

Notre Dame School Board
Minutes
December 12th, 2011

- A. Call to Order and Opening Prayer- Linda Reid -7:00p.m.
1. Members Present: Mary Ann Feeney, Fr. Mulcahy, John Anderson, Matt Breslin, Dan Costello, Brian Jensen, Linda Reid
 2. Absent: Susan Sostak
 3. Others: Suzanne Morales, Kim Gallagher, Susan Cernugel
- B. Recommended Actions:
1. Routine Matters:
 - a. Minutes for November - approved
 - b. School Board agenda-approved
 2. Old Business:
 - a. Vice President Post – Matt Breslin has agreed to continue on the board for another year as vice president.
 - b. Positive feedback was received for the ITBS meeting conducted by Catherine Lawrence in November.
 3. New Business:
 - a. The school board met on December 5th to discuss the strategic plan and assigned areas for each school board member. The goal is to have the assigned areas completed by the January 10th school board meeting.
 - b. Financial Report:

The Dinner Dance will be about \$10,000 less than budget. Parent pledge is \$4,000 underbudget. Follow up letter to be sent to the unpaid families by Father Mulcahy. Third source funding is at \$7,100, annual budget of \$20,000. Negative variances may be offset by higher than budgeted enrollment.
 - d. Marketing and Enrollment:
 1. Kim Gallagher attended a marketing meeting at the Diocese. The Diocese will be providing overall support for all catholic schools.
 2. Pre-K/K Open House will be January 12th from 7-8pm. Kim is developing a digital ad for the TV in the narthex, and ads in the bulletin, Doings, TribLocal for the Pre-K/K open house. An invitation is being sent to all Pre-K/K eligible age kids in the Parish. The open house tour guides will follow up with phone calls to open house attendees. Fr. Mulcahy will write a follow up note to each attendee as well.
 - e. Freshmen Exit Survey – the school board will email the survey to the parent and student of the 8th grade. A follow up with a phone call will be made afterwards. Questions need to be reviewed and suggestions for any changes should be submitted as needed. Results from the survey will be reviewed at the June school board meeting.
 - f. PTG:

a. No report.

C. Information/Communications and Reports:

1. Official Delegations – none
2. Non-staff Communications and Report – none
3. Principals Report:
 - a) Advent projects continue: Pop top collection-Ronald McDonald house; Food Pantry Collection – Notre Dame; Sock Collection - Pads
 - b) December 13 - Gr. 3-8 Reconciliation
 - c) December 14 - Gr. 1-4 Music Program, 7pm
 - d) December 16 – Spanish Mass 8:45am
 - e) December 19 – Christmas Lunch for parish staff, school staff, support staff and volunteers
 - f) January 9 – Science Fair, 7pm, Gr. 7 and 8
 - g) February 6-10 – ACRE Assessments in Gr. 5 and 8

D. Future Business/ Events:

1. Strategic Plan
2. Finances
3. PTG by-laws/goals
4. Exit survey
5. Marketing/Enrollment – Pre-K/K Open House

E. Next Meeting:

January 10, 2012 7p.m., Room 7

Adjournment: 8:07pm

Closing Prayer: Father Pat Mulcahy