

Wednesday, *October 26, 2016* in the St. Clare Conference Room at 6:30 pm.

- I. Opening Prayer – Father Plier
- II. Roll Call
- III. Open Forum/In-Service: None
- IV. Approval of August Minutes of Meeting (attached) – Approved
- V. Financial Reports (handout)

Budget discussion included the following information:

- Budget is “on-track” due to salary monies still included in budget that are no longer being used;
- Parish appears to be on budget, yet loss 140K, but typically see an increase in funds in June and December annually.
- Reviewed budget reports.

VI. Committee Reports

A. Development Report:

- Evaluating potential color run with parish picnic in 2017.
- Advent wish list to be published.
- Alumni outreach continues.
- Looking for 3D virtual tour of school (similar to Roncalli).
- St. Nick social being planned for PreK and K.
- Parish office open during the Manitowoc Thanksgiving Parade.
- Marketing plan for school underway, may consider changing the logo and tag line – new branding being evaluated.

B. Policy Report: No Report.

C. Marketing Report:

- Joe P. and Michele met with Connie H. and discussed;
 - Expanding SCRIP discussions, which addressed lack of resources and evaluate if we should implement ideas and/or expand due to time/profit ratio.
 - Continue to sell SCRIP after mass.
 - Kwik trip “Kwik Scrip Sale” being considered.
 - Promote reloadable cards.

something similar to "Survey Monkey." Appointed temporary committee for dress code, who will include Matt C., Paul and Mandy.

C. Epi-pen – Investigated laws and risks. Kay Goswitz is trained for Epi-Pen administration. Kay is able to obtain them for free. Good Samaritan Rule in WI may remove risk for school. Determine next steps for teacher training and establishing protocol at schools.

- Early Budget Discussions: Need to provide Finance Counsel a budget as soon as possible.
- Suggest setting tuition based on fixed cost per student.
- Policy discussion around School Choice and Capitalization – certain monies must be used for CAP expenses.
- Steve M. and Matt C. to attend Finance Counsel 11/9/16 meeting @ 6:00 p.m.

X. Executive Session - None

XI. Concerns/Questions – None

XII. Closing Prayer – Father Plier

Next Meeting: No November meeting due to 11/30 parade. Next meeting will be held on Wednesday, Dec. 7 and will be a budget meeting.