

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

### Meeting Logistics

<b>Topic</b>	St. Mary of the Immaculate Conception Total Board of Education Meeting				
<b>Date</b>	February 14, 2016	<b>Time</b>	7:00		
<b>Location</b>	School Office				
<b>Chair</b>	Todd Moore	<b>Co-Chair</b>	?	<b>Secretary</b>	?

### Meeting Norms

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

### Invited Participants

Administrators	Attend	School Representatives	Attend		
Fr. Dane Radecki (Pastor)	X	Jeff Herman	X		
Diane Ernst (Trustee)	X	John Griesbach			
Jeff Griesbach (Trustee)	X	Susan Oestreicher	X		
Carol Frahm (Administrator)		Todd Moore	X		
Deb Fuller (Administrator)	X	Mike Krausert	X		
Luke Gietman (Administrator)		Cathy Wenninger			
Barbara Tate (Administrator)					
Tim Wilson (Finance)					
Mike Casey (Administrator)					

### Action Items

ID	Action Items	Owner	Status	Date Entered	Planned Completion
1	Promo Video Research	Mike Casey	On Track	9/13	?
2	Mass Speaker	Cathy Wenninger	On Track	9/13	On Going
3	Viability of bring a friend to school day	Deb	On Track	10/11	Planned for School Drop-In
4	Middle school social event	Deb and Cathy	On Track	10/11	Combined w/#3
5	Viability of Parents; Day	Deb	On Track	10/11	
7	Letter and Q&A	John/Mike Casey	On Track	10/11	
8	Greenville Newsletter Deadline	Jeff Griesbach	Completed	2/14	2/17
9	Ad and flyer Art for Tuition Promotion	Mike Casey	Completed	2/14	2/26
10	Updated Handbook Language for Board Review	Todd Moore	On Track	2/14	3/14
11					

### Discussion Items and Summary

ID	Discussion Item	Follow Up/Recommendation	Facilitator
1	The meeting was called to order at 7:08 by Todd. Opening prayer was led by Fr. Dane.		Todd
2	Review of Previous Minutes		Todd

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	<ul style="list-style-type: none"> <li>• Motion to approve by Mike, seconded by Susan.</li> <li>• Approved by consensus.</li> </ul>		
4	<p>Faith Formation Report –</p> <p><b>Faith Formation</b></p> <p><b>RCIA</b></p> <p><b>Adult education</b></p>		Luke
5	<p>Principal's Report</p> <ul style="list-style-type: none"> <li>• Successful Catholic Schools Week.</li> <li>• Good Turnout – Mostly internal families not many from outside of existing school families</li> <li>• Sixth grade teacher to be signed on tomorrow 2/15</li> <li>• Ss.Peter &amp; Paul Picked up 2<sup>nd</sup> &amp; 3<sup>rd</sup> w/Catholic Schools week</li> <li>• We will sponsor 7 &amp; 8 year old baseball team again next season</li> <li>• Most Precious Blood ask for in parish tuition for 7<sup>th</sup> and 8<sup>th</sup> grade - approved</li> </ul>	Can we get the baseball team to walk in the Greenville parade in August? Deb to follow-up	Deb
6	<p>Financial Report</p> <ul style="list-style-type: none"> <li>•</li> </ul>		Tim/Carol
7	<p>Pastoral Report</p> <ul style="list-style-type: none"> <li>• Three focus areas identified for focus: <ul style="list-style-type: none"> <li>○ Physical Plant</li> <li>○ Technology</li> <li>○ Safety</li> </ul> </li> <li>• Website for school needs Improvement – proposed outside administration and refreshes for \$160/month.</li> <li>• Marketing should highlight blessing of the school</li> <li>• 51 empty seats -&gt; need new ideas to bring people in. <ul style="list-style-type: none"> <li>○ Suggested GRACE tuition reduction offer but ½ off instead of the \$500 off because GRACE had little response.</li> <li>○ 1<sup>st</sup> semester free for seats as available to avoid tuition increases</li> <li>○ Mailer to Greenville: Not for profit mailing permit?</li> <li>○ Purchase Greenville Mailing list?&gt;</li> <li>○ Town of Greenville Newsletter Advertisement</li> <li>○ Highlight test scores and class sizes.</li> <li>○ Target Faith Formation Students as well</li> </ul> </li> </ul>	<p>Jeff Griesbach to follow up on Greenville Newsletter Advertisement by end of week.</p> <p>Mike Casey to complete Art for Ad and for bulletin insert.</p>	Fr. Dane

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	<ul style="list-style-type: none"> <li>○ Bulletins of St Mary and Ss. Peter and Paul</li> <li>○ Each communication should have the same information but changed for a fresh look.</li> </ul>		
8	<p>Old Business</p> <ul style="list-style-type: none"> <li>• Review Action Items</li> </ul>	<ol style="list-style-type: none"> <li>1) Mike Casey will take this item over</li> <li>2) Derek Deidrich is signed up for March 4<sup>th</sup> &amp; 5<sup>th</sup>. Father wants dates for speakers. Cathy to send names and dates to Tammy so we do not get double booked.</li> <li>3) Bring a friend to school will be done at a Drop-In with students at Hortonville Middle School. Interest level at this event will determine if one is pursued for during the school day.</li> <li>4) Is combined with #3 for the Drop-In</li> <li>5) Target younger grades on Mornings and Fridays.</li> <li>7) Need a Q &amp; A for calls and to parents for selling points.</li> </ol>	
9	<p>New Business</p> <ul style="list-style-type: none"> <li>• Review Town Hall Notes</li> </ul>	<ol style="list-style-type: none"> <li>1) Todd to provide updated handbook language for approval on how concerns are to be handled</li> <li>2) PK-5<sup>th</sup> is already doing this. Suggestion made to put grade related items at top of communication</li> <li>3) School will send out welcome letter to new students.</li> </ol>	Todd
10	<p>Closing</p> <ul style="list-style-type: none"> <li>• Next Meeting: 3/14 at 7:00 in staff lounge.</li> <li>• The meeting was adjourned at 8:30 by Todd.</li> <li>• Closing prayer was led by _____.</li> </ul>		Todd