

**Fairfield-Hocking Catholic Schools Executive Committee
Minutes
July 20, 2011**

Recorder: Jeanette Kam
Next meeting: August 25, 7:00 p.m., St. Mark Parish (Changed to August 31)

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X=Attending A=Absent

Name	
Msgr. Dunn	X
Erin Schornack	X
Al Klinger	X
Fr. Kessler	X
Pam Eltringham	X
Kristin Gentile	X
Kent Kerns	X
Karen Wolfe	X

Name	
Fr. Franks	X
Carlton Rider	A
John Baughman	X
Kellie Boyden	X
Fr. Gideon	X
Kim Kirchgessner	X
James Bryant	X

Name	
Fr. Walter	X
Cynthia Goss	A
Sean Kenney	X
Fr. Reade	X
John Snider	A
Brian Shonk	X
Jeanette Kam	X

Today's Date: July 25, 2011
Call to Order: 7:00 p.m. Msgr. Dunn with prayer
Adjournment: 8:45 p.m. with prayer led by Fr. Franks
Review of previous minutes: Approved as revised
Revisions: Attendance added

Possible Agenda items for Next Meeting	
1.	Possible Future Scenarios
2.	
3.	
4.	

Odds and Ends:	

Action Minutes

Member Reporting	Subject & Summary of Discussion/Task Assigned	Action Decision	Member Responsible	Target Date for Completion
Msgr. Dunn	Sean Kenney, new President of Fisher Catholic High School, was introduced and welcomed to the Executive Committee.			
Jamie Bryant Data Processing	Data has been completed.			
Brian Shonk Finance Sub-committee Report	Finance – John Snider has received some information and is waiting for the elementary school finance information. The Sub-committee will meet on Sat., July 23.			
Kim Kirchgessner Communications Sub-committee Report	Communications has submitted a draft Letter to Leaving Families. They also distributed a draft Survey to Leaving Families and requested input from members. She requested funds to purchase subscription in Survey Monkey. A member agreed to provide the needed funds. She suggested putting the Survey Monkey under Diocese of Columbus name to allow other schools to use the service for one year. It was suggested that the families receiving the survey be followed up with a phone call.		Kim Kirchgessner	

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Kellie Boyden Facilities/ Personnel Sub-committee Report	Kellie asked for input into the Facilities Report. The maximum capacity and long-term capital needs of each building were suggested. She received another inspection-type document she can consider using. Kellie also asked for additional input into the Personnel Report. She will work with the Office of Catholic Schools to review the accuracy of the data. Pam stated that preventative information is included in the OCSAA accreditation plan of each school. Kellie will request the information from the principals.		Kellie Boyden	
Marketing Sub-committee	No report was provided. The group is meeting on July 25. Kent Kerns will join this sub-committee.			
Parent Letter/Survey	Kim (Communications) asked that the letter to Leaving Parents be approved and signed by Msgr. Dunn. The survey will be sent to all families who have left any deanery school between 2006-07 and 2010-11. Kim stated that the Survey to Leaving Parents will be completed with input, placed in Survey Monkey format, and the link will be included in the mailing.	Approved. Kim will complete the letter and submit to Msgr. Dunn. Approved. Final approval will come from Msgr. Dunn	Kim Kirchgessner	Early August
Planning Process Timeline	Survey Data - All data, including Survey data in final format Open meeting for parent input Strategic Planning – FHCSEC members Sub-Committee Goal setting Strategic Plan Submittal		Committee chairs FHCSEC FHCSEC FHCSEC FHCSEC	Sept. 29 October (date TBD) November (TBD) November Mtg. Dec. 31, 2011
Additional Items	The question arose about the purpose of the FHCSEC. Is it to specifically answer Bp. Campbell's questions to the priests or a broader purpose? Survey of Potential Parents Sean suggested possible scenario development – A,B,C,D – as a means of evaluating possible solutions. Fr. Walter suggested importance of building relationships between/among schools and families	Msgr. Dunn responded that the reason for the deanery committee is to make recommendations concerning the broader situation of the schools. Recommended Recommended Recommended	Marketing Com. All FHCSEC members FHCSEC and Marketing	Sept. 29 August 25 mtg. November mtg.