

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

Meeting Logistics

Topic	St. Mary of the Immaculate Conception Total Board of Education Meeting				
Date	August 9, 2016	Time	7:00		
Location	School Office				
Chair	Todd Moore	Co-Chair	?	Secretary	?

Agenda

- Call to order
- Reports
- New Business
 - The 2016-17 board – who are we
 - Guidelines for how we serve
 - http://www.gbdioc.org/images/stories/Resource_Site/Education/Board-of-Education/Documents/Board-Manual.pdf
 - Consensus
 - School and Faith Formation representation moving forward
 - Goals
 - Achievement using benchmarking and data-mining
 - Deb needs working hands for:
 - Marketing
 - Website
 - Working with development director
- Old Business
 - Electronic Device Policy
 - Alumni Drive

*Board policies require any agenda item to be submitted 5 days prior to the board meeting

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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)	
Jeff Griesbach (Trustee)	
Carol Frahm (Administrator)	
Deb Fuller (Administrator)	X
Luke Gietman (Administrator)	
Barbara Tate (Administrator)	
Tim Wilson (Finance)	
Mike Casey (Administrator)	

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

FF Representatives	Attend
Connie Byom	X

Action Items

ID	Action Items	Owner	Status	Date Entered	Planned Completion
1	Electronic Device Policy	Deb Fuller	Complete	June	August
2	Alumni Drive	Mike Casey		April	May
3					
4					
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 Connie, seconded by Susan. Approved by consensus. 		Todd
4	Faith Formation Report – Faith Formation RCIA Adult education	Faith Formation will be meeting separately going forward.	Luke
5	Principal's Report	Enrollment at 163	Deb
6	Financial Report <ul style="list-style-type: none"> 		Tim/Carol
7	Pastoral Report Washington D.C. trip scheduled for March 12-17th		Fr. Peter

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	<ul style="list-style-type: none"> • Trip is for 7th and 8th graders and will happen every other year. • Visiting National Shrine • St. Elizabeth Ann Seton Shrine • Gettysburg • MKE→ D.C. Airfare for \$300 • There will be an Adult Lottery for chaperone slots (4) and 2 Teachers & Fr. Peter. • ~30 students going for 2016-2017 school year. <p>Knights of Columbus have moved the Pancake Breakfasts to School Mass Sundays.</p>		
8	<p>Old Business</p> <ul style="list-style-type: none"> • Personal Electronic Device Policy <p>Alumni Drive</p>	<p>Policy updated in handbook based on previous meeting feedback.</p>	
9	<p>New Business</p> <ul style="list-style-type: none"> • The 2016-17 board – who are we • Guidelines for how we serve <ul style="list-style-type: none"> ○ http://www.gbdioc.org/images/stories/Resource_Site/Education/Board-of-Education/Documents/Board-Manual.pdf ○ Consensus • School and Faith Formation representation moving forward • Goals <ul style="list-style-type: none"> ○ Achievement using benchmarking and data-mining ○ Deb needs working hands for: <ul style="list-style-type: none"> ▪ Marketing ▪ Website ▪ Working with development director 	<ul style="list-style-type: none"> • New school board members are Mike Krausert and Cathy Wenninger. Returning members are John Griesbach, Jeff Herman, Susan Oestreicher, and Todd Moore Need a new Secretary. Co-Chair will come from Faith Formation board • Handed out GB Diocesan Board Guidelines. Noted that guidelines are geared toward system schools so St. Mary scope will be more limited. Board operates on consensus and makes suggestions but Deb and Fr. Peter have the decision making authority. We will use Fist to Five method to determine consensus when needed. • Moving forward Faith Formation will have separate meetings from the school board. These meetings will be scheduled by Luke. Luke will also recruit members. • Goals: Marketing – School Board hosting brainstorming session on September 13th to get ideas on how to promote St. Mary’s. Getting the word out to Catholic Families that do not attend. All to come to September session with Ideas for marketing our great school 	<p>Todd</p>

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		<p>Website – Mike Casey assigned. Deb to discuss with Mike.</p> <p>Working with development director – Mike will handle the Alumni Drive, but there is a need for help for mailers and calling.</p>	
10	<p>Closing</p> <ul style="list-style-type: none">• Next Meeting: 9/13 at 7:00 in staff lounge.• The meeting was adjourned at 8: 30 by Todd.• Closing prayer was led by _____.		Todd