

St. Mary of the Immaculate Conception – Learn, Love, Serve

Meeting Logistics

Topic	St. Mary of the Immaculate Conception Total Board of Education Meeting				
Date	September 13, 2016	Time	7:00		
Location	School Office				
Chair	Todd Moore	Co-Chair	?	Secretary	?

Meeting Norms

Conversation	Listen to one another. Stay on subject.
Respect	Respect the POV of others. All opinions should be heard.
Participate	All members need to participate honestly, and prayerfully.
End on time	8:30
Outcomes	Meetings should end with action items, and be outcome based.

Invited Participants

Administrators	Attend
Fr. Peter Mitchell (Pastor)	X
Diane Ernst (Trustee)	X
Jeff Griesbach (Trustee)	X
Carol Frahm (Administrator)	X
Deb Fuller (Administrator)	X
Luke Gietman (Administrator)	
Barbara Tate (Administrator)	
Tim Wilson (Finance)	
Mike Casey (Administrator)	X

School Representatives	Attend
Jeff Herman	X
John Griesbach	X
Susan Oestreicher	X
Todd Moore	X
Mike Krausert	X
Cathy Wenninger	X

Guests
Brian McHugh
Tiffany McHugh
Charles Fitzgerald
Jodie Fitzgerald
Lisa Moore
Ann Fisher
Bob Chase
Jill Harikkala

Action Items

ID	Action Items	Owner	Status	Date Entered	Planned Completion
1	Transcribe lists into Excel	Mike Krausert	Complete	9/13	9/17
2	Promo Video Research	Fr. Peter	On Track	9/13	10/11
3	October 3 Mass Speaker	Cathy Wenninger	On Track	9/13	9/22
4	Build Speaker Recruiting list	Todd Moore	On Track	9/13	9/22
5					

Discussion Items and Summary

ID	Discussion Item	Follow Up/Recommendation	Facilitator
1	The meeting was called to order at 7:15 by Todd. Opening prayer was led by Fr. Peter.		Todd
2	Review of Previous Minutes – <ul style="list-style-type: none"> Motion to approve by _____, seconded by _____. Approved by consensus. 	Postponed due to Brainstorming session	Todd
4	Faith Formation Report – Faith Formation RCIA Adult education		Luke
5	Principal's Report <ul style="list-style-type: none"> 		Deb
6	Financial Report <ul style="list-style-type: none"> 		Tim/Carol
7	Pastoral Report <ul style="list-style-type: none"> 		Fr. Peter

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8	Old Business		
9	<p>New Business</p> <ul style="list-style-type: none"> • Call to order - Introductions (5 min) • New Business - Brainstorming Session <ul style="list-style-type: none"> ○ Purpose: Get more church families to be School Families too ○ Process: <ul style="list-style-type: none"> ▪ Pre-submitted ideas will already be recorded ▪ Gather Ideas in list form from participants (45 min) ▪ Review past actions and their results to guide the next step (15 min) ▪ Rank Ideas & pick the 6-12 most interesting (20 min) ▪ Top 6-12 will be assigned to board members for investigation due by next meeting (5 min) ○ Outcome: <ul style="list-style-type: none"> ▪ 6 Board members will have 1-2 ideas to investigate. Reports due at October meeting. <ul style="list-style-type: none"> • Reports to include Cost, Schedule, Estimated Hours of Labor, etc. 	<p>An hour long exchange was held with all those in attendance. All ideas were cataloged.</p> <p>Categorization and assignments did not happen during the meeting due to time constraints. Mike Krausert to enter data into Excel and make first crack at categories.</p> <p>Immediate follow-ups: Have monthly testimonies about the school at all three Sunday Masses. First Sat/Sun of every month excluding Dec and Jan.</p> <p>Rotate speakers as Parent, Current Student, Alumni, teacher if possible.</p> <p>Cathy to ask Steve Werner for October. Other possibilities are Phil & Vicky Schmidt, Tiffany McHugh, Jacqui Engelbert.</p> <p>We only plan this a month at a time. Father controls the talks.</p> <p>Prepare student rubric to stay on effective topic.</p> <p>Have a staffed school table in the Narthex after every talk to foster 1:1 relationship for recruiting</p> <p>Fr. Peter to follow-up with Trinity Academy contacts on promotional video producers.</p> <p>Sorted transcribed list to be shared with the board for comments on what items should be acted upon.</p>	Todd
10	<p>Closing</p> <ul style="list-style-type: none"> • Next Meeting: 10/11 at 7:00 in staff lounge. • The meeting was adjourned at 9:05 by Todd. • Closing prayer was led by Fr. Peter. 		Todd