

**ST. CHARLES SCHOOL COMMITTEE  
MEETING MINUTES  
August 19, 2008 7:00**

**ATTENDEES:**

Committee Members: Doug Dunlop, Rick Olejnik, Paul Prah, Kristine Roznowski, Paul Steiner, Margaret Wieland

**MEMBERS EXCUSED:** Tom Harter, Renee Horning, Terri Sippel Schmidt

1. **Opening Prayer/Quote**  
Opening prayer delivered by Rick Olejnik
2. **Approval of June minutes**  
Approval of minutes was tabled until the second half can be reviewed.
3. **Open Floor Parish/School Families**  
No open floor comments.
4. **Principal Report/Doug Dunlop**
  - a. To date, 175 students are registered. Tours are still being given.
  - b. A Spanish teacher is still being sought. St. Bruno's is also in need of a PT teacher so a shared position is a possibility for an applicant who may want FT status.
  - c. Parent's Night, currently set for Tuesday, September 9<sup>th</sup>, is in conflict with the Village of Hartland's primary which is being held in the Borromeo Room. Home and School is being asked to move the Parent's Night to Wednesday September 10<sup>th</sup> at 6:30. This date is still pending.
  - d. Parent's Night was further discussed. It was suggested that tables be set up to highlight such areas as: lunch volunteering, scrip, GS/BS, Spirit wear, Market Day and the Volunteer Notebook. This idea will be presented to Home and School.
4. **Parish Council**  
No report.
5. **Committee Reports-Finance**
  - a. Finance – no report
  - b. Alliance – no report
  - c. Athletics –no report
  - d. Home and School – Kristine Roznowski to attend the meeting tentatively set for August 26<sup>th</sup>.
6. **School Committee Marketing**
  - a. Current Projects

- i. Meet the Teacher set for Thursday, August 28 4-6
  - ii. Picnic in the Playground set for Thursday, August 28<sup>h</sup> after the Meet the Teacher. An e-mail reminder will be sent by Rick Olejnik on Tuesday, August 26<sup>th</sup>
  - iii. Brochure was reviewed. Insert in the LCR was cost prohibitive.
- b. Future Projects
- i. Marketing Plan timeline to be developed for a 12 month period. Timeline to cover Catholic School's Week, Open House, Summer Advertising push. Marketing plan to include specific media sources and cost estimates. Margaret Wieland to spearhead with Terri Sippel Schmidt, Renee Horning, Rick Olejnik and Kris Roznowski.
  - ii. New Parish Members will be contacted by Rick Olejnik and Paul Prahl.
  - iii. Parish Wide Letter with school statistics will be drafted by Rick Olejnik. New brochure will in included.
  - iv. Tracking Spreadsheet will be developed to track tours and the outcome. This will give us better data as to who our competition is (other catholic schools or public schools) as well as where follow-up is needed. Rick Olejnik will work with the school office to develop.
  - v. Contacting Realtors with the new brochure was discussed. No assignment given.

Closing prayer delivered by Rick Olejnik.  
No assignment was made for September prayer.

The next meeting will be held on September 16<sup>th</sup> at 7:00pm in the school library.

RESPECTFULLY SUBMITTED:

Margaret Wieland, Secretary  
ST. CHARLES SCHOOL COMMITTEE