

St. Michael Catholic School Commission
Minutes
October 17, 2011

In Attendance: Jack Stiegler, Mike Therrell, Tom Freeburg, Pat Jack, Nancy Finkeldei (Minutes), and Karen Matthews (Principal)

Meeting was led by Dr. Karen Matthews and began with a reading from scripture at 6 pm. Each commission member will be assigned a month to be responsible for the opening prayer.

1. Minutes of the September 19, 2011 meeting were reviewed and approved.
2. FINANCE REPORT (Karen Matthews)
 - Karen distributed copies of the finance report. As requested, the actuals through September 2011 were also expressed as a percentage. The school expends a good portion of its budget at the beginning of the fiscal year due to school startup costs.
 - Textbooks are being purchased through Amazon at a substantial saving.
 - The parish investment of \$2,000 is paid each month.
 - Enrollment is holding firm with good numbers in K, 1, 2, 4 and 7th grades. Pre-K is full.
3. DEVELOPMENT REPORT (Karen Matthews)
 - Auction
 - An Auction Kick-Off Social was held with good attendance and much enthusiasm. Meetings will be held approximately every two weeks beginning on Thursday, October 20. Bill and Pat Jack are Honorary Chairs of the event.
 - Last year's auction had many items for bidding and was well planned, but lacked the attendance of the previous year.
 - Holy Cross also has an auction scheduled in the March/April time frame. A suggestion was made to reach out to Holy Cross by contributing in some way to their auction and/or by including them in St. Michael's auction.
 - The suggestion of adding an On Line Auction was brought up as well as having the School Commission contribute to the Auction (e.g., dinner).
 - The goal from the School Commission's perspective is to create a parish/school event that is fun and desirable to attend in addition to raising funds.
 - School Annual Appeal

The Annual Appeal for school families is currently underway. Parishioners and others will have an opportunity to contribute in January 2012.
4. OLD BUSINESS
 - Membership
 - Jack Stiegler presented a list of names from Holy Cross of possible school commission members. Mike will contact Mrs. Brown and Cyrus Flores regarding inclusion as a potential member. Final submission of names is due at the next meeting.
5. COMMITTEE CALENDAR
 - Members worked on creating a calendar emphasizing various committee focus at upcoming meetings:

SCHOOL COMMISSION COMMITTEE WORK CALENDAR

<u>MONTH</u>	<u>FOCUS</u>	<u>COMMITTEE INVOLVED</u>
November 2011	Catholic Schools Week Field Accreditation Mission; Philosophy Statement	Marketing Development
January 2012	Auction Update	Marketing, Development
February 2012	Budget	Finance, Education
March 2012	Budget	Finance
April 2012	Membership	
May 2012	Planning for School Yr 2012-13	Planning and Policy

- The committee membership was modified slightly to include Jack Stiegler in Finance. The revised committees and membership:
 - Planning and Policy: Karen Matthews and Nancy Finkeldei
 - Education (Ad Hoc): Pat Jack
 - Marketing: Mike Therrell and Jack Stiegler
 - Finance: Tom Freeburg and Jack Stiegler

7. ACCREDITATION

- Ann Fredrickson will be at the school for a full day in February to prepare a report on our Catholic Identity. Children at St. Michael School attend mass weekly with homilies given specifically for the students, creating a real learning experience.

8. MISCELLANEOUS

- St. Michael's Hispanic community will be including the school and Religious Ed students in their Our Lady of Guadalupe celebration on December 12.
- The school will also participate in the 125th Anniversary Celebration with the Bishop on December 11.
- Karen will talk with Michelle Green about combining the monthly envelop collection and the Annual Fund appeal into one account code in an effort to simplify accounting.
- Jack Stiegler will talk to the Darling family about taking the bus to the Murphy Auction to sell with the proceeds being donated to St. Michael School.
- Karen publicly thanked Jack for all of his work with the computers. The students are using them and enjoying the experience.
- Jack would like to hold adult computer classes in the near future, requesting only a nominal donation to enroll. He also announced Microsoft is donating 40 copies of MS Office 2010 to the school.
- We currently have \$1,400 designated for extra playground/PE equipment. The Student Council is finishing up a fundraising project selling Entertainment books to add to this account.

9. NEXT MEETING

Our next meeting will be **Monday, November 21, 2011 at 6 pm** in the library. Meeting adjourned at 7:25 pm.