

MINUTES  
ST. MARY SCHOOL FINANCE ADVISORY COUNCIL  
January 11, 2018

Attendees: Fr. Doug Halsema, Christine Carter, Josh Reiker, Matt Walker,  
Amy Akins, Anna Demkowicz

I. OPENING PRAYER

Fr Halsema opened the meeting with a prayer at 10:10 am.

II. APPROVAL OF MINUTES

Attendees reviewed the November 29, 2017 minutes. A motioned was made by Fr. Doug to approve the minutes, seconded by Christine, approved as presented.

III. REPORTS AND DISCUSSION

- a. Amy presented the Financial Reports ending as of December 31, 2017  
Christine asked if it was possible to receive the reports electronically as it would be easier to view. The General Ledger Report will be emailed to Christine for review.
- b. It was brought to attention that acct 43304-3 was still showing Discounts Referrals when it should be changed to Discounts Unfunded. Anna will contact Joe Finley at the Diocese to make this correction.

Inquiry on 55801 – Loss from property Damage what was this amount for? It was for the costs associated with the demolition of the Modular Building.

A lengthy discussion was followed on accounts in the Profit and Loss statement with understanding of income and expenses associated with the accounts balances to date.

IV. NEW BUSINESS

- a. Bus Expenses  
Outsourcing school buses was mentioned again in regards to the contract sent by School District Services, Inc. Amy is still concerned with the cost and quote that came in. It is considerably high, not knowing if it is beneficial to go this route. More quotes are in the process of coming in from other outsourcing companies. More to follow on this in the months ahead.

On another note to buses, Rana Davis a previous bus driver is interested in driving for us again. We are looking into the possibility of her returning and driving the Niceville route.

Bathroom Renovations – Lord & Taylor Plumbing quote \$50,000 to \$60,000 for 4 bathrooms if pipes are in good shape. They are taking a look at issues and what exactly needs to be done to do the bathrooms.

Parents have had a concern regarding heat in bathrooms due to the extreme cold days we have been experiencing. This would be something that would also need to be considered into renovations.

- b. Fr. Doug and Ryan Thompson are looking into compiling a Capital Needs list. This would be a list of “need to does” for the school. They will present it when with the list.
- c. The Wireless project is almost complete. Amy is writing a Grant to help pay for the major portion of the expenses associated with this project. Headed towards 1 to 1 devices in the future is a goal being set. Students would still use Hardback books as well.
- d. Amy will be attending the FETC (Future of Education Technology Conference with Susie Honsinger (Computer Teacher) January 22<sup>nd</sup> – 26<sup>th</sup>.
- e. Amy reviewed with the Finance Council that checks written for \$10,000.00 and above must be approved by the Finance Council and the Diocese for any purchase.
- f. Fr. Doug suggested rolling the Book & Technology Fee into Tuition as one fee.

Fr Doug informed everyone that the overseer of the St. Theresa Thrift Store is retiring. A discussion regarding what the annual profit on this is to the school and if it is worth looking into getting someone to continue running it. After a long discussion, it was determined to put an application process out to the public to look for an individual to run the Thrift Store on an employee status and try to run it more than the 2 days a week that it has currently been doing. Amy will advertise for qualified applicants.

Matt suggested that we do some sort of a Thank You to Ms. Sonja for all she has done over the years running the Thrift Store. A suggestion to have students write thank you cards was made and present them to her.

#### Calendar Set

2017-2018 Meeting Schedule Set – January 29, 2018, February 27, 2018, April 24, 2018, May 29, 2018.

V. ADJOURNMENT: Being no further business, the meeting was adjourned at 11:45 am.

Next Meeting – February 27, 2018  
10:00 am Fr. Sherman Room

Dedicated to Catholic values, Saint Mary Catholic School is a Christ-centered educational community committed to academic excellence, spiritual growth, individual responsibility, and service to others.

*Rev. Doug | Absenar*  
*Christy Cant*