

## Advisory Council Meeting Minutes

*September 19, 2017*

Father Dan McBride	Pastor
Tiffany Seybert	Principal
Diane Meza	Vice Principal
Tony Lucchi	President
Rosalyn Martinez	Secretary
Dan Johnson	Finance
Perry Gordon	Facilities
Marques Elliott	Development
Jocelyn Chiurco	Marketing
Jennifer Hutchison	Home & School Association
Marty Reilly	Parish Liaison

Present: Mrs. Seybert, Mrs. Meza, Rosalyn Martinez, Dan Johnson, Jocelyn Chiurco, Jennifer Hutchison

Item / Topic	Discussion	Action / Follow-Up
<b>Call to order: 6:00 pm</b>		
<b>Opening prayer</b>		
<b>Approval of last meetings minutes</b>		
	May meeting minutes approved	
<b>Education Session</b>		
Update on Marketing & Development	Social media outlets have been updated: Facebook, Yelp, Twitter, Instagram, LinkedIN. Branding materials were created for staff/teachers. The newsletter is now available in English and Spanish. In August 2 fundraising events were held: Peter Piper Pizza \$485.00 & Luv My Bling \$158. Fundraisers & marketing for October and November: Eaglethon, Kindergarten Preview, Box Tops (Sunny Snowballs Prize) CEA weekend with video, & a raffle for a photography session worth \$1,000. In January SMB will have an open house to kick off Catholic Schools Week. Catholic Schools week will wrap up the first weekend of February with an open house and preschool event at St. Juan Diego. Proposed Father/Daughter dance in February. In March a proposed Theatre program with Seton. A proposed Mom/Son event in April. In July/August a back to school event. SMB will use the same vendors for DJ and photo booth for Eaglethon, dance, and 8 <sup>th</sup> grade graduation.	

<b>New Business/Action Items</b>		
	Finance Update – budget for 201-2018 school year was 420 students with only 396 students registered as of today. Tuition increases have not kept up with the drop in enrollment. Other income sources are down.	Focus on enrollment growth and or cost containment heading into this year. Preschool is a great feeder beginning 2017-2018. Voting on Vice President is tabled until the next meeting. Nominations are being reviewed for Catholic Identity chair and Strategic Planning chair.
<b>Executive Report</b>		
	Voted on a date to meet with the Accreditation team.	Advisory Council will meet on Wednesday February 6, 2018 at 6pm
<b>Committee Reports</b>		
<b>Catholic Identity</b>	Tabled	None
<b>Finance</b> Dan Johnson	Dan will continue to update the council with any finance changes. The budget will be brought to Advisory in February 2018.	
<b>Facilities Committee</b> Perry Gordon	No Report	None
<b>Strategic Planning</b>	Tabled	None
<b>Marketing/Development</b> Jocelyn Chirco & Marques Elliott	Preparing for Eaglethon	
<b>Home and School Association</b> Jennifer Hutchinson	HSA purchased an ice maker and water treatment for the cafeteria and both teacher lounges. The planning for the 2018 Spring Boutique is underway. Jocelyn is working with Jill and Jen C. on marketing and getting more families involved. Looking to add themed class baskets for a fundraising raffle. Dine out night will be September 26 from 4-9pm at Texas Roadhouse on Gilber/Germann (bring flyer). We will have a dine out night in February at Floridinos and in April at McMans ice cream. Home room parents have been assigned. All of	None

	the teacher luncheons have been assigned to each class. A new HSA team will be assembled for next school year.	
<b>St. Mary's Parish Liaison</b> Marty Reilly	St. Juan Diego will have their dedication this coming Sunday at 2pm. The Chapel will be dedicated this Saturday at 6:30pm. This year's First Holy Communion will be at St. Juan Diego.	
<b>Principal's Report</b> Tiffany Seybert	As of today we have 396 students enrolled. Continue to send in Box Tops. Sign up for school rewards with Fry's and Safeway. Elite Eagle will continue this year and will be awarded on the last Wednesday of the month starting September 27. The IOWA test is completed for the year. Spring of 2019 is when the new test will replace the IOWA test. The preschool will open Thursday September 21 at St. Juan Diego. The preschool has classes for 3, 4, & 5 year olds. Fr. Dan, Mrs. Serna, and Mrs. Seybert attended a conference lead by The Latino Enrollment Institute at Notre Dame Prep for marketing and reaching the growing Hispanic community. We have 7 new staff members: Art -Marci McElroy, 6 <sup>th</sup> grade – Sr. Shena, 7 <sup>th</sup> & 8 <sup>th</sup> grade math- Denise Feigh, 7 <sup>th</sup> & 8 <sup>th</sup> grade science- Joan Hedman, Finance/office manager – Evelyn Serna, & Preschool director- Kathy Woodhall	

**Next Meeting: Tuesday October 17, 2017 at 6:00 pm in the staff lounge**  
**Tony Lucchi will lead prayer**