

JACS BOARD MEETING MINUTES
November 15, 2017

MEMBERS PRESENT:

Pat Lonardo, Sacred Heart Parish Representative
Maryann Mitts, Secretary/St. Peter's Parish Representative
Michael LaFerla, Vice-President/St. Mary's Parish Representative
Sr. Joan Schwager, Sisters of Mercy Representative
Georgiana McGriff, System Director
Ann Hamlet, Principal/St. Mary's Elementary School
Tracey Welch, Principal/St. Peter's-McAuley
Fr. Justin Monaghan, Pastor/St. Mary's Parish
Michael Teeter, President/St. Mary's Parish Representative
Patricia Moore, Treasurer; Building & Grounds/St. Peter's Parish Representative

MEMBERS ABSENT:

Joe Patzner/Sacred Heart Parish Representative
Fr. J. Friedel, Pastor/St. Peter's Parish
Fr. Rahab Isidor, Pastor/Sacred Heart Parish

COMMITTEE MEMBERS PRESENT: Chris Churchwell – Finance

COMMITTEE MEMBERS ABSENT: None

President Michael Teeter called the meeting to order.

PRAYER REQUESTS: Several

OPENING PRAYER: Given by Fr. Justin

PRINCIPAL/DIRECTOR REPORTS: In addition to the reports available online:

Ann Hamlet:

No Additional Information Provided.

Tracey Welch:

Celebration of Schools was held this week at Missouri Southern. Several of our teachers received awards at the ceremony. This event is provided through the Southwest Center for Professional Development. We are grateful to be one of the many "friends" of this organization. The Southwest Center is a professional development entity in Southwest Missouri consisting of 41 School Districts, each of whom pay a membership fee. Many different groups, such as Curriculum, Technology, Administration and Counselors for Education in Southwest Missouri are recognized. The organization consists of mainly public schools and focuses on collaboration amongst them. Nearly 400 people attended the Celebration of Schools event. MSSU and Joplin Globe are partners. Very reasonably priced and very well done. We used monies from the Federal Funds received from Joplin R8.

Randy Robertson has brought up a concern about our baseball team. We are worried about not having enough students to field a team this year. Please spread the word! We do not want to lose it. Eight boys seem very interested, but it would be good to have 10 or 11. One advantage when talking to students is that playing time will not be a problem! We cannot use girls because we have a softball team. Encourage students to play. Several boys are running track during the Spring, but assure them that they can do both. We co-op for soccer, but we can't go with College Heights because it will move them up to

another competition level in the state. TJ could be an option. They do not have a baseball team. In the past, they have had no interest. Home school students could also be an option.

Georgiana McGriff:

Strategic Planning invitations are being sent out. The thought is that emails should be sent to parents, board, or anyone else that should be considered a part of the strategic planning process. One of the sessions will be held during the day at lunch and one in the evening on a different day. Sr. Joan noted that information should come from both means. There will be standards set, some that are pulled from Springfield Catholic and Notre Dame (such as surveys) that can be used as well as many other resources. Michael LaFerla mentioned that he has a contact at Springfield Catholic (Skahan). Jeanne Skahan, Principal at Catholic has already been very helpful to us according to Georgiana and several others.

COMMITTEE REPORTS:

- **Finance:** No financials to compare at this time. Chris mentioned that there is a long history with Payroll Vault and financial statements. Renee is now involved in the process because the system is Black Bod and she is familiar with it. We spent quite a bit of time looking into it and due to the fact that some people wanted to look at other accounting programs during the whole month of October, some time was lost. Because of this, we lost a month.

We finally made a decision at the beginning of November. The good news is that there is cash in bank and the bills have been paid. We just need something to bring it together. In the past there was a lot of doubling up on the amount of work. At this time, we have decided to go with Quick Books and try to upload Quicken.

The idea is to develop a non-profit setup with the least cost involved. We need financial statements. With Quick Books we will be able to upload and have its history. We may even end up with a financial summary. Payroll is going to be consolidated into each separate schools (St. Mary's, St. Peter's, McAuley) There also won't be detailed financials anymore. The diocese likes to see the breakdown for each school.

Tammy and Renee are meticulous and we are looking at things closely especially in terms of billing and spending. We now have better eyes on our spending habits. We are looking into areas that we took for granted before. For instance, we have changed our trash service and by doing so, we can now get it \$200 a month cheaper. Our bidding and financial practices will be much better.

Georgiana showed a draft of a tuition payment document. She said that she dug around and found a policy on tuition, fees and payments along with the letter that went out with it. The two don't correspond with each other.

She also stated that there is no process for collections especially when people leave the system and don't pay their balances. We need procedures to try to collect that money. People have been allowed to have an \$8000 bill and leave without paying. She passed out a procedure outline. We pulled some information from the same policies at St. Mary's Colgan and Springfield Catholic. Father Justin and Father J. agreed that they needed to be involved in the process which includes people being required to go visit with their priest about their payment plans. Also, holding records, such as transcripts, is a big deal because it will prevent a student from being able to transfer to another school if the family still owes a balance. This is a very common

practice to help ensure payment of bills. We can't legally do it, but the parents understand that financial obligations need to be met. Ann said that we can put the financial obligations in the handbook. At Norte Dame, they set the standard and haven't had problems. There are some times when difficult times occur and exceptions are made.

Some of the past balances will need to be written off. Next year, a specific procedure will be ready. It will be ready to go in January. Michael LaFerla said that 15-30 days is the amount of time to collect payments, after that, the likelihood of collecting goes down 40%. Special Arrangements have been made by people in the past and not upheld. Renee and Georgiana will continue to work on it.

Ann said that a ten-day letter is sent out and the principals would contact them and ask them to contact the business office. She said that she understands that she has to stand behind the business department, but her main focus is in educating the children. She stated that she was not going to look at any child differently based on the amount of money their family owed/did not owe in tuition dollars.

Easter Egg Hunt - in April and March is butchered due to how the calendar falls. It was suggested that it be done a little bit later and have a flash light Easter egg hunt. 35 kids looked at the school last year. Chris said that it requires that we get our budget together. Sr. Joan asked if March is a really a good time. Father J. and Father Justin were very supportive of the event in the past.

Annual Appeal -Brochures should be mailed out next week for the Annual Appeal. Monday night's Kickoff was very good as the turnout was excellent, especially from the faculty and staff.

Script – Fourteen (14) large businesses have been contacted by Georgiana. Most are previous contacts of hers. An introductory email was also sent out about Christy contacting them. Father Justin and Father J. will promote it which will help us see a bigger return.

Grant -We just received a grant for \$33,000. This is a big deal. The money will be used to pay for a lot of technologies. Our volunteers, who are working two or three times a week, are doing exceptional things in this area.

- **Development/Fundraising:** See Above

Alumni: None

Building & Grounds:

The window is in and gorgeous. Georgiana asked if we could pay Jim Dooley the last installment. The recent rain must not have caused damage because no news is good news. She just needed advice on when to pay. It was decided to go ahead and pay him. It was noted that he is on the hook for the warranty anyway, so there was no problem with paying him in full.

Two new sound systems have been installed, but need Mics. They will be kept in the gym area. Volunteer money will be used to put a bathroom in. It was mentioned that plumbing is already in the one classroom close to the gym. It is being considered to have one of each (men's / women's) or a family bathroom. It will need to be handicapped accessible. Maybe one bigger bathroom should be constructed and call it a handicapped bathroom as well. Dr. Joseph will send an architect. The new bathrooms will keep young children from running up and down the hallways and keep people out of the building in general. It is a safety concern as some people could wander upstairs without anyone knowing. It was noted that the bathrooms in gym are nasty.

Father Justin asked if the next time we have a social (whether or not it is held at 609) would we please use a microphone.

OLD BUSINESS: None

NEW BUSINESS: None

CLOSING PRAYER: Given by Michael Teeter

NEXT MEETING: No Meeting in December.

January Meeting will be held January 17th at 6:30 p.m. at McAuley High School in the Library.