

Saint Daniel the Prophet Catholic School

Advisory School Board Meeting

Meeting Minutes

November 12, 2009

Call to order

Robert Filler called to order the regular meeting of the St. Daniel's School Board Meeting at 4:00 PM on November 12th at the school library.

Roll call

In attendance were:

Liz Camacho (Secretary)
Joan Dewane (School Vice Principal)
Bob Filler (President)
Fr. McGuire (Pastor)
Ghada Raban

Rita Standerfer (School Principal)
Kerry Pezzuto (Faculty Member)
Lisa Wilmot (Member)
Cissy Frakes (Diocesan School Board)

Guests:

Richard Nichol

Approval of minutes from last meeting

Minutes were approved.

Pastor's Report

Father McGuire reported that he is getting close to hiring a Marketing and Development Coordinator. He has two final candidates that are prepared to start at the beginning of the school year. No formal job offer has taken place yet. The initiative of hiring for this position is looking very positive.

Spaghetti Day went exceptional well. Volunteers are an issue.

Movie Nights: Scheduled November 21, 2009 and December 19, 2009 (Nativity). Ghada would like to schedule all the movie dates for the year and Father McGuire suggested that she work with Janie.

Dog Day: Scheduled for December 11, 2009 (Tentatively). It was suggested that a game of Kickball be schedule for lower grades and a basketball game for the upper grades for the Dog Day event.

Principal's Report

SDTP Website Makeover

Lisa Wilmot gave an updated on the SDTP Website Update. Reported that the teachers responded to the questionnaire, however, the major issue is that we have yet to receive content from the tasks owners. Content material should be submitted within the next 10 days or else we risk missing our deadline. Mrs. Pezzuto promised to follow-up with the task owners for the school and Father McGuire with the outside contributors. We are still targeting the end of this year for completion. Liz Camacho will update the project plan to include ETAs and Spanish translation of the content.

Change management will be handled internally by the staff, thus no process needs to be developed. Lisa Wilmot committed to updating the school/event calendar as needed.

Content Review will be handled by Mrs. Blum (First Review) with Ms. Dewane or Dr. Pearson reviewing second for grammar and accuracy.

The Advisory Board will be taking a group picture at the next Board Meeting for the website.

Alumni Section for the website will be added asking alumni to register online. Bob Filler and Ghada Raban will work at getting volunteers to enter alumni data into a database. Richard Nichol committed to developing a Sequel database for the volunteers. Father McGuire suggested that Ms. Dewane may be able to provide some assistance with this project since she probably has several years of past yearbooks. The main objective is to get alumni to reconnect with the parish/school and gain their support.

Old Business

Dennis Uniform issue was discussed whereas they maintain inventory of SDTP uniforms and won't disclose inventory levels probably for fear of losing the business. Cissy Frakes (Diocesan School Board) will follow up with the appropriate legal counsel to determine agreement out clause options and follow with Ms. Standerfer.

Candy Cane Lane – Scheduled as planned on Saturday, November 14, 2009.

Committee Reports

- 1) CTODP – Geriann Heslin –ongoing.
- 2) Building and Grounds – Vacant – no update.
- 3) Development and Marketing – Liz Camacho. Website update report (See above for details).
- 4) Social Action –Ms. Joan Dewane – Students are working on cards for the homebound for the holidays; Veteran event went well with three students winning awards.
- 5) Fundraising – Vacant – Liz Camacho mentioned that fundraising should start early in the year. Script Christmas promotion was mentioned and Lisa Wilmot suggested that a flyer go out with a picture of the gift cards one could purchase with Script to promote ease of use and get additional visibility for the program. Lisa Wilmot and Liz Camacho to work on this effort.
- 6) Volunteer Administration – Vacant – no update
- 7) School Community Building – Sean Healy – no update

Closing Prayer

Adjournment

Robert Filler adjourned the meeting at 6:37 PM.

Next Meeting

Thursday, December 10, 2009

Minutes submitted by: Liz Camacho

Minutes to be approved by: The Advisory Board

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2009 – 2010 Future Meeting Dates

All future meeting to be held at 4:00 PM:

- 1) December 10, 2009
- 2) January 14, 2010
- 3) February 11, 2010
- 4) March 11, 2010
- 5) April 8, 2010
- 6) May 13, 2010

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