, Holly Kerr, Alina Gaubert, Dan Olinger

Absent: Steven Hunt

Motion was made and seconded to approve minutes from 9/17. Unanimously approved.

Action Items from meeting:

Action Items:

- **Action item:** Mid school year need to convene to do a progress report of sorts- schedule on AC agenda.
- **Action item:** Jim to check on alternate dates for Trivia night. 9/17
- **Action Item:** Rosemary to talk to St. Phillip and St. Ann for communications targeting enrollment for next year.
- **Action Item:** Nancy will provide Finance Committee copies.
- **Action item:** Mike will publish to group Finance Committee Meetings so anyone who wants to attend can do so to gain a better understanding of the budget process.
- **Action Item:** Thom has a policy in use at his school and will share that. Thom Suhy, Marcus, Jim Stofer, Jim Bitterman and Nancy will work on this policy.
- **Action Items:** Holly - If any of the recommendations are not accepted, Jim Bitterman has asked for a written explanation of why the recommendation was not accepted.

Principal's Report:

- Ready for Edline. Parent letter and instructions will be included in report cards for Grades 4-6.
- Parent conferences last two days of the month. These are the mandatory conferences.
- October 24 is the in-service for the advisory council members. Still need to know who will be attending.
- Finished testing today. Will be doing make-up testing on the core tests for those who were out during testing.
- Final enrollment 521.

PTC Report:

- General Meeting November 10.
- November 20 Gift Gathering.
- Kicking off raffle at Gift Gathering.

Director of Development Report:

- Thanks to Eddie, Rosemary, Marcus and Nancy for helping with the Vision Mass this past weekend. Goal for next year to have more school kids involved in Vision Mass. Vision Pizza booth went well. Vision Pledge Cards have gone out to school families. Next week they will go out to Alumni and faculty. Pledged and collected as of 10/16:
 - *Parishioners: pledged \$228/collected \$228*
 - *Families: pledged \$3825/collected \$2675*
 - *Faculty: pledged \$500/collected \$100*
 - *Totals: pledged \$4553/collected \$3003*
- MIDs want to remain an overall supporter of school versus athletics only. They are planning a parking lot barbeque for January. *See Google Calendar for other events being sponsored by MIDs.*
- Spirit store will open in December. All athletic shirts will also go through spirit wear instead of Michelle to leverage better buying power. Want to separate concession from spirit sales to allow for better understanding of sales.
- At this point, we have about \$24,214 in profit from magazine sales. Still a few things outstanding; estimate that will realize about \$34,000 in profit when all is complete.

Director of Communications:

- Focusing on school marketing this month.
- **Action Item:** Rosemary to talk to St. Phillip and St. Ann for communications targeting enrollment for next year.
- Put an ad in Texas Catholic.
- Evaluating best practices of other school websites to begin a web re-design. Will be working with Bill Newman on this project. Looking for assistance with organization/content of website.

Pastor's Report:

- Part-time accounting person did not work out as anticipated; however, Paula Echeverry has been assisting in this capacity and this seems to be filling the gap at this point.
- The sound system for the parish hall has been priced and should be purchased within the next 30 days. Funds from the Fall Festival will help with this purchase.
- New Youth Minister started at the Church. Shepherds Café still proceeding.
- Audit report received. **Action Item:** Nancy will provide Finance Committee copies.
- Discussed church subsidy to school in terms of things like janitorial, utilities, etc. This amounts to about \$330,000 per year. These things do not show in the school books. Church gets a deduction on the taxes owed to the Diocese for this support. These costs are factored into things like cost per student.

Finance Council Update:

- Mike has reviewed updated PTC budget and is comfortable with it. **Motion:** Mike Tullis made a motion to approve the PTC budget; Tom Suhy seconded the motion. Approved unanimously.
- Reviewed September Summary.
- Need to begin preparing for budgeting process. What do we want school to look like in terms of enrollment, various fundraising activities and their impact on the budget, etc. Discussed 530 as being the ideal enrollment. Also need to know the expected number by grade. November meeting will be our general discussion; at December meeting we will review first draft. **Action item:** Mike will publish to group Finance Committee Meetings so anyone who wants to attend can do so to gain a better understanding of the budget process.
- Need to develop a policy on how we will handle tuition receivables. **Action Item:** Thom has a policy in use at his school and will share that. Thom Suhy, Marcus, Jim Stofer, Jim Bitterman and Nancy will work on this policy.
- Action Item: Discuss SCRIP options at next meeting.

President's Report:

- Discussed the PTC By-law changes suggested during Charlotte's review of the current document. Due to time constraints we did not have time to vote on this document. Although there was no formal vote – there was a general consensus that most of the voting members had reviewed Charlotte's proposed changes and were in agreement with the changes. Father asked Holly and Alina to provide further review. Action Items: Holly - If any of the recommendations are not accepted, Jim Bitterman has asked for a written explanation of why the recommendation was not accepted. There was further discussion over the proposed changes and Father stated that the final decision resided with the Director of Development and that he would approve based on her recommendation.
- Discussion was also held related to the PTC by-law changes regarding the current requirement of two signatures on PTC checking account. Father stated that he was fine with just one signature – because he had spoken to the bank and they stated that they would cash the check as long as it had one authorized signature on the check. He further stated that he received a copy of the bank reconciliation. Jim Bitterman cautioned that the requirement of two signatures was an important safeguard to protect school assets. Thom Suhy agreed.
- Despite low turnout, we will continue forward with the second state of the school meeting.

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

- I'm in the process of building the strategy document, summarizing work to date, and identifying the tasks yet to complete for the "Current State" phase of this project. Next week I hope to finish the stakeholder interviews.
- I received some strategic planning guides from Sister Gloria when I met with her. Rather than use a small committee to develop the Future State and Action Plans, with the

approval of the MISAC and Fr. Michael, I'll be using a committee to facilitate one to three focus group sessions to develop recommendations for the Future State and Action Plans. These focus groups would meet in the November-December timeframe and would welcome interested individuals from the school, MIS community, and the parish.

- I'm still targeting completion of the first Strategic Plan by the end of December.

Meeting Adjourned.

Motions:

- Motion to approve 9/17 minutes. Seconded and approved unanimously.
- Motion to accept revised PTC budget. Seconded and approved unanimously.

Amendment10/22/09:

The revised PTC By-Laws (referring specifically to the PTC By-laws dated October 2009) were submitted by Holly Kerr and Alina Gaubert. A motion was made by Charlotte Bickerton on 10/22/09 to approve or reject the latest by-laws. This motion was seconded by Jim Stofer. An electronic vote was called for by the President, Jim Bitterman. Votes to approve or reject are to be submitted by October 25 at 6:00 p.m.

- Motion to approve or reject PTC by-laws as dated October 2009. Motion Seconded