



School Advisory Board Meeting  
Thursday, November 10, 2011  
6:00PM - Room B111

## MINUTES

Members Present:  
Assistant Principal: Laurie Maxwell  
Chairperson: Karen Sher  
Chair-elect: Stephanie Glenzinski  
Members Present: Blair Guyer, Diane Glaser, Christine Hockman, Michelle Imholte, Joe O'Connor, Jean Schroeder  
Recording Secretary: Katie Vander Weit

- I. WELCOME AND PRAYER
  - A. Approval of October 13, 2011 Minutes, approved
  - B. Approval of November 10, 2011 Agenda, approved
- II. FINANCE/ENROLLMENT UPDATE
  - A. There has been very good progress with collecting outstanding fees through FACTS.
  - B. October tuition collected: \$119,960.50. Remaining balance: \$777,006.52.
  - C. Two new students will be joining K-Prep in November. Current total enrollment is 452 students.
  - D. The approval process for the K-Prep program licensing is almost complete, about three weeks away. The question was asked whether having the K-Prep students bundle up to change locations was taking away from instruction time. Mrs. Maxwell noted they would be getting bundled up to go outside anyway, no instruction time is lost.
- III. SAB POLICY UPDATES

Karen noted that going through this at the meeting was very time consuming, so the new plan is to have Karen and Stephanie go through the policy and report back to the board with any major changes for approval.
- IV. LIAISON COMMITTEE REPORTS
  - A. Finance Committee - Liaison - Blair Guyer - shared the goals of the Finance Committee with the SAB members. The next Finance meeting will be in December. The question was raised about a possible tuition increase for next year. Mr. Fox, Peg Sibbet, Blair, Mike Laughery and Joe are going to meet to do some projections about next year's expenses to help better determine what to ask of families for next year. Peg will be at the December and January SAB meeting to help with any finance questions. It was also pointed out that it would be good to find out if we are competitive with SACS and St. John's.

- B. Marketing Committee - Liaison - Diane Glaser - There will be an open house at St. Michael's on November 17<sup>th</sup>. Diane asked for everyone to please take a sign. Everyone is working very hard to get the word out about the open house; lots of good communication techniques are being utilized. The open house tours will be staffed by Diane, Leslie, and Mrs. Maxwell. Diane anticipates most inquiries will be about K-Prep and Kindergarten. There will be student greeters in each classroom and possibly student greeters at the front door. Leslie is working on a Facebook page for the school and Diane is working on a procedure to ensure that the page will be checked every day.
  - C. Athletic Committee - Liaison - Michelle Imholte - It is the policy of the parish for all fundraiser requests to go through the Fundraiser Committee which consists of the Finance Chair, the Parish Administrator and the Parish Council Chair. Michelle received a copy of the Fundraising Guidelines from the parish and she will forward those guidelines to all SAB members. The suggestion was made to include the Fundraising Guidelines in the parent handbook. Still working on options for concessions, Michelle will discuss this at the next Athletic Committee.
  - D. Buildings and Grounds - Liaison - Christine Hockman - Everyone thought the sign-up sheet at conferences was a really great idea. Christine is working on introducing email to the committee and getting an up-to-date list of people that are willing to help with projects. Something else that came out of the sign-up sheet at conferences; donations for the Gala Dinner. It was suggested that a sign should be displayed, "Never too early to think about Gala!" The Environment Committee has a list of goals that they want to complete by the open house and they are doing really well in accomplishing that including some tiling work in the school and the painting of the parish office. Plus, a new trophy case is on the way.
  - E. Technology Committee - Liaison - Jean Schroeder - Jean is putting the final touches on the survey that will go to last year's eighth graders (and possibly current 10<sup>th</sup> graders.) She will confirm with Mr. Fox that the survey can be sent. The question was asked whether or not the Smart Boards are being utilized. Mrs. Maxwell stated most teachers, if not all, are now Smart Board dependent. ☺
  - F. Parish Council - Liaison - Jim Anderson - Jim was unable to attend tonight's SAB meeting.
  - G. Parent Connections - Liaison - Stephanie Glenzinski - Stephanie sent her report via email.
  - H. Discernment - Joe O'Connor - A request for all SAB members, please keep your eyes open for any possible candidates for next year.
- V. SAB UPDATE -
- A. The suggestion was made to meet at Fong's for the December meeting. Karen will reserve the space.
  - B. The suggestion was made for SAB members to wear a "uniform" of sorts to all events. Karen will look into pricing for items. This policy is not mandatory.
- VI. ACTION ITEMS REVIEW (Past/Future)
- A. Karen and Stephanie will continue to review policy.
  - B. Diane will investigate getting a Christmas tree for the open house.
  - C. Mr. Fox, Blair, and Joe will meet with Peg and Mike regarding Parish finances.
  - D. Jean will confirm with Mr. Fox that the survey is ready to be launched.
  - E. All SAB members, please take a sign for the open house and display it.
  - F. Michelle will forward Fundraising Guidelines to SAB members.

- G. Karen will reserve Fong's for December meeting.
- H. Karen will check on prices for items to be worn by SAB members.
- VII. EVALUATION OF MEETING
  - A. On Task (Rate 1-5) - 5
  - B. On Time (Rate 1-5) - 4.9
- VIII. EXECUTIVE SESSION - Closed Meeting
  - A. Board Member Sharing
  - B. Strategic Planning/Goal Setting committee updates
- IX. CLOSING PRAYER