

**St. Mary of the Lake Catholic School Education Commission
Meeting Minutes - Monday - February 1, 2010**

Present: Joe Bardusk, Gina Wilkinson, Renatae Zavesky, Mark Smith and Kathleen Kelly, Kate VanPelt arrived later

Absent: Paul Oselka, Karla Madison, and Patricia Carpenter. Father Jim began his new ministry in St. Joseph today. New Pastor Craig Lusk began today, not present due to moving into rectory.

Meeting Called to Order: at 7:05pm by Commission President Joe Bardusk.

Prayer: Mark Smith led prayer as Father Jim began his new ministry in St. Joseph.

Approval of agenda: Agenda was approved by Commission member Mark Smith and seconded by Commission member Gina Wilkinson. Motion approved.

Approval of January minutes: No approval was given as minutes were not present. (Minutes were completed by Secretary Karla Madison and placed in cafeteria for meeting; however, meeting was moved to library).

Comments from President: None

Communication: Kathleen Kelly relayed an email from Mary Brown regarding the Horizon Bank Loan program. Ms. Kelly also shared with the Board her response to Mrs. Brown's email. Commission agreed to discuss further loan programs but no change in FACTS will take place at the present time.

Pastor's Report: None

Finance Report: Commission member Mark Smith reported that Father Jim had agreed to part of the Finance Committee's Recommendation and leave other recommendations up to Father Craig. He also stated that the Commission would need to make a recommendation about tuition for next year so registration could begin at the end of February as planned. Mark had received a rough budget from Kate and was recommending a 5% tuition increase. The tuition increase was kept minimal due to current economic times. After discussion and voting, the 5% increase in tuition was approved and Kate will take recommendation to Father Craig.

Marketing Report: Gina Wilkinson reported that about \$5,000 was generated from the Gold drive and letters had gone out to families. She stated that another letter would be nice stating what was done with the money. Mark informed Gina that there was a miscommunication about where the money would be used. He proposed \$2,000 be spent to provide printers to the teachers. Gina agreed. Kathleen informed Gina that she would send out another letter from her thanking people for their donation.

Kathleen stated the teachers are working on an Open House date to coincide with Science Fair. She further stated that Linda Hoffhines (art teacher) would like to incorporate an Art Fair at the same time. This would help bring people into school and show off our students' work.

Home and School Association update: None

Old Business: Old Business covered in Finance Committee update.

New Business: Kathleen Kelly reported that registration is set for the last week of February and first week of March. She further stated that she had talked to all the families and only two stated they were not returning.

Kathleen stated that an Open House would be scheduled in late April to be held in conjunction with the Science Fair. She further stated that St. Mary's did not have to wait for the County Science Fair since they were not having one due to budget cuts.

Kathleen stated the annual report was completed and ideas from the commission were incorporated into the final report. She further stated that she would go over the report with Father Craig.

Brewster's Italian Cafe is holding a Give Back Week for St. Mary's during the week of February 8 through the 14th. Flyers were sent home and placed on the website to remind families about the fundraiser.

Kathleen also brought up the need for a policy regarding rental of the cafeteria. Joe Bardusk stated he talked to Phil Smith from St. Mary of the Assumption about their policy and Phil stated they have nothing formal. Kate stated that people must pay \$100 (insurance cost) and hire own security if needed. She further stated that they could have the option of paying for clean up or clean up themselves. Joe Bardusk also stated the need to have a staff member present to lock up. Discussion involved who would be able to use the cafeteria or gym. Joe Bardusk proposed a review committee of three people to determine gym or cafeteria usage. Also needed would be a contract and security deposit. Kate stated that book for reservation could be placed in the school and booked only when insurance check was submitted. She further stated it takes two days for insurance on the rental. Commission agreed to discuss further and develop overall policy.

Kathleen Kelly gave an update on potential foundation money for scholarship. She reported she applied to Kremer Foundation in Florida last year for scholarship help. This Foundation gives money only to help with scholarships. Kathleen stated she contacted the agency and was told St. Mary's application was received and is being considered. When money is given to schools already in the program, any extra will be given to new schools. She stated we will not know how much or if we will receive any money until April.

Mark Smith moved to adjourn the meeting at 8:45pm. Renatae Zavesky seconded the motion. Motion approved and meeting adjourned.

Next meeting: March 1, 2010

Kathleen Kelly, Principal