

St. Joseph Cathedral School Advisory School Board  
Minutes of the Meeting  
Wednesday, June 25, 2008

Cindy Donovan called the meeting to order at 7:30 p.m. and Monsignor Kurwicky opened with a prayer.

Members present: Monsignor Kurwicky, Spencer Allen, Susan Ponder, Father Shetler, Cindy Donovan, Kathy Frese, Tom Imhoff, Mary Simmons, Denise Schebaum, Craig Husting, Denis Gladbach, Gracia Asmar and Brenda Haugen

Absent: Rich Hafner, Joan Rundle

Guest: Jennifer Wright (incoming Advisory School Board member)

Discussion of Board Officers for 08-09:

The outgoing board members, (Craig, Denise and Denis) began a discussion as to the benefit of having a "president-elect" position, in lieu of the vice president position, so that the person in that position would have more of an idea as to what the responsibilities and duties are of the Advisory School Board President before assuming the position. There was some discussion as to the benefits and drawbacks of doing so – notably doing so would require a change in the constitution and by-laws of the Advisory School Board. It was decided that this would be discussed further in the fall. That being said, the slate of officers proposed for the 08-09 school year are: Cindy Donovan – President, Joan Rundle – Vice-President and Brenda Haugen – Secretary. Tom Imhoff moved that the slate be accepted. Mary Simmons seconded and the motion passed.

Principal's Report – Mr. Allen:

Mr. Allen thanked the departing members of the Advisory School Board – Craig Husting, Denise Schebaum and Denis Gladbach for the years of service and their numerous contributions to the board and to the school. Mr. Allen also reported that Wendy Gladbach has accepted the position of head cook for the school.

Board Committee Report – Long-Range Planning / Finance subcommittee – Kathy Frese:

Kathy presented the report for our school's "budget to actual" finances for the eleven months ending May 31, 2008. As of that date, our expenses were 90.26% of the budget with one month left in the budget year. Additionally, Joan Rundle had previously researched and Kathy Frese presented a review of the financial processes in the school office as of May 2008. It was suggested and has been approved that a qualified volunteer assist with record-keeping of the school office's checking account to better track the flow of funds by recording the individual "funds" within this single account.

Collection of Advisory School Board Self-Evaluation Forms:

Cindy collected the completed evaluations from the board.

Safety & Progress of Construction – Monsignor Kurwicky:

- Monsignor reported on the progress of the construction. He said he had to explain to the construction staff the need to discuss things with him before they act on it. He corrected them on two issues and reminded them to implement what is on the plans.
- Monsignor reported that a number of the electric lines will be underground. He stated they intend on saving the three trees next to the rectory.
- He also reported that the demolition of the rectory will begin July 2 and after that there will be a few days when the Cathedral, school and parish offices will have the power shut off to conduct electrical work.
- Monsignor reported that the Ground Breaking Ceremony held June 22 went very well and extended a thank you to Leslie Verslues and Ann Bax for doing a great job in organizing the event.
- Nothing can yet be determined as to the drop off and pick up of students for the upcoming school year until we can assess where the builders are with the physical construction. This will be reviewed in August.

Pastor's Report:

Monsignor reported that there is a possibility of a real cash deficit of \$35,000 - \$45,000 for the year. He also remarked that he had run the two outgoing 8<sup>th</sup> grader' essays in the bulletin in the past two weeks. These were the essays chosen to be read by the students at the last 8<sup>th</sup> grade school Mass.

Home & School Report:

Gracia Asmar reported that:

- Scrip is currently at a \$21,000 profit.
- Welcome Back BBQ will be Aug. 4.
- Teacher Breakfast will be August 14.
- Oct. 17 will be the President's Fitness Day. Equipment will be needed for this and is in their budget.
- Home & School Association will be replacing our American flags.

Parish Council Report:

No report.

Closing Prayer:

Monsignor Kurwicki closed the meeting with a prayer.

The next meeting is scheduled for Wednesday, August 6 at 6:00 p.m. at the parish office.

Respectfully submitted: Brenda Haugen