

**St. Francis DeSales Parent Advisory Board
Meeting Minutes
November 20, 2007**

Present:

Faculty & Administration: Dan Garrick, Jim Jones, Rob Dvorak, Karen Cofojohn, Colleen Cook, Mike Asbeck, Jim Purcell Andrea Pore, Joe O’Riordan, Ryan Wiggins, Sam Chapman
Parents/Parish Representatives: Roger Edsinger, (St. Anthony), Dan Grassbaugh (St. Anthony), Mike Manning, Georgene Manning (St. Elizabeth), Devonie Bennett (St. John Neumann), Nancy Nelson (St. Matthew), Mike Milligan, Sue Milligan (St. Matthew), Kathleen Cox (St. Matthias), John Gerardi, Jennie Gerardi (St. Michael), Mary Gilbert (St. Paul), Maria Ellis (St. Paul), Colleen Livingston –Ekey(Ressurrection), Frederick “Fritz” Hoefler (Ressurrection), Cheryl Siebold ((St. James the Less)
Student Representative: Tiffany Morse
Other Guests: Judy Parker, Katie Dennis

President Nancy Nelson called the meeting to order at 8:15. Jim Jones led the opening prayer.

Minutes were distributed and approved from the October 16, 2007 meeting.

Vice President/Treasurer’s Report: Nancy Nelson for Kathy Long

- Nancy Nelson reported that there is \$2,141.99 in the treasury

Introduction of New Alumni Association President Sam Chapman ’82 Dan Garrick

- Sam Chapman reported having a fundraiser at the Watterson game to raise money for two \$500 scholarships to go to DHS students of alumni
- December 2 will be an alumni outing at the Christmas lights at the zoo

Featured Departments: Computer Lab – Judy Parker

Guidance Office – Katie Dennis

- Mrs. Parker discussed currently having three labs: the software lab, art lab, and the business department has their own lab as well as how the students are working on multimedia and drama video productions
- Dan Garrick reported that the school is in the works of going wireless
- Frederick Hoefler asked that with the advances and interest of students in computers and audio would they be available to handle audio-visual equipment at the various venues after school such as sports banquets. Mrs. Parker indicated that she should be contact with the details to see what can be arranged.
- Katie Dennis reported that there are 5 guidance counselors. Currently they are working on college applications. November 30 is the deadline to turn in forms in order to get recommendations out to colleges by Christmas.
- Students are encouraged to use tutors and labs

- Guidance office is holding monthly workshops, January workshop will cover applying for financial aid primarily set up for seniors but junior parents are welcome
- Monthly letters go out to students and they can also be found on the school website under the guidance department
- Dan Garrick thanked the guidance office for all of their efforts

Student Council Report: Tiffany Morse

- Winter formal will be held February 2 at Bridgewater on Sawmill
- Spring dance will most likely be a Sadie Hawkins dance
- Food drive to start November 21
- Blood drive is scheduled for December 12
- Classes are involved in adopt a family, money is being raised by taking pictures with Santa for \$1

Principal Report: Dan Garrick

- Dan Garrick asked for prayers for Sr. Sharon and Mrs. Messerschmitt mother-in-law
- Dan Garrick distributed and reviewed the financial report as well as the principal's report. Met with Bill Davis, Director of Finance who reviewed the budget and plans for institutional advancements. Dan Garrick reported that the meeting was favorable.
- There have been some concerns about office expenses. Hopefully maintenance expenses have leveled off. Dan Garrick reported that the diocese is looking for one gas supplier and hopefully that will contain some of the heating costs.
- Planned giving seminar is planned for after Thanksgiving break.
- December 7th principal's forum breakfast meeting at 7:00 am beginning with a Mass.
- Finance Committee is being established and details will be discussed at the January meeting.
- Dan Garrick commended the students for their involvement in the Youth Conference as well as the dedication of the band and cheerleaders.

Assistant Principal/ Instructional Effectiveness report: Jackie Messerschmitt Rob Dvorak reporting

- Work continues on developing better strategies and assessment for critical thinking skills which is part of the Accreditation process

Assistant Principal/Curriculum Report: Jim Jones

- Jim Jones distributed the curriculum report
- Second quarter progress reports are due December 3
- December 4 Feeder School Articulation meeting with feeder schoolteachers to emphasize math, science and social studies and areas of weakness in some of the incoming students.
- Finals are 1/15-1/18

Associate Administrator: Rob Dvorak

Athletic Director: Mike Asbeck

- Jim Jones reported for Mike Asbeck, Football team finished Div. II runners-up, boys soccer make it to the final four, girls soccer were CCL Champs, girls tennis advanced three players to the State Tournament, Cross Country had three runners place in the State meet, winter sports are off and running

Campus Ministry: Teresa Roybal

- Dan Garrick reported for Teresa Roybal, 50 students and 9 faculty attended the NCYC held at Nationwide and the Convention Center.
- Sophomore class recently attended a day of reflection, in order to keep the number to a manageable size the retreat was offered on 3 separate days
- Thanksgiving prayer service will be held November 21
- Freshman retreat will be held Friday December 7
- Christmas in the Courtyard will be held December 13

Faculty Representative: Jim Purcell

- Jim Purcell spoke about the moving and uplifting experience for those faculty members who attended the NCYC

Director of Admissions: Chris Joseph

- Dan Garrick reported for Chris Joseph, Open House numbers were up from last year. Appreciation was extended to those who helped organize and participated in the Open House
- Parent information sessions were scheduled at the feeder parishes prior to the Open House. Some were more successful than others as far as participation.
- Feeder parishes did a very nice job promoting the open house
- Smaller scaled open house is planned in January, this will kick off Catholic Schools week
- Follow-up letter was sent to those who attended the Open House, number of applications turned in at the open house was up

Development: Joe O’Riordan/Ryan Wiggins

- Ryan Wiggins reminded all about the planned giving seminar to be held November 27 at 7:00
- Phone-a-thon is being planned to contact alumni for general fund donations

Community Relations: Karen Cofjohn

- Honor roll lists are available for parish bulletin boards
- Mighty Pen should be out before Christmas, Details to go out beginning of December

Alumni Relations: Colleen Cook

- Colleen Cook discussed the first cluster reunion to be held July 11-13 in conjunction with the alumni softball tournament
- Festivities to be held at the Embassy Suites on Cleveland Ave.
- 2010 is the 50 year celebration

Old Business:

Open House Recap and Marketing

Dan Garrick

Covered in the above discussion

Feeder School Dance Recap

Nancy Nelson

The dance made over \$1,200, there is a need for 30 chaperones considering the number of students attending, there was some concerns about the flow of students especially how they are released to the parents, other concerns were wasting food, and the DJ

Spring dance is being planned

New Business:

Cluster Reunion Information

Colleen Cook

Covered in the above discussion

PAB Constitution Review Committee

Nancy Nelson

Nancy Nelson asked for volunteers to review the constitution and make additions, corrections and updates, meeting to be scheduled in January

St. Nicholas Day (12/6)

Nancy Nelson

Those members who signed up for scooping ice cream treats for St. Nicholas Day are to report in the school foyer around 10:30

Dan Garrick reported that the school signed an agreement with Rumpke to come and pick up recycling

PAB members voted not to have a December meeting.

Meeting adjourned at 9:20 with a closing prayer led by Dan Garrick. The next meeting is scheduled for January 15, 2007 at 7:00 at the Franciscan Center.

Respectfully submitted,

Mary Gilbert

DeSales PAB Secretary