

St. Lawrence School Commission

Meeting Minutes

Tuesday, September 2, 2025 / Undercroft of St. Lawrence / 6:30 p.m.

Members were provided the following to review prior to the meeting:

- Minutes from 8/5/25 meeting
- Draft Fundraising Policy
- Meeting Agenda

I. Prayer

My Catholic School Community Stewardship Prayer

II. Attendance

Present: Father Hollowell, Dave Caldwell, Rocky Doller, Mary Ann Brauer, Bonni Hines, Sonny Wagner, Maria Nickell, Jillian Fox, Meghan Schafer, Ruthann Stenger

III. Prior Business

- A. Bonni motioned to approve the August minutes; Rocky seconded the motion.
- B. Publication of Minutes
 - 1. Father would like us to approve a three-sentence summary at the conclusion of this meeting for publication in the bulletin.
 - 2. Father will send the summary to Ann for publication in the bulletin.
 - 3. Going forward, Maria will send the approved minutes to Amy for uploading to the school website.
 - a) After the page is created, Dave may add the minutes to the website going forward.
 - 4. Once the minutes are up on the website, we will also mention in the bulletin that the full minutes are available online.
- C. Mission Partners Fundraising
 - 1. Father shared a flyer designed by Amy detailing all the information and the QR code for giving.
 - 2. The program will roll out in time for Grandfriends Day.
 - a) The program will be advertised at a designated table during Grandfriends Day.
 - 3. The Finance Committee will take the lead on managing this program going forward and ensuring it is marketed at all upcoming SL events.

4. Father will send the flyer to Ann to be published in the bulletin.
5. Dave will share the flyer with school families.
 - a) Rocky will put together the messaging to be sent out.
6. The program will eventually be added to the “Giving” page on the school’s website.

D. Grandfriends Day for PK-5

1. Sonny summarized the five scheduled events for Grandfriends Day.
2. PTO organized the event this year and has great ideas to help it run more smoothly.

IV. Principals Update

- A. Dave handed out information about the School’s Improvement Plan put out by the Archdiocese.
- B. He also shared the text of an email from a parent sharing her gratitude for everything St. Lawrence is doing.
- C. Security
 1. Dave has a binder of Emergency Operations Plans, which every school is required to have.
 2. Every teacher has an emergency packet with a roster of all their students.
 3. Dave has been working closely with local law enforcement and Lawrenceburg schools re security.
 4. There is grant money available for security improvements that Dave will look into for next year.

V. Current Committee Membership

- a) Membership Committee: Bonni (chair) and Maria
- b) Finance Committee: Rocky (chair), Meghan, Ruthann, Corey
- c) Academics Committee: Mary Ann (chair), Maria, Jillian, Ruthann
- d) Facilities Committee: Sonny (chair) (Sonny will work on recruiting another member)
- e) Institutional Advancement Committee: Corey (chair) and Jillian has volunteered to join this committee
- f) Policy and Planning Committee: Bonni (chair), Rocky, Jennifer, Ruthann
- g) Ad Hoc Committee re Strategic Plan: Nick, Sonny, Bonni, Jennifer, Sonny, Krysi Arnett, Dama Ewbank

VI. Fundraising Policy (Bonni)

- A. The Fundraising Committee has drafted a Fundraising Policy which was shared prior to the meeting.
- B. Suggestions:
 - 1. SC should have a larger awareness of fundraisers
 - 2. Requests will go to Dave and he will circulate the request to whomever's approval is needed
 - 3. Policy is still a working progress. Ann to be consulted.
 - 4. May need to include more details about safekeeping of funds.
 - 5. PTO has a good process in place for deposits, etc. Borrow from their template.
 - 6. Create a packet of information and forms that is dispersed to the responsible party once fundraiser is approved
 - 7. Many requirements for applying for a gaming license for Bingo, pull-tabs, split-the-pot, etc.
 - 8. Consider starting a shared calendar showing start/end dates for all approved fundraisers so Dave can quickly see what's going on.

VII. Father cannot attend first Tuesday meetings during Sacramental Prep over the next several months.

- A. Second Tuesday are good for Father but won't work for some members.
- B. Father has parish meetings on the third and fourth Tuesdays.
- C. Father is okay with us continuing to meet on first Tuesdays. We can seek his advice/approval via email prior to meetings if needed.

VIII. Meeting Summary for Publication

- A. We created a three-sentence summary of the current meeting that Father sent to Ann to be published in the bulletin.
- B. We highlighted Dave's safety plan, Mission Partner Program, work on Fundraising Policy and recruitment of new members.

IX. Upcoming Meeting Schedule

September 30, 2025, rescheduled due to Fall Break

November 4, 2025