



# Pope John Paul II Catholic School

320 North Ashe Street  
Southern Pines, North Carolina 28387  
910.692.6241

## PJPII School Advisory Board Minutes October 13, 2009

Members present: Brian Barrett, Kelly Curran, Rob Deucher, Dr. Jim Gaddy, Laura Gollehon, Msgr. Ingham, Fr. Bill John, Rick Kruska, Barb Lamblin, Dennis Regan, Sr., Clare Reinhardt, Yvette Stepnoski

Members Absent: Gretchen Kelly

- I. Call to order – 6:00 PM – Dr. James Gaddy
- II. Opening Prayer – Msgr. Ingham
- III. Minutes from September 15th were accepted without revisions.
- IV. Committee Reports
  - 1) School Report:
    - a) Current enrollment - 116 students, Year end goal of 120
    - b) H1N1Flu shots available on 11/20 at the school.
    - c) Visit to St. Stephens went well, still more information about the school to be obtained, tuition, etc.
  - 2) Student Performance Committee:
    - a) ITBS, Test for K-7 were sent out and results to be sent back by end of November.
  - 3) Planning Committee:
    - a) Position descriptions: Student Performance Committee Chair and the Operations/Building Maintenance Committee Chair to be added to the Standing Boards section of the By-Laws. Motioned and approved.
    - b) Position description for Parent Representative revised paragraph #2: end statement after concerns, deleting regarding . . . , paragraph #3: correct spelling of Repetitive to Representative and delete “strategic.”
    - c) Mission Effectiveness Committee Chair motioned to strike from Position Descriptions and approved.
  - 4) Finance Committee:
    - a) Variety of types of discounts available on student enrollment: tiers, TRIP-Tuition Reduction Incentive Program, adopt a student program, credit card transaction fees.
    - b) Tuition structure to be discussed in more detail in near future.
  - 5) Institutional Advancement Committees – No report
    - a) Marketing Committee
    - b) Development Committee
  - 6) Operations/Building Maintenance Committee
    - a) Will consult with Principal to see what projects there are to be done.

- 7) Faculty Representative:
  - a) Good things are happening and not issues to bring forward.
- 8) Parent Representative:
  - a) School Directory is published and ready for distribution
  - b) Mardi Gras tickets are approved
  - c) Book Fair starts this Friday, October 16<sup>th</sup>.
  - d) Fall Festival is October 17<sup>th</sup> in the parking lot.
  - e) Service Project of students performing chores for the Festival of Trees brought in \$600. Crusaders Service group made ornaments.

V. Old Business:

- a) By-Law Review: changes made as stated in IV 3 as discussed
- b) Position description approval – changes made as stated in IV3
- c) Strategic Plan Priorities – goals need to be prioritized and measured.
- d) Capital Campaign – Committee needed, possible hiring of a Development Director that is separate from the Board, but reports to the Board, 3 people available with interest at Sacred Heart.
- e) Development Committee – endowment and annual funds need to be determined.
- f) Vice Chairman needed as part of succession plan, qualifications to be education, business and board experience.
- g) Amendments to the By-laws terms to be added for the Advisory Board Members.

VI. New Business

- a) Tuition Structure for next year

VII. Closing Prayer – Msgr. Ingham

VIII. Adjournment – 6:58 PM by Dr. James Gaddy

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Meeting Dates:

November 10

December 1

January 12

February 9

March 9

April 13

May 11 – Last Business Meeting

June 8 – Celebration Dinner

All meetings will begin at 6:00 PM and be held in the Parish Hall