



IHMCS Advisory Council Meeting Minutes November 11, 2004

Attending: Cheri Gardner, Father Patrick Hipwell, Deann Speltz, Brad Cook, Ken Horst, Gina Musech, John Goodrich, Jane Victorey, Terri Kemmerer, Tim Benz

Father Patrick began the meeting with prayer.

Finance: Jane reported that financially the school is doing well. Income is above projections and expenses are down. Tuition receipts are running ahead of schedule. Approximately 10% of school families are on the automatic withdrawal plan. There have been no "insufficient funds" problems with this new system. There are only a couple accounts behind in payments and Cheri is handling these individually. Final construction costs were \$140,000 under budget and the school has not drawn on the line of credit through November 1. Thanks to Brad Cook in helping to negotiate the terms of the loan for the project.

John reported that going into the year we projected a small budget shortfall for the 2004-05 year. The committee is working on a forecast model for the school over the next several years. The committee is working on new internal controls for parish and school in handling finances.

Development: Gina reports that the campaign has raised \$1.3 million in pledges toward the \$1.5 million goal. Fabulous news was just given to the school. An anonymous donor has committed \$200,000 to the project to be used as a challenge grant. All new gifts of \$2000-4999 will be matched 1:1 and all gifts of \$5,000+ will be matched 2:1. Follow-up on this will be done in December and an announcement will be made at Grand Celebration. Mailings will be going to all parish and school families. Terri Kemmerer also reports that the Blessed Mother Invest in a Student Fund is open for donations. There is a new brochure available for more information. This is for scholarship assistance. So far, \$775 has been raised.

PR/Marketing: The committee has met 4 times. They are looking at potential open houses for prospective students. The council felt it was important to ensure that people look at IHM as a "one stop shop," meaning student come for K-8 and then look at options for high school. There is a rumor that students who are interested in attending Benilde-St. Margaret's for grades 9-12 must enroll in their junior high to ensure their spot in the high school. This is not true, and nearly every qualified student who wants to go to BSM has a chance to get into school. We also must market the fact we are a Catholic school, not just an alternate to the public school system.

Strategic/LR Planning: Brad has been in contact with some people regarding best practices in relation to strategic planning. Brad, Tim and Cheri are meeting to discuss the most important topics as it relates to the future success and viability of IHMCS.

Some topics for discussion are busing, finances/tuition and student enrollment/recruitment.

Policy: Terri reports that all policies for the school were distributed to all school families and faculty/staff. These are to be reviewed by all and then sign an agreement in the packet and return to the school. The committee is also reviewing any gaps in the school policies. Soon the committee will be working on measurement and evaluation of school actions. Terri will also send around a shortened version of our orientation that she has shared with her committee. This would assist in training and orienting new committee members. A paper trail of all Advisory Council activity should be kept. Tim will keep all minutes from meetings to pass for succession planning. Also, minutes from meetings will be available on the IHMCS website.

Home and School: The HSA Back to School Night was a tremendous success. Congratulations to Deann and the committee. There was standing room only for the presentation. Sally Foster fundraiser was very successful the program raised \$12,500 (The goal was to raise \$5000.) So far, Grand Celebration planning is very active; more than 230 people have registered thus far. There are fewer silent auction items so far, but the committee expects to receive more before the event. Bingo Bonanza planning is already underway. Some people have suggested about doing a school/parish cookbook, but that is under consideration. There may be a fundraiser through the Men's Club to assist with some of the athletic equipment needs.

School Update: Cheri handed out a status report on the school. There are 305 students in K-8 and another 44 in the preschool program. Of the 183 families, 142 are from IHM. The school and parish must complete Archdiocesan mandated background checks on all teachers, staff and volunteers. These are at a cost of \$14.00 per person for volunteers and \$50-60 for paid faculty/staff. Teachers have been working on a curriculum overview. The plan will be posted on the website by the end of the month. A new religion program will be introduced for the 2005-06 school year for K-6. There are several plans for Advent including a weekly prayer service each Monday, reconciliation prayer service for grades 3-8 and several service projects. The Library will be up and running next week. This has been a very arduous task and thanks to many volunteers who helped.

Cheri also distributed the salary scale for teachers. This is similar to many archdiocesan schools and other schools in the area. One topic we need to look at is the busing situation. Brad Cook's committee will do more in depth research, but there are not many students using the service and we need to decide if the service is worth the cost.

Next Meeting: Thursday, December 9, 2004 at 6:00 p.m.