

St. Gregory the Great Parish School Advisory Board
January Meeting Minutes
Meeting date: 01/19/05
Location: School Library

Call to order: Meeting was held in the school library although originally planned for PFC.

Opening Prayer: Fr. Ireland opened the meeting with a prayer

Roll Call-

Board members present: Mr. Pete Wilson, Mary Jo Levand, Jim Callam, Chris Lynch, Mark Geyman, Cathie McKinley, Ann Hawkins

Board members absent: Tom Wenzel (Lynch to take minutes for Tom)

Guests: Fr. Ireland, Kevin Doles, Bobbi Furst, Maria Clifford, Kathy Letizio, Michelle Farinacci, Jamie Lawler, Terry Mohorcic, Jill Medovich, Barbara Mastroianni, Roger Mastroianni, Donna Olp, Julie Senchak, Carol Sisson, Michelle Webb

Prior Meeting Minutes from the December 15, 2004: Motion to approve from Mark Geyman, seconded by Cathie McKinley and motion was approved by board.

Pastor's Report – Fr. Ireland

- Catholic Schools week begins Sunday 1/31/05 with school open house. Mr. Wilson will speak at all masses on 1/22-1/23 to invite all to the Sunday 1/31 Open House.

Principal's Report – Mr. Pete Wilson

- Schedule of events for Catholic Schools week will be similar to previous years.
- Major emphasis placed on having families interested in our school scheduling a visit. Visits can be arranged 3 days of Catholic Schools week to tour our school. Others visits can be scheduled as well.
- It was suggested that a PSR station/area be setup at Open House to inform people of the PSR program at St. Greg's. This could be organized by the PTC.
- Next year (2005-2006) there will only be two 3rd grades due to current 2nd grade size. Potential for two for 5th grade as well.
- Class size goal: max of 25 student per class and to date they are all under 30 per class.
- School does not plan to expand the Pre-school for longer sessions or all day programs due to added burden and cost of regulations & certification by state to be classified as a day care.
- Mr. Wilson will be asking for a verbal commitment from the current teachers for next year.
- Question asked on whether School has begun advertising Open house: Announcement In Church Bulletin; suggestion from Fr. Ireland to send an invitation letter to all PSR students/parents: Suggestion to send to those families with children that have come of school age by reviewing past birth certificates at the church
- Bobbi Furst to contact Cleveland Magazine about ad for school or any upcoming features on education. Bobbi will relay information back to Mr. Wilson.

Active Parishioner Status Committee – Fr. Ireland

- No recent changes or meetings since 12/15
- Latest version was printed and given to Kevin Doles to review
- Committee is checking with Diocese to be sure all components are valid. Kevin has reviewed other school registration forms as well for additional reference.
- Fr. Ireland explicitly states that an Active Parishioner means Church attendance and contributions. We need more collections to meet parish needs from parents and others.
- The rectory currently has the ability to accurately track: Bingo participation, Church envelopes received and amounts, Festival volunteers, Festival Raffle tickets sold.
- During census tracking of parish Fr. Ireland will be establishing a Parishioner Talent pool. This group would be contacted when special skills or expertise is required for a school or parish activity that would otherwise required hired resources to analyze or solve.

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Website – Mark Geyman

- Website visitors: 1,250 for the last month and has been averaging around 2,000 per month.
- Mark is researching whether he can locate the author and an electronic copy of the history of St. Gregory the Great Parish book (Green Book) to make it available on the website in electronic format.

Technology – Roger Mastroianni

- Technology meeting held today 1/19 (before SAB meeting)
- Ed-Line will be up for Catholic Schools week with help from Ms. Kim Herbert, technology coordinator.
- Ms. Kim Herbert is working on the EZGRADE Pro software for the school grade reports.
- Ms. Kim Herbert is working with the teachers to assist with their computer class activities.
- Professional development of the current staff is a key objective.
- Ms. Webb stated how beneficial and helpful Kim has been since coming on board.
- Roger indicated that the technology area may be an opportunity for parent volunteers for those with talents in the technology field
- Kim is developing a 2-year technology budget.
- The group could use help with someone experienced in writing grants for technology

Old Business

- School Financials – Mary Jo Levand reported that the information reviewed to date by SAB members on the school finances shows things are looking very good according to last year's school budget numbers.
- Fr. Ireland stated that the tuition details for the next school year will be available and announced during Catholic Schools week.
- Father Ireland was asked to identify/list in the weekly church bulletin the actual monthly key expenses for the parish as a reminder to parishioners on the cost to run our parish.
- Question posed to Fr. Ireland about a stylized Mass with the goal of improving attendance and collections (5pm Sat or Sun). Other suggestions: No music for 5pm masses (Music is available at 8, 10, 11:30am Sundays), shorter or no procession. Keep all primary components of order of mass. This has proven to be very successful at other parishes. The parish is competing for people's time and contributions and may need to look at different ways to accomplish that goal without taking anything away from the order of mass.
- Junior High curriculum – Step up program
 - Mr. Wilson: No movement to date on making any changes to program.
 - Someone suggested that they should add Math & Science to program
 - Mr. Wilson suggested that if there were parents with concerns that they contact him. A possible committee of parents may make sense to collect ideas and review with Mr. Wilson.
 - Mary Jo recommended that all SAB members refer parents with questions to Mr. Wilson for all issues on this topic.

New Business

- Excel program: Succession planning to replace Patti Dowd may be in order since her last child will be graduating in 2 years. She has done a great job and we do not want to lose any momentum.
- 80th Anniversary celebration planning (Fr. Ireland):
 - Special masses to be planned
 - Invitations to the Bishops for key events and masses
 - Fr. Ireland will be forming a 80th Anniversary Committee to represent the parish from all facets of the parish. Ann Hawkins volunteered to be the SAB representative on the committee.
 - Representation from all groups in the parish: Athletics, PTC, School, Alumni, etc..

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- Fr. Ireland to begin putting together ideas of events to occur over the course of the year leading up to the actual anniversary date and celebration. Fr. would like to have one key event per month over the course of the year hosted/sponsored by key stakeholders of the parish (Alumni, School, SAB, etc..)
- Julie Senchak volunteered to contact some of the smaller groups (Brownies, Cub Scouts, etc.) in the school to inform them of the plans. Julie will prepare a list of these groups and supply to SAB.
- Library Improvements:
 - Library needs more up to date books and updated ergonomics of the room. Many books are located in places that students can't reach. Facility has not had major update in MANY years as 30-year alumnae pointed out.
 - Quantity of new books into circulation per year is low. Need better method to increase number of new books annually.
 - It was recommended that the library staff prepare a wish list for improvements over the next 3-4 years and submit to SAB.
 - Fundraiser may be needed to assist with upgrades or direct some of the current fundraiser monies to this cause. Proceeds of the Women's Guild or candy sale may be used to assist. The recipient of these fundraisers can change year to year.
 - It was also suggested that this might be another area where grants may be available for funding these needs. (McGinty Fund?)
- Suggestion made on whether there should be a survey sent to parents on which if any fundraisers should be eliminated. No follow-up action defined.

Fr. Ireland closed with prayer.
Meeting was adjourned.

The next meeting is scheduled for Wednesday, February 16th at 7pm in PFC.