

# **Saint Lawrence School Commission**

## **Meeting Minutes**

### **July 18, 2006**

#### **Call To Order**

Karen Packard, Vice-President called the meeting to order in the lower level of Saint Lawrence Church at 6:35 pm.

#### **Members Present**

Karen Packard, Dave McNally, Tony Bagshaw, Julie Mattlin, Colleen Pope.

#### **Members Absent**

Tracy Boone, Thom Blondell, Nancy Carrier, Bob Morgan.

#### **Ex-Officio Members Present**

Fr. Joe Feltz, Dena Steiner

#### **Ex-Officio Member Absent**

Sr. Mary Cecile

#### **Opening Prayer**

Fr. Joe led the Commission in prayer.

#### **Old Business**

The Commission reviewed the minutes of the June 9, 2006. One correction: the spelling of Fr. Shawn Whittington's name. Julie Mattlin made a motion for approval of the minutes. Fr. Joe seconded the motion.

#### **New Business**

##### **Introduction of New Members**

Dave McNally and Tony Bagshaw (new Commission members) were provided with copies of the Saint Lawrence School Commission by-laws and Archdiocesan Commission Guide. Colleen Pope urged both members to read both documents because of her understanding that the Diocesan guide was only recently discovered. Dena Steiner and Julie Mattlin expressed that it had been used by a prior Commission to help write the St. Lawrence by-laws. Colleen asked where the archived minutes are and no one was able to answer. It was suggested that Nancy Carrier might have them. It was left to Colleen to track down old minutes.

Karen Packard encouraged all members to attend Diocesan training, which is to be held on Wednesday nights during September throughout Indiana. It was suggested that the by-laws be amended to make attendance mandatory for Commission members. The distance could be problematic. Topic is to be discussed at the next meeting when entire Commission is in attendance.

##### **Survey Results**

Discussion of survey and follow-up letter to parents was postponed until the August meeting due to the absence of Thom Blondell and Bob Morgan. The surveys will be summarized for distribution to parents before start of school year. Communication is the key according the surveys.

##### **Fundraising Committee**

Julie Mattlin provided a detailed procedure for evaluating fundraising proposals. Julie is going to make minor changes to this and forward to members for final approval. Market Day and the rummage sale are being added to the list of fundraisers. Also, an identity should be included on certain notices to limit calls

to the Commission member who is in charge of committees, events, etc. i.e. bingo – Karen Packard, finance – Julie Mattlin.

Julie also drafted a “Welcome Back” letter introducing the Commission members to school parents. Minor changes to this document: e-mail addresses to me added, grades of members’ students, and career revisions.

### **Financial Report**

Julie Mattlin presented the Financial Report. Julie explained several accounts for the new members and stated the fiscal year runs July 1 – June 30. Although there are two entities (the church and the school) there is only one account, which serves both. For fiscal 2006 Saint Lawrence School has a \$34,000.00 deficit. Funds are being borrowed to make ends meet. These borrowed funds are from non-replenishing accounts. Julie to attend a finance meeting (she sits on the parish council finance committee) on 8/16/06 to discuss a possible parish subsidy increase. Dena Steiner is to request funds from the PTO. Both Julie and Dena stated that the principal is the authority to take on this transaction. No one has a copy of the PTO by-laws so this could not be verified although she will proceed since the Commission members did not pose any objections. Colleen Pope is to try to obtain a copy and maintain for future reference. Dena also mentioned that Saint Lawrence is to be audited this year. Discussion followed regarding Dearborn County Grant money.

### **Bingo Update**

5. Karen Packard stated that there are several new operators for bingo. Both Karen and Dena Steiner have received telephone calls from non-parishioner parents regarding the fact that they are required to work bingo. Karen would like to institute either a reward for working your scheduled bingo or a punishment for not fulfilling your obligation. Dena stated she would reconsider an out of uniform pass for the child(ren) of parents who work their assigned days. Dena might also add which parents didn't show up to work along with those scheduled in her monthly newsletter.

### **Parish Council Report**

Fr. Joe discussed the upcoming Ministry Fair. -----He also asked the Commission to keep the Legacy Campaign (scheduled for spring 2007) in mind. Think of items for Father's wish list with the funds raised.

Dave McNally brought up the parish picnic being presented by the Knights of Columbus. The picnic is on Sunday August 27 at the Greendale Cabin at 2:15.

### **School Report**

Dena Steiner has hired a cleaning person for the school pending a background check. Dena mentioned a new Wellness Policy designed by the Archdiocese. The focus is on nutrition and health. The Kindergarten meeting is scheduled for Tuesday August 8<sup>th</sup> at 7:00.

School Commission meetings will now begin at 6:30 pm.

### **Closing Prayer**

Karen Packard led the Commission in a closing prayer.

The next meeting will be on Tuesday August 1, 2006 at 6:30 in the lower level of the church.

Respectfully submitted,  
Colleen Pope  
Secretary  
July 21, 2006