

Meeting Minutes for School Development Meeting September 6th, 2016

Opening Prayer

Attendees

Christina Legner, Kellie Kouba, Sharon Hurley, Melissa Swiecicki, Rich Garrigan, Collette Borland, Trish Wallinger, Chris Halliburton, and Jackie Ortega

Previous Minutes Approved by Christina and Sharon

Alumni

- August Rush Results/ Alumni Support - Thanks to the Wessling (Willie '87), Lee (Joanna '89), and Yale (Janet '91, Ethan '15) families for their help running the tournament. Had 9 teams (down from 14 last year), 4 of whom included Alumni. 2nd Place team was Alumni Ethan Yale '15 and Akot Akot '15. Thanks to Jackie & Cathy for help with materials—binders and laminated stories. Had laminated stories posted on wall behind tournament and binders on tournament registration table. Raised \$22.50 toward 2017 Alumni Scholarships. Thanks to all those who helped out with this Youth Ministry sponsored event.
- Transition - No update on Alumni Board. Still plan to make request for interest via email, website, facebook, newsletter, bulletin for board member interest this month. Along with that am working on 27 role descriptions. Plan to post summary of each on website.
- Fall 2016 Newsletter – Target mailing by November 18th. Ideas for content: Letter from Fr. Del, letter from Dr. Wallinger, Dominican Tradition article from Ted, Solicitation for 4 Alumni Board Members & 27 Supporting Roles, Scholarships 2017 opportunity, Teachers Showcase (2 teachers), Alumni Showcase (e.g., Judge Thompson, Targy/Connealy WYD, etc.), Current Student Showcase, Alumni Donations Received & Upcoming Opportunities, Benefit Auction 2016 results & 2017 info. Anything else? Will get a note out to all those I need input from. Will put Amazon smiles in newsletter and will bring a draft to October meeting.
- Miscellaneous – Christina will attend SDC meetings until new board/successor is identified/up-to-speed (target timing Q1 2017). Not planning a December event like we had in '14 and '15.
- Development email addresses
- New Alumni Effort – Name donors for categories. Reach out to Sylvia about Memorial Garden kid friendly book. Event planned in November.
- Database - have 900 names with addresses and 1,400 in the database. Talked about constant contact \$25/month for social media packages for alumni.

Recruiting

- Registration results Cathy sent the statistics they have so far: 192 students, avg class size 19
- Tighten rope by separating posts for sign in front of school? Collette says we will need another sign for the Spring. The sign has a 2-season life span.
- Letters to Parents of 1 and 2 year olds If Fr. Del is interested he will send the letters to the 1 and 2 year old parents.
- Parish Festival Assignments handed out (Larry and Jackie will be out of town) Thanks to everyone who signed up to Man the table, Chris will set up, and clean up and for all bringing condiments. (sign up sheet)
- New marketing effort. El Grito parade and booth. Status? Trish said the flyers are ready, volunteers will man the booth and we will not be walking in the parade.
- New marketing effort. New Family Sponsors. Status? Informal, Cathy matched people, buddy families. Will try to get photos and a story.
- Print regular brochures – glossy paper, pro printed? Copies? Need brochures for school and AAS at Church. Can we get some out this weekend? Trish said she will work on AAS flyers for the parish festival. Collette will have return envelopes .
- Baptismal cards from students - Process being followed? Cathy asked for volunteer in Newsletter. May have a volunteer family. The 3rd grade is making the art, deadline next Friday.
- Sept coffee scheduled? Sept 15th after dropoff. 8 am Keep it simple.

Military Liaison

- Military Donuts weekend at Capehart Chapel results- Judy Mansidor says there weren't families with kids at the 8:30 Mass and Debbie Van Huffel says there were no interested families at 11:00 Mass. Good news Fr. Sam a Dominican, was glad to learn that St. Mary's School was founded by the Dominican Sisters.
- June 1st new priest Fr. Samuel Oloyede came. Has he met with Fr. Del? They have not met yet. Will talk about Timothy Broglio when appropriate.

Grants

- Update on Archdiocese technology upgrade – working on wiring, hope to complete by Christmas.
- Time frame for drafting Grant management plan with Brianna – Brianna is not working with us. Boiler plate info for grants-once we get teacher info we can apply.
- Batchelder Grant Looking to capital/infrastructure and have Fr. Del send letter. Still going back with maintenance committee. Looking at 30,000.
- Still working on teacher grant needs for this year. -Take down teacher wish list on website. No needs yet.

Grandparents

- Do birthday cards next year. Cathy sending out google forms to Grandparents. Status? What if grandparents don't have computers? Families have the information about the grandparents. Sharon can take care of grandparent database. Where will records be stored, ParishSoft or Sycamore?

Friends of St. Marys (New Marketing Effort to New Class of Donors) Instead of New Marketing effort it is donor relations.

- Who are these donors (categorically)? More general, not geared toward alumni.
- Why do these donors want to donate? To help the school.
- How will we market them over the year? (Plan to send out newsletter around Thanksgiving and Easter to donors)
- What are our marketing goals? Acknowledge what goes on at the school and what their donation does.
- How do we want them to donate? (monthly? one time? annual? Endowment?)
- Who will execute this portion of our marketing? Volunteer parents
- How much will this cost?
- Status? Let's look at donor relations, donor newsletter criteria for donors for amounts and names.

Adopt A Student

- Donations Update \$3,050 from H&S and an alumnus. Around \$4,450 donated so far this year. Also found out a parishioner just gave a \$5,000 gift for the AAS Endowment. Consider listing names in Friends of St. Mary's. How do we present the information if done on recurring basis?
- Planning Fr. Del's Thank You Celebration Sept 20th. Need help will ask Brenda and Cathy to email and put on Sign Up Genius. Also have had a glitch with invitations, may just have to call donors.
- 8th Graders call AAS donors and thank them Need 4 students for a few hours for one night between Oct 19th and 27th. What is a good night?
- AAS appeal in Parish Newsletter –When do we need the appeal Collette? Send to Collette in October.
- AAS appeal in bulletin – November
- Schedule students to produce Advent art for Bookmarks – Working on scheduling up the Sunday for student greeters to hand them out. Get date?

School Sign

- Status- complex and user unfriendly. Need to get familiar with it. Getting messages out there.
- When can we get format for submittal of displays?
- Begin Signage?
- Sign sponsors from our School sponsors? Not interested in this
- \$25 to have your kids photo and Happy Birthday on School Sign? Look at next year. Dedicate one hour right now putting information on the sign.

Coupons

- Amazon Smiles, box tops, tabs and Campbells soup request marketing to be posted regularly on facebook. Will be posting more soon, Campbells already up with contest.

Facebook

- Photos backed up – need to find more time for approvals May have a volunteer to speed up approvals.
- Total Stories written for facebook/website/bulletin Posted 12 stories since school started.
- Stats – we have 327 likes up 17 since our last meeting of 310. The two biggest stories are about Fr. Matt Rolling a ‘96 grad of St. Mary’s who co-celebrated our 1st all school Mass while home from Rome (903 reached) and the 2nd was Fr. Meeting up with his 2nd grade teacher at St. Mary’s (605 reached). The next story in line was Photos from 1st day of school (378 reached).

Website

- Board of Education new page is up, but empty? When are we going to write what Board of Ed is about and keep meeting minutes? Will work on this.
- Stats- we had 754 sessions, 441 users of which 48.9 % were new. The users are mostly from Bellevue, Omaha and Papillion, then comes Offutt AFB, Chicago, Lincoln, Council Bluffs, Boardman, and San Antonio.
- Annual Archiving? Need to work on updating for the school year so our website is current.
- Annual Rewrite Status?

New Business

- Student Experience – Dominican Traditions as part of our Curricula. Feedback? No.
- Parent Volunteers for School Development from Registration? Ask Brenda.
- Glossy book on the school -Status? Seth Ferman created some....In the near future.
- Meeting time for next Meeting – October 4th
- School Improvement Survey of parents at the parent teacher conferences. Who will do it? What is it? Why are we doing it? What can we do to help?If school development wants to add questions we can. Open computer lab to answer questions or do survey at home.
- Collette asked if we could have a school development budget by our next meeting? She asked us to send her our budget by September 20th. This is a growth management issue. She says Fr. Del will be at the next meeting.
- Database Donor Recognition- Need to focus on this year. Need to have meetings on this.
- Theresa Huff is working part time managing the parish database. Figure out a month to have an annual giving report. Show Alumni. Alumni have donated 20-30 thousand dollars to the parish Education Endowment fund. Pull a list out of parishsoft. Give special donor recognition.

Next Meeting – October 4th, 4:30 in parish center

Closing Prayer