

**Our Lady of the Presentation School
Advisory School Board Meeting Minutes
April 11, 2011
6:30PM Mulligan Room**

Attendees

Jodi Briggs Kerri McNett Mark Warnecke Tim Drake Helena Vilott
Chuck Mount Father Mike Melissa Frerking

Opening Prayer: Father Mike

Reading of Minutes: Approved March minutes.

Open Forum: none

Marketing/Development:

Development meeting has been set for April 15 at 6:00PM. We have 13 confirmed attendees. Agenda was established for the meeting.

Elections: We received 10 applications for School Board. It was decided that Lisa Schuster would act as a Teacher's Liaison and would not be included on the voting ballot. Ballots will be attached to the weekly updates on April 13th, 15th, and 20th. Hard copy ballots will be sent home Friday April 15th. All ballots will need to be submitted by 12:00PM Thursday April 21st no exceptions...

Survey: Mark will follow up with Jared to see where we are on the survey.

PTO Update: Teachers Supply list being finalized. PTO is looking for an alternative to School Carnival for next year due to the renovations. Golf Tournament is scheduled for September 23. Used uniform sale will be May 26th. PTO approved the funds for new cameras for the playground area.

Finance Committee: Operating budget behind this year.

Fundraising: It was decided to have a fund raising night in May at Next Door Pizza. Dates that we are considering are May 10th-12th. Helena Vilott will contact Joy to confirm the available date.

Next Meeting: Monday, May 9th

Principal's Report
School Advisory Board Meeting
April 11, 2011

Staff Development

Mrs. Rogers & Mrs. Lock are providing teachers with *Open Lab* on Wednesdays
Olweus Anti Bullying Training-Randy Weiler-March 25th was fantastic
Recommended moving the word "possibility" to encompass all areas of consequences

Mrs. Mueller & Mrs. Ripper are working to utilize class meeting suggestions/plans from Randy

Committees

Calendar Committee-final approval from CSO, tentative calendar will be sent this week

Curriculum Council –curriculum mapping within Lumens being done by some teachers

-annual report to be submitted by May 2, 2011

SIT Team continues to meets as needed under the guidance of Mrs. Daugherty
Health and Wellness-drill procedures and challenges will be discussed at April 19th meeting

Handbook Committee-will form to recommend changes for 2011-2012 handbook

Registration/Enrollment

Basically maintained enrollment in all grades

Kindergarten enrollment low in comparison to previous years

Currently have 4 new families bringing an additional 7 new students

Upcoming Events/Field Trip

April 14th- 4th grade recorder program at 2pm

April 19th-Stan Slaughter/Earth Day presentation

April 21st-Day in the Life of Jesus for 1st grade

April 26th-Hy-Vee Raffle Ticket sales dress down day

April 27th-8th grade graduation pictures

April 27th-6th grade STOMP performances

April 28th-Auction Assembly

April 30th-Auction

Construction Update

Carpet has been chosen, getting estimates from installers

Diocese will cover the cost of abatement

Water line must be moved prior to construction to begin on addition

Summer AR/AM/SuccessMaker opportunities will be available to students

Diocesan Information

Accreditation

Received Accreditation with advisement-operational in all areas but one:

Systemic Data collect and Analysis for decision making-emerging

Strategic Plan Action Committee-working on making plan "actionable", into final phase

Grants

April 15th –ETFCE Grant due, requesting funds to support/expand Spanish program

(Endowment Trust Fund for Catholic Education)

ITBS Scores

Individual scores available at office

Teachers reviewing scores-weakness/strengths and individual achievements

Overall maintained average scores-more details in May meeting

Discussion

Restaurant Fund Raisers-on hold for next fall?

Development Committee Purpose and Statement of Member Responsibilities

The Development Committee will:

1. Assist in preparing a development plan for the school;
2. Communicate effectively the goals and objectives of the development plan;
3. Serve as active proponents of the school and its fund raising efforts.

Member Responsibilities:

1. To work with the Pastor and Principal committee members to reach annual development goals. This includes personal participation, active involvement in identifying and asking prospective donors, making personal calls on prospective donors, and thanking donors for their contributions to the school.
2. To educate the Parish community about the development program and each person's role in supporting the School by reviewing the development plan and calendar, being familiar with the different fundraising programs, and being able to articulate the components of the programs to prospective donors.
3. To strengthen the development effort at the school by regularly attending Development Committee meetings, providing insights and ideas, and helping to recruit volunteers to fill needed roles.
4. To review and recommend development policies.

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School Development Committee

Diocese of Kansas City – St. Joseph

What is Development?

We distinguish development from fundraising. By “development”, we mean an intentional process to build relationships with your school, with a goal of motivating people to share their time, talent and treasure. By “fundraising”, we mean the short-term efforts to generate funds through efforts like trash-bag sales or carnivals, where the focus is more on the exchange of goods or services rather than developing a desire to give.

Development Committee Purpose and Statement of Member Responsibilities

General Purpose:

The Development Committee is a sub-committee of the school advisory board and will assume the primary responsibility of raising funds and building relationships to help meet the budget of the school.

Appointments and Composition:

1. Appointments of the members of the development committee shall be made annually by the principal and pastor. The school advisory board can assist with nominations.
2. A minimum of one member of the development committee will also be a member of the school advisory board. The remaining members do not need to be on the school advisory board.
3. It is recommended that not all members of development committee are current parents – potential members include: past parents, grandparents, community business owners, those with a passion for Catholic education, individuals good at building relationships, well respected members of your parish or surrounding parishes without schools, etc.
4. The principal or assistant principal is a member of the committee.
5. It is recommended to have 7 – 15 members on the committee. This is a working committee, if you have more it will be less of a work load for each members.
6. Term length – 2 year terms and 3 year terms, each renewable up to 3 consecutive terms.
7. Only principal and pastor are able to remove a committee member.
8. It is recommended the committee meets monthly.