

Saint Damian School Board Minutes **Tuesday, February 28th, 2017 School Library**

Start Time: 7:00 P.M. End Time 8:30 P.M.

Present: Dr. Stockhausen, Kelly Farrell, Jill Stokes, Sandy Hoffman, John Perales, Rob Lee, Kathleen Boss, Christina Lim

Not Present: Fr. Joe Noonan, Josh Deabel

Visitors: None

Approval of agenda granted.

Principal's Report (Dr. Stockhausen):

- Mimeo Smart Boards were updated with new software and are now back online for the classes that have them
- Teachers received training for Mimeo Smart Boards as part of professional development.
- Budgeting analysis is ongoing. Things appear to be on track and looking like we are meeting projections.
- The school has a confirmed 258 pre-registered families.

Pastor's Report: Fr. Joe

- Father Joe was not in attendance. Dr. Stockhausen covered for him.

Fundraising Report:

Damian Mania: (Jill Stokes)

- Nothing to report for this meeting

Gala 2017: (Christina Lim)

- Still working on final financials. Estimated \$23,000 profited
- There were some issues with duplicate and numbering of raffle tickets. The Gala resolved the problems as best as possible. People were compensated with \$50 for their trouble. Christina has documented the issues and suggested remediation for next year
- Next year's gala date already secured for February 22nd 2018
- She also has many other suggestions for the future Gala management team and has documented them and will pass them along. One specific suggestion is that 6th & 7th grade should partner to learn the process from the outgoing team. This will allow people to gain awareness as they begin to manage the Gala event

Everyday Fundraising: (Kathleen Boss)

- As of February 28th, everyday fundraising has earned approximately \$550
- Next event up is for Chipotle

Finance Report: (Rob Lee)

- Financial audit ongoing
- We are ahead of budget in terms of income. Expenses rose but we are well into the positive range
- Pre-school's significant growth is having a positive impact
- As of this meeting we have 30 kindergarten children already registered

Legislative: (Josh Deabel)

- Josh was not in attendance

Old Business:

New Business:

- How to thank donors mass in August, via letter from school, on the web site?
- Organize the tours better for Catholic Schools Week.
- Next regular board meeting March 21st at 7PM

Potential Topics for next meeting:

- Telecommunications bill
- Review overall fundraising process: Do we need a global brochure? Are some fundraisers best use of volunteers' time? ROI?
- How to deal with tracking donors
- How to thank donors mass in August, via letter from school, on the web site?
- Organize the tours better for Catholic Schools Week

Closing Prayer: All members