

**St. Joseph School Board
Meeting Minutes
August 24, 2009**

Attending Board Members:

Fr Matt Nathan, Sister Dorothy Randall, Rita Stasi, Tom Kelly, Matt Fosket, Greg Elisha, Stacey Lindemann, Kathleen Buck, Mike Mallon, Kevin Delaplane, Jim Fleming, Peter Eschenbach, Cindy Boor, Maggie Sluzas, Pam Edwards, Beth Harbauer

Attending Committee Members/Guests:

Michele Geraghty, Christie Yeo

School Board President, Tom Kelly, called the meeting to order at 7:00 p.m. in the School Library.

I. Old Business

A. Committee Assignments

Committee assignments were shared with the Board.

B. Charter for Second Century Fund

Board discussions on the Second Century Fund Charter will be deferred to the September Board meeting.

II. New Business

A. Centennial Plans

The tentative plans for the centennial celebration were shared with the Board. The Centennial Committee will formalize and communicate the preliminary plans at the Meet and Greet meetings.

B. Development Fee Letter, 2009 – 2010

The final draft development fee letter was shared with the Board. This letter will be distributed at the Meet and Greet meetings.

C. Meet and Greet Presentations for 8/26 and 9/12

The Board reviewed the Meet and Greet Presentations. Revisions should be finalized by Wednesday, August 26th.

D. School Board Meeting Schedule 2009 – 2010

The School Board Meeting Schedule for 2009 – 2010 was shared with the Board.

E. School Board Diocesan Handbook

Board members were asked to review the handbook in anticipation of the September Board meeting.

F. School Board By-Laws

Board members were asked to review the by-laws in anticipation of future discussions.

G. School Board Member Contact List

Board members provided their contact information.

III. Committee Reports

A. **Pre-School**

The Church basement has been chosen as the future site for the pre-school. The Pre-School Committee will be finalizing all financials for Father Jerome. Next steps include seeking Diocesan approval.

B. **Enrollment**

Enrollment has increased over last year. The Enrollment Committee will be meeting before the next Board meeting. An update will be provided to the Board following that meeting.

C. **Marketing**

Kelly Roth remains leader of the Marketing Committee. The Marketing Committee will be supporting the Centennial Celebration and leading the signage initiative.

D. **Development**

The Development Committee's key initiatives include (1) building school community; and (2) extending the St. Joseph family. A Benefactors Mass is scheduled for November, 2009, and an Alumni Mass is scheduled for 2010. Christy Yeo was commended for her great work in growing participation and funds over the past year.

E. **Centennial**

Refer to Centennial report under New Business.

F. **Alumni**

The Alumni Committee is seeking ambassadors for each graduating class. An Alumni newsletter is being drafted.

G. **Finance**

► The following budget information was shared with the Board: (1) St. Joseph School 2008-2009 Preliminary Financial Summary, 2009 – 2010 Financial Budget; (2) St. Joseph School Second Century Fund Summary 2008 – 2009 Preliminary Financial Summary, 2009 – 2010 Budget; (3) St. Joseph School 2008 – 2009 Enrollment; and (4) St. Joseph School Financial Summary as of August 25, 2009. The Board was asked to familiarize themselves with the reports to streamline future Board discussions.

► A motion to increase Tuition Assistance was supported by the Board. Future discussions with the Finance Committee, Father Jerome, Beth Harbauer and Sister Dorothy will be scheduled to review our existing program and refine/revise as necessary given our experiences over the past three years since the inception of the current program.

► Financial results are due to the Diocese by mid-September, 2009.

► Budgets have been requested from each committee to ensure appropriate financial planning for the year.

H. **Pastoral Council**

Michele Geraghty provided an update on Pastoral Council activities to the Board.

IV. Pastor, President and Principal Comments

V. Next Meeting Date

September 21, 2009; 7:00 p.m.; School Library

VI. Adjournment

Respectfully Submitted by,

Kathleen Buck and Pam Edwards