

St. Charles Borromeo School Advisory Council Meeting Minutes
August 16, 20016

Attendance: Fr. Przybilla, Principal Kieffer, Business Administrator Marge Powers, Craig Vana, Julie Carr, Dave Wischmeier, Matt Abel, Mike Thuente, John Maloney

Meeting called to order at 6:35 by acting Chair Craig Vana

Opening prayer by Fr. Przybilla

Introduction of new members in attendance: Matt Abel & John Maloney

No action taken to approve May minutes or August Agenda .

Election of new officers for 2016/2017:

Chair; Craig Vana nominated by Carr, 2nd by Thuente. Vana elected unanimously.

Vice Chair; Dave Wischmeier nominated by Carr, 2nd by Thuente. Julie Carr nominated by Wischmeier. Carr declined nomination. Wischmeier elected unanimously.

Secretary; It was decided unanimously that secretary position should be a rotating responsibility for each meeting held by each member starting with Matt Abel for the August meeting.

Chairperson's Remarks:

Chair Vana stated the purpose of the SAC, encouraged new members to review SAC bylaws online, and reminded all new members that they need to have a Code of Conduct form signed on file if they have not done so in the last three years. All members must have a Code of Conduct form renewed every three years.

Principal's Report:

Strategic Plan:

Strategic Plan report will be deferred until September.

Staffing report:

Principal Kieffer reviewed that staffing changes and reasons for those changes as stated in the Summer Principal's Report as emailed to school families recently. Principal Kieffer also noted that TG will be providing Choir instruction in addition to Band due to staffing reassignments. (Please reference School emails for complete staff report.)

Smart Tuition

Julie Carr had a question regarding whether or not Smart Tuition invoices had been sent out yet because she had not received one yet. Smart Tuition invoices go out about two weeks before the due date. Due dates vary from family to family based on their payment plan choices. Families that are set up for monthly billing have already received invoices and had a payment due. Families that pay in full in one payment have invoices that are due in September so they did not get their invoices at the same time as the families that are billed monthly. Invoices are either mailed out or emailed based on the families payment plan.

Enrollment:

Last year =230 students

This year = 231 students not including Preschool

3 yr. Olds =18, 4 yr. Olds =18, Kindergarten =28, 1st Gr. =25, 2nd. Gr.=24, 3rd. Gr.=24, 4th. Gr. =32, 5th. Gr. =19, 6th. Gr. =27, 7th. Gr. =28, 8th. Gr. =24

The majority of the students who are not returning were due to families that moved out of the area.

Marathon:

Marathon is Oct.1. Mike Thuente is looking for people to donate prizes and incentives. K of C donating use of grills and cooks.

Back to School Night is Sept.1. Details in summer mailing.

Fire Code:

School will be installing sprinklers over next 3 years. Estimated cost of sprinkler system is \$300,000. Funding for this has not been determined yet. All other issues resolved except classroom door latches and security gates in halls. Security gates in hallways must be disabled to meet fire code. Classroom door latches must be replaced to facilitate single hand opening.

Marketing:

Considering temporary tattoos to hand out at Marathon. Purchasing yard signs. Considering hosting an Okee Dokee Brothers concert to draw in kids. Most importantly, we need to update, correct, and expand the Alumni list and Annual Fund donor list. We need to do a better job of outreach to these groups.

CSCOE:

School received \$27,000 Tech. grant to increase computer access points and install security filter.

Signs:

Designs are finalized. It is hoped to start installation in Oct. Property lines need to be verified to make sure electronic sign meets setback codes. The school's share of the cost is \$25,000 for the electric sign and \$7,000 for the hanging signs. BA Powers stated that financing and insurance details need to be finalized before construction can start.

New Activities:

Martial Arts and Art Club to be added after school day as details are worked out with instructors.

Chairperson's Report:

Annual Fund Drive:

We need to keep working to contact Alumni and other donors and increase donor list. We need to adapt to the changing fundraising environment. Increasing our Annual fund donations and Endowment Fund ties in with our ability to implement the School's new mission statement. Chair Vana would like to see Alumni contacted 3 times a year.

Dave Wischmeier asked who is responsible for contacting Alumni. Principal Kieffer and Chair Vana responded that it is the Marketing Committee's responsibility and that Principal Kieffer sets the agenda for that committee. Currently, School staff are working on correcting and updating Alumni list as there many errors and duplications. Wischmeier asked if a subcommittee should be formed to assist the Marketing Committee and Tom Harrington with contacting Alumni. Principal Kieffer felt we should wait in hopes that the updated Alumni list should be done by Nov.

Tuition and Salary:

A Tuition and Salary subcommittee needs to be set up in Sept. to assist Principal Kiefer. Dave Wischmeier, Mike Thuente, and Bob Warner were the subcommittee last year. Wischmeier and Thuente volunteered to do so again and Warner was appointed pending his agreement to serve on the subcommittee.

Pastor's Report:

Fr. Przybilla discussed his reasoning for reworking the mission statement. The goal was to make it more succinct and emphasize teaching Discipleship.

Youth Program:

The youth program is growing under Rachel's guidance. Work needs to be done to expand to reach High School students. Fr. Przybilla is working to set up "Pequenos Hermanos Nuestrros" which means "Our Little Brothers" which is a kid to kid sponsorship and dialogue program.

Closing Prayer by Fr. Przybilla.

Next meeting is Sept. 20 at 6:30p.m.

New members are requested to meet Sept. 20 at 6:00p.m. to review Council Bylaws.

New members are requested to check out the bylaws online on the School's website.

Respectfully submitted by

Matt Abel

Secretary for Aug. 16 SAC meeting.