

SAINT MARY'S HIGH SCHOOL ADVISORY BOARD

In the tradition of the Franciscan Fathers and Sisters of the Precious Blood

The Mission of Saint Mary's High School is to provide a quality Catholic education by developing and sustaining a rich tradition in Gospel and family values, discipline and respect.

School Advisory Board Meeting Minutes

Monday, November 17, 2008

5:30 p.m.

Saint Mary's Cafeteria

The Saint Mary's High School Advisory Board met on Monday, November 17, 2008 beginning at 5:30 p.m. in the Saint Mary's Cafeteria.

Members present: Stan Bednarek, Jeff Glenn, Juanita Gutierrez, Yvonne Koehler, Joe Ortiz, Roseann Osborn Perez, Adela Trujillo, Michael Ward, Stefanie Villa, Cindy Zapien and Father Paul Sullivan.

Members absent: Ronnie Perez.

Attendees: Bridget Costello, Director of Development, Kurt Schuler and Elizabeth Evans, Co-Presidents of Saint Mary's PTO.

The meeting opened with a prayer by Yvonne Koehler.

The meeting was presided over by Roseann Osborn Perez for Ronnie Perez who was unable to attend tonight's meeting.

The minutes of the October, 2008 meeting were accepted as read.

Reports:

*****Reports from the following committees are e-mailed/distributed prior to Advisory Board Meetings*****

Student Council Report: Sarah McShane, President of STUCO and Chris Salazar, Parliamentarian gave an update on their events both past and upcoming. The following activities took place and were met with great success:

*Bonfire

*Overnight sleep-in

*Homecoming and Homecoming Dance

Upcoming is "Smiles of Christmas"

Parent Organization: Kurt Schuler and Elizabeth Evans, Co-Presidents discussed the PTO events. The PTO hosted the Honor Boards in October. Mrs. Craig has done a great job in running this event over the past few years. A recent PTO breakfast with Mr. Mauro was held in November. Another breakfast will be on December 9th. PTO was represented during the recent Open House and an upcoming parent retreat in the Spring is being planned by Mrs. Martinez.

Development Report: Mrs. Costello discussed the annual fund, CTODP, and upcoming phone a thon.

Principals Report: Nothing new to add from the report. Mr. Glenn noted he would like to thank Mrs. Mellis (Band Director) for her efforts during the recent events the band was in attendance.

Finance Report: Roseann Osborn Perez spoke on behalf of Mrs. Hansen on the latest financial issues. The business staff is working very hard with those families who are delinquent in tuition payments.

Strategic Planning Report: The next meeting is December 1.

Building and Grounds Report: Cindy Zapien noted that the committee has suggested staff be knowledgeable on the use of fire extinguishers. They are also looking at creating an inventory list on supplies and repairs. Mark Mauro noted an exact replica of the statute that was damaged during a recent monsoon has been put in place. Mr. Mauro added that Liz and the custodial staff did a great job on getting the campus to look beautiful.

Technology Report: Yvonne Koehler discussed the standardizations on the web page which then brought a round of discussion and ideas with much being on advertising. Mrs. Evans, Co-President of the PTO offered her services to the technology committee.

Old Business:

Abatement: The abatement is moving forward and on track.

Accreditation Update: Everyone should have received the accreditation document chapters 1-3 that had been e mailed. Additional sections will be sent out to Advisory Board members in the next few weeks for their review and comments. The faculty has been working on portfolios for their departments.

Marketing Committee: The subcommittee will be meeting on Thursday, November 20th at 7:30 am. The 8th grade days were very successful with over 600 students attending, and the Open House also saw many families in attendance. A huge push with mailings between the Development Office and office staff was done. The Advisory Board was commended for their role in the Open House cooking hotdogs. Another good marketing tool has been the parish captains.

New Business:

Parent Recognition: Roseann Osborn Perez asked everyone to get their criteria for this recognition award to Ronnie so it can be finalized at the December meeting and recognition begins in January.

Upcoming Events:

Suggested Items for Next Meeting:

- *Abatement
- *Accreditation
- *Marketing update

Suggested item for the January meeting: Bridget Costello has offered to share her presentation to that she does when the Development Office visits schools.

Good of Order:

*School play begins with production on November 20th

*Smiles of Christmas – December 4th – Advisory Board were asked to attend to help cook.

Next month prayer will be done by Michael Ward.

The meeting closed with a prayer by Yvonne Koehler.

The next meeting of the Advisory Board is December 8.