

**St. Edmund School Advisory Board  
May 6, 2008 Meeting  
Minutes**

**Board Members In Attendance:** Randy Allori, Enrique Lopez, Kerry Lynch, Terry Ozima, Mary Prudence, Tinki Robinson, Bill Streit, Susan Viselli

**Board Members Excused:** Father John McGivern, Tracy Maney, Beth Purvis  
**Community Members present:** Dan Kane

**I. Opening**

The meeting was called to order at 7:10 in Murphy Hall. The opening prayer was given by Randy Allori. The minutes from the April 1, 2008, meeting were approved by a unanimous vote.

**II. Public Comments-** none

**III. FSC Report-** A written report was submitted by Marie Albrecht. The young authors' workshop had low attendance, but was enjoyed by those who participated. Teacher appreciation day was celebrated with food provided for all teachers by FSC. Butterbraids coffeecakes are being sold for the Mother's Day fundraiser. The June Fun Fair is Monday, June 2, the last Spirit Day of the year.

**IV. Alumni Outreach Update- Dan Kane**

Dan Kane provided an update on activities of the Alumni Committee. Classes have been divided by decades and follow-up will continue to expand and clean the database.

**V. Old Business**

A. Open Houses- The next event is May 15 from 7-9pm. This has been promoted through ads in local papers and e-mails to prospects. A June or July date is to be determined. The August date is 8/3, 10:30am-1pm.

B. 2008-09 Registration- Registration totals 86 students including 29 new students. Reminder calls are being made to current families. This number is unprecedented for this early in the spring. Invoices will be sent to current families including the registration fee.

C. 2008-2009 Tuition and Fees- A draft of the rates for next year was distributed. Comments and suggestions were offered. The principal and pastor will finalize the numbers.

D. Satisfaction Survey- Questions from the SIP parent survey were presented to the board for possible inclusion in this survey. A final draft will be sent to the principal for review by the pastor. This will be distributed in an upcoming Thursday folder.

E. June 3 Event for Payment of Fees- Current and new families will be invited to attend this 3:00-5:30 pm ice cream social event to pay fees for next year. This will also be used as a registration event. Best Buy and Toys R Us gift cards will

be given away. Current families' fees are due 6/3; new families will receive an extension to the end of the month. Reminders will be sent.

F. A Day in Our Village- This community event will be held Sunday, June 1, 11am-6pm, at Scoville Park. The school will have its annual booth at the event. School board members were asked to volunteer for timeslots to staff the booth. Information and giveaways will be distributed.

## **VI. New Business**

A. Open House events for next school year- Kerry Lynch suggested a consistent day and time for Open Houses next year. The third Thursday of each month from 6:30 –8:30pm was selected.

B. Enrollment Planning- Marketing committee chair Mary Prudence is seeking input on the marketing effort and assistance with tasks. It was suggested that job descriptions be created so that tasks could be assigned to school board members and willing volunteers.

C. Committee Chairs for 2008-09- Tabled until the next meeting.

## **VII. Reports**

A. Chairperson- Susan Viselli. The school board sent flowers to Dr. Chris Kelly's memorial service and to Mellodie McIntyre, school secretary. Susan suggested a party for the school board and offered to hold it at her home on June 8.

B. Pastor- Father McGivern. None.

C. Principal- Kerry Lynch. The first day of school for the 2008-09 academic year is August 25. A calendar will be sent out at the end of the current school year. There will be two parent teacher conferences next year rather than one. The new superintendent of schools visited the school and met with Fr. McGivern and Ms. Lynch. The Elegant Evening event earned ~\$109,000 which was a significant increase over last year. The 3-day, half-day option is being eliminated from the PreK program. Kerry feels strongly about including more parents on committees and would like to begin grant writing to generate more income for the school. There will be some staff changes which will be finalized this month. Many families are behind on tuition payments and a letter will go out this week.

D. Committee Chairs

1. Building, Operations and Safety- None.

2. Finance- None.

3. Fundraising- Susan Viselli is suggesting a fall fundraiser modeled after other schools' events that have successfully raised money. Susan and Mary Prudence will research this further and report back to the board.

4. Marketing and Recruitment- None.

5. Technology- None.

6. Alumni outreach- see above

7. Ad hoc committee reports- Welcoming Committee. None.

**VIII. Other comments-** none

**IX. Closing prayer-** Terry Ozima

**X. Adjournment-** 9:20pm

Respectfully submitted by Mary Prudence on May 30, 2008.