

# MINUTES

## SAINT MARK'S — CATHOLIC SCHOOL —

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*Date | Time* 8/13/2018 5:30 PM | *Location* St. Mark's School – Mrs. Souza's room *Meeting called to order by* Steve Green – President.

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### In Attendance

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*Board members:* Steve Green, Derek Janzen, Richard Richardson, Jeanette Jackson, Kathy Cannon

*Absent:* Cheryl Hutchinson, Carmen Achabal

*Principal:* Donna Gordon

*Parish Representative:* Richard Kulleck

*Home and School:* absent

*Guests:*

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### Opening Prayer

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*“Loving God, you have called each of us to serve you and your people in the ministry of serving on our school advisory board. Give us wisdom for the children and families entrusted to us. Lead us in your truth and teach us, for you are the God of our salvation, and we look to you as the ultimate Teacher. Amen”*

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### Approval of Minutes

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The June 4, 2018 meeting minutes were approved.

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### Parish Report

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- Holy Day of Obligation is on Wednesday. There is a retreat on Wednesday the 15<sup>th</sup> of August.
  - Parish photo on August 26 after 11AM mass.
  - New Employess: Tina Punnoose is the new Administrative Asst for the religious education program. Sharron Fadness, JoAnne Benavidez are both new part-time receptionists replacing Tina.
  - After Labor Day, parish staff will be staffing the office on Sunday morning's (8 – 12:30).
  - Jim Ineck has been in Deacon Formation. Sept 22 is his Ordination.
  - Safe Environment workshop is Aug 30<sup>th</sup>, 5:30 -7.
  - Father Ben – Not back Full time, but is getting better.
  - Ministry Fair is Oct 14, 2018
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### Principal's Report

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- Enrollment 245, targeting 250 by school start. Gained more than 30 kids year over year. Lost a couple of kids due to the bus route.
- Preschool Pop-in. 6 families came. On Aug 19<sup>th</sup>, there is another open house after mass.
  - New Preschool teacher Anita Martin.
- Employees – Nancy Brennen and Mrs. Risch resigned during the summer.
  - Heather Russell is new 4<sup>th</sup> grade teacher. Has 18+ years' experience.
- Teachers are officially back on Wednesday Aug 15<sup>th</sup>.

- New math curriculum is Engaged New York.
- First grade is at capacity.
- August 22<sup>nd</sup> is first school Mass for 1<sup>st</sup> – 8<sup>th</sup>.

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## Foundation Report

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- No update.

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## Home & School Report

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- No update.

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## Financial Report

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- No update.
- Board needs to identify person to review financials (Kathy has nominated herself to review).

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## Committee Reports

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- Technology
  - There are enough Chromebooks for all students in the middle school.
  - Annette Bernstein is applying for a grant to get a discount on internet.
- Facilities
  - Carpet Tile – needs research. Need understand the effort and expense to install the new tile.
  - New Air Conditioning has been installed.
  - Grace Anglican is renting space (\$1400/month for Sunday and Wednesday night)
  - Roof was patched during the summer by Hobson.
  - Theo Schultz is an Eagle Scout looking to build a walkway. Labor and concrete is now donated. Needs someone to do the prep work.
- Marketing
  - No Update
  - Amy Czarniecki has created a new logo for the 51<sup>st</sup> year.
  - Vinyl decals will be placed on preschool entrances.
  - Tuition transfer grant – 164 were emailed that were registered in religious education that were not registered here at the school. 1 transfer grant has been accepted by 1 family.
  - Radio ads succeeded in registering 6 kids.
- Spirituality
  - Disciple ship – How can the school provide more community outreach?
    - Can students volunteer more time at St. Vincent's?
  - Father Ben and Father Reggie will dedicate more time to be at the school this school year.
  - Ministry Fair at the school – Would like representatives of the ministries come to the school to talk to the kids and get the kids involved. Proposed time would be around **Oct 15, 2018**.

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## Old Business

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- School Budget – approved in June 2018.

- Actuals should be available in August.
- Worship space is going well.
- After school program is now \$5 per hour. Includes snack. Ends at 5:30PM.
- Tardies – Donna wants to collect data.
- Raised rates for the Bus.

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## New Business

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- Election of the Officers
  - President: Steve Green
  - Vice President: Carmen Achabal
  - Secretary: Derek Janzen
- Back to School BBQ is Saturday August 18.
  - Introduce staff
  - Uniform exchange
- Back to school night Sept 4<sup>th</sup> (Tuesday). 6:30 – 8PM.
- Sept 10<sup>th</sup> is next school board meeting.

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## ACTION ITEMS:

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## Next Meeting

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9/10/2018 5:30 PM. St. Mark's School – Mrs. Souza's room.

Closing prayer said. Meeting adjourned.