

St. John Vianney Catholic School
Advisory Board
Minutes – August 19, 2009

Members Present: Tricia Sidell, Trisha San Miguel, Sr. Ignacia, Stacy Missigman, Dan Ashlock, Father John, Maria Mesquita, Veronica Ramirez, Georgia Gonzalez

Member	Position
Stacy Missigman	President
Dan Ashlock	Vice President
Trisha San Miguel	Secretary
Tricia Sidell	Parish Finance
Georgia Gonzalez	Development Committee
Public Relations & Media, Student Recruitment	Maria Mesquite and Veronica Ramirez
Vacant	Finance Committee
Sr. Ignacia Carrillo	SJV Principal
Fr. John Herman	SJV Pastor

Call to Order

Meeting was called to order at 7:01pm by the board president.

Opening Prayer

The meeting opened with a prayer by Father John.

Welcomes/Introductions

Member roll call was taken. Stacy announced that Kevin Rodriguez, Finance Committee, has resigned from the board. Father John shared that we have a potential candidate for a position on the board. The candidate has been contacted. A suggestion was offered for parents to participate on the board and attend monthly meetings. The board will move forward with the current members and open up board invitations next year.

The position of Vice President is currently vacant. A discussion was held to appoint Dan to this position. A motion was made by Stacy and seconded by Trisha San Miguel to appoint Dan as Vice President. Vote passed 5-0.

A review of the standing committee appointments was made as follows:

Finance Committee	Vacant
Development Committee	Georgia Gonzalez
Public Relations and Media	Maria Mesquite and Veronica Ramirez

The student recruitment committee has been combined with the public relations and media committee.

The parent recruitment committee has been disbanded. The school has three room parent coordinators who do a great job of involving parents in volunteer activities. An invitation will be extended to one room parent coordinator to serve as a liaison to the HSA (Home School Association).

Upcoming Events

No school in observance of Labor Day, Monday, September 7th.

The first Friday of each month board members will set up a table in the morning for coffee and donuts.

ITBS Testing is scheduled for September 9-24. Parents are reminded to make sure students are not absent and to avoid scheduling appointments during this time.

Curriculum Night is scheduled for September 10th. All parents are encouraged to attend.

Fall Gala is scheduled for November 7th. The event has been moved to the US Airway Center. Sponsors and donations are being solicited.

School Report

Currently we have 264 students enrolled with a possibility of more preschoolers coming.

An “In-Study” report is being scanned and will be emailed to teachers. This report pertains to the school accreditation. The advisory board may meet prior to their meeting to review this document.

A wish list and FAQ section will be added to the website. The sjvgala.com website has gone live.

Constitution and Bylaws

The advisory board reviewed the constitution and bylaws as a group. The composition of the board, election protocol, and terms for members and officers was reviewed. It was agreed by all board members to establish a quorum of seven. A motion was made by Maria and seconded by Veronica to approve the constitution and bylaws. Vote passed 5-0.

A discussion was held in regards to open meetings. Parents are encouraged to attend the monthly advisory board meetings. A draft agenda will be prepared and posted to the website three weeks prior to the meeting. The final agenda will be posted one week prior to the meeting. Sr. Ignacia wants the opportunity to screen parent concerns before they approach the board. Any parent wishing to speak at the monthly meeting will be asked to complete a “speaker card” and will have a three minute time limit to address the board.

The letter from the advisory board was reviewed, edited and agreed upon. The letter will be posted to the website.

The strategic plan established for 2007-2010 is down to three remaining goals.

- Goal 1: Retain and develop teachers (grants) - Seek grant opportunities, write grants and submit. Georgia will fill this void and actively seek opportunities and submit grants.
- Goal 2: Increase Enrollment – Maria and Veronica will actively serve in this capacity to increase enrollment.
- Goal 3: Increase Financial Stability – A marketing plan is needed for CTODP. Sr. Ignacia has met, with a St. Thomas Aquinas member, to discuss setting up a CTODP committee here at St. John Vianney. The first step is to develop a team. Sr. Ignacia will solicit qualified personnel. A need exists to be able to explain the CTODP process effectively in English and Spanish.

Standing Committee Reports & Discussion

This item was tabled.

School Needs

The intercom is not connected to the cafeteria or parish office. Input will be solicited from teachers and administration. Each group will generate their top five school needs list. Both lists will be blended to create a top 10 list. The compiled list will be brought to the advisory board. School needs will be filled externally if possible.

Idea Sharing and Open Discussion

Each board member voiced their opinion on the current meeting held. The general consensus was the meeting was productive and off to a good start.

Meeting adjourned at 8:40 pm.