Meeting called to order @ 7:07 pm by Paul Seberger

**Present:** Fr. Don Czapla, Wendy Soltero, Jenny Fisher, Melissa Stalzer, Jim Wessling, Paul Seberger

**Guest:** Jeff Henderson

**Absent:** John Dawley and Jamie Cook

**Opening Prayer:** Wendy Soltero

Motion to approve by Fr. Don, second by Stalzer

**Approval of Agenda:** Approval of Minutes: Motion to approve by Soltero, second by Fr. Don

**Approval of the Report of Operations:** Motion to approve by Fr. Don, second by Soltero

**Comments from the Public:** none

At 7:12 pm Fr. Don moved that the board move into Executive Session second by Soltero.

At 8:24 pm Fr. Don moved that the board move out of Executive Session second by Soltero.

**Reports:**

**Principal’s Report**
Meeting date: January 31, 2012

1. Catholic Schools Week 2012
   See attached

2. STO – The STO website [www.OurFaithSTO.org](http://www.OurFaithSTO.org) has now been updated with current information on the Tuition Assistance information and the 2012 contribution forms. The site includes a link for tuition assistance – [www.ourfaithsto.org/Pages/tuition-assistance.html](http://www.ourfaithsto.org/Pages/tuition-assistance.html), and contributions [www.ourfaithsto.org/Pages/contribute.html](http://www.ourfaithsto.org/Pages/contribute.html). You can also access information from Facebook on the website at [www.facebook.com/OurFaithSTO](http://www.facebook.com/OurFaithSTO).

   The total dollar amount that was restricted to Marshalltown Area Catholic School is $20,195. I will be sending out thank you letters to all those who donated and chose not to remain anonymous.
3. Lynne Watson donated $4,000.00 to the Helen Watson Technology Fund. Her donation is greatly appreciated.

4. MACS Kindergarten Informational Event will be held Sunday, February 12, 2012 at starting promptly at 2:00pm. We will have an interpreter, childcare and door prizes available.

5. Registration for the MACS Childcare and Preschool Programs will be held at St. Henry’s Attendance Center on Tuesday, February 21 from 6:30 am – 5:30 pm for the 2012-2013 school year. Registration will be located on the lower level of the school. I will open the school for parents to meet in the hallway at 6:00am. There, they will be given a number that will specify in which order they will be allowed to pre-register. Childcare registration fee of $15.00 (non-refundable) per child is due on February 21. Preschool registration fee of $30.00 (non-refundable) per child is due on February 21.

6. MACS will hold PRE-REGISTRATION (for students that will be in Kindergarten – 6th Grade during the 2012-2013 school year) on Tuesday, February 21. Pre-Registration will be held at the St. Henry’s Attendance Center 6:30 am – 4:00 pm, and at the St. Mary’s Attendance Center Office 8:00 am – 4:00 pm. Registration fee of $75.00 (non-refundable) per child for Kindergarten – 6th Grade is due on February 21. After that date, the registration fee will be $100.00 per child.

7. Archbishop Jerome Hanus, OSB has designated a Communications Task Force to study and make a recommendation for an overall Archdiocesan Communications plan. The Task Force has a short survey that only takes 3 minutes to complete to determine communications capabilities and current methods used by employees, staff, board, & commission members. Survey responses are due by Wednesday, January 18, 2012. Please go to the following link: http://www.surveymonkey.com/s/CommunicationsInternal.

MACS Building Committee: Paul handed out a report on MACS Enrollment Projections. Sub Committees have been formed, meetings are every other Monday.

Home and School: No report

Financial statement:

$75,000 in savings deposited at the end of last school year $50,000 the year before School staying within budget. Some opportunity to take care of some carry over issues.

Budget process

- 22 students leaving from 6th, model 28 enter K, model 5 lost through attrition in other grades.
- Model Preschool -$5k, Cafeteria +$5k, Childcare +$32k
- Need a technology position – Jim
- These assumptions are close to a balanced budget without raising tuition, raising subsidy, changing headcount, or raising the salary % of public school.

Promotion Committee:
• Jenny Fisher shared with the board the new MACS brochure that will be going out to all preschools in Marshalltown. There will also be a flyer going out to all kindergarteners.

School Improvement Advisory Committee:

• Fr. Don moved to approve nine people to serve on the SIAC Committee. The committee will consist of Jim Wessling, Mary Burns, Jeff Tice, Monica Kruse, Jill Simons, Brian Boilatt, William Wiseman, Wendy Soltero, Ellen Youds. Jim reviewed the SIAC guidelines and looked at the CSIP. At the next meeting the committee will review the results from the Iowa Assessments Test.

Leaders Gram: Wendy Soltero highlighted information

Input from Local Boards: a review of the job description for the RE

Unfinished Business: none

New Business:

• Enrollment Director Fr. Don moved that we authorize Jim Wessling to use a half time employee for Public Relations effective immediately as he sees fit, second by Fisher.

• Enrollment Buildings: tabled

• Vision and Strategy planning: Paul will be emailing the board with dates for an Additional meeting.

Motion to adjourn meeting at 10:37 pm by Stalzer, second by Fr. Don.

Next meeting will be held February 16, 2012 at 7:00 pm at St Henry’s Parish Center.

Respectfully Submitted

Melissa Stalzer