

**Report to Council
St. Matthew Parish
Submitted to the Vice Chairperson
Committee: Board of Education
Person Submitting: Christine Apple**

Meeting Date: 3 November 2008

Members Present: S. Shawver, J. Barber, C. Apple, K. Dolan, J. Heiges, M. Studer, J. Lee, J. Otto, S. Margraff, L. Cheaney, M. Knorr.

Excused: Fr. Pat

Guests: Teri Karpinski, Dawn Wester

1. Opening Prayer/Question of the Week.

Old Business

2. **Previous meeting minutes reviewed:** Motion to accept amended minutes by Matt, second by Karen.
3. **Review of open items from previous meeting-**discussed throughout the meeting.

New Business

4. **Sweatshirt Presentation-** Dawn Wester presented sweatshirts to the committee that can be worn by the students and also used as a marketing tool. The sweatshirts were high quality material and would have the school name and a graphic on the front. Options for the sweatshirts also include embroidered stars for honors and embroidered activity symbols for things such as basketball etc. The discussion focused on the fact that the sweatshirts have hoods as this is not currently allowed but the students tend to like hoodies better and therefore, would more likely wear them both inside and outside of school. A decision was not made but will be brought up for prompt attention and decision.
5. **Marketing Ideas for 2008-2009** – The Board of Education formed an Ad Hoc Committee with the agenda to re-do the St. Matthew’s pamphlet since the one we have is outdated in pictures as well as information. There is an existing budget of 1000.00 and will have to be used wisely, given the costs of design and print. The new brochure should promote the gathering space, Fr. Pat, and some of the technological upgrades in the school. The pamphlets can then be distributed in Churches, libraries, community centers, surrounding Parish Bulletins, etc. Gateway College may be able to assist in marketing ideas and implementation. Other marketing ideas included

promoting the Open House (Catholic Schools Week) at St. Matthew's like in previous years. The website will also continue to be updated. A good idea was to have the pictures of the teachers on the website with a short bio. The Archdiocese will not provide money for marketing to individual schools but they do have a marketing committee. The Yard signs promoting St. Matthew's will also be distributed before Catholic Schools Week.

6. **Update on Auction** – The current auction will have a movie theme. Thoughts about how the proceeds should be used include training for school staff on technology, books, and photocopier. Some businesses are more willing to donate items if they know that the proceeds will go towards a specific purpose or purposes. Auction meetings are being held on a regular basis.
7. **Review of Uniform Policy** – All spirit wear is allowed on Wednesdays but hooded sweatshirts, even if they have spirit wear logos, are not allowed.
8. **Principal Updates** – Mrs. Shawver received a grant from Target Corporation for 700.00 for educational use. She will be able to use this money for an educational trip to Indian Summer for the fourth grade. Enrollment is steady at 217. 22 families are past due in tuition and 11 of those are considered to have financial hardship at this time. There are approximately 17, 560.48 in late tuition fees at this time but most families are only behind on 1 or 2 payments. The statements went out to families but no letters like in years previous. Dan Wachs is helping to finalize the installation of a Smart Board and White Boards in the classrooms. The AED's have been ordered and will be installed shortly. There is now authorization for a lunch/recess supervisor not to exceed three thousand dollars. The next advertisement will emphasize the fact that this is a paid appointment. Library automation is occurring and training is being provided for same through Infocorps. Extended Care reported that there are 20 children in the morning and 29 children in the afternoon. Mary Shelton has been very diligent about collecting fees from parents and there are only 126.00 in uncollected bills, down from 2973.00 from the previous year. She reports first quarter financials as 3069.00 in receipts and 3590.74 in disbursements. The Extended Care has been having some problems with the laptop for the past couple of weeks. The Hot Lunch Program reports 65% student enrollment. They are operating with ½ the normal oven space due to oven issues.
9. **Budget for 2009-2010** – An example of a budget was submitted for BOE review. There will have to be more discussion and coordination before a budget can be submitted to the Parish.

Floor items –

*Sue M. – Questioned whether or not the Scrip position could be a paid position, given the fact that it is a 12 month long fundraiser. Perhaps this could be in the budget.

*Matt Knorr. – The Scrip Tuition proposal was brought to the Parish Council. They are supportive of the plan. If a family is

in arrears in tuition, the monies earned by their scrip dollars would go towards tuition.

Respectfully submitted...Christine Apple