

**St. Thomas School**  
**Education Commission Minutes**  
**December 2, 2009**

A. Call to Order

1. Opening prayer was led by Monsignor Ramer.
2. Check in question, "What would you like covered in the State of the School Meeting?" was answered by members. See F. 2 under New Business for a brief outline of answers given.

B. Routine Matters

1. Roll Call: Present were Tom Kelley, Wendy Carmien, Patty Tierney, Susan Cler, Janet Decker, Lainey Hewing, Nate Baxley, Starr Wilhelm, Monsignor Ramer, and Gwenn Roche. Debbie Reinhart was a guest at the meeting. Absent were Kathy Thorson, Dana Scaff and Jean Cain.
2. Susan moved to approve the minutes and Lainey seconded the motion. Motion passed.

C. Administrative Reports

1. Pastor Report: Monsignor was interested in the possibility of hosting a 5K Run in the summer as a fund raiser for the school. The committee will discuss this idea at the next meeting.
2. Principal Report: Mrs. Roche is working on following up with the Marketing/Enrollment Management meeting. See D.1 under Subcommittee Reports for further information.

D. Subcommittee Reports

1. Enrollment Management Meeting:  
Invitations were sent out to various families in the community to discuss the strengths of these families and how they can help the school. The meeting was very positive and the feedback was really good from the people who attended. For those who didn't attend, a packet will go out giving them the information discussed at the meeting.
2. PTO: Students and their families are going Christmas Caroling on 12/4/09 from 6-8 p.m. with cookies and punch afterwards.

#### E. Old Business

1. Willow Run: There were about 80 participants on Thanksgiving morning and the event made about \$900.00.
2. Susan Cler completed a very nice newsletter. Mrs. Roche and Kathy will send it out probably before Christmas. They are currently investigating printing costs.
3. Other Old Business: N/A

#### F. New Business

1. STS Honors Recognition: Honors awards were given in a slightly different fashion. All honors students were called up regardless of grade/age, given a certificate and then sat down. The high honors students did the same thing. This was done instead of calling up students according to grade level. This seemed to be the better method in presenting such awards.
2. State of the School Outline:  
The following are the desired topics for the next State of the School (rough draft): Tuition, Class Make-up, Multi-age philosophy, Preschool, Positive Focus, Training, Bussing, Review and Recap '08 meeting, Celebration, Budget.
3. Other new business  
Starr really enjoyed the Saints Day presentation. The 5<sup>th</sup> and 6<sup>th</sup> grade students did a very good job with their presentations.
4. Review action items:
  - a. Contacting families regarding baptismal records/follow up with these families as a marketing objective – Janet.
  - b. Have the tuition secured by the State of the School Meeting – Monsignor.
  - c. Meet with Lainey, Lon Tay regarding the golf outing – Mrs. Roche.

#### G. Closing

1. Nate made a motion to adjourn the meeting. Lainey seconded it. Motion passed.
2. Monsignor closed the meeting with the Glory Be prayer.

#### H. Next Meeting: January 4, 2010 at 6:30 p.m.