



ST. FRANCIS BORGIA CATHOLIC SCHOOL

Mission Statement

Enter to learn. Go forth to serve Christ.

School Committee Meeting Tuesday, December 15, 2020 6:30pm

Minutes

- 1. Opening Prayer:** (Joe)
- 2. Minutes:** Becca Lauria
 - a. *1/15/2021- Revision to minutes as submitted. Addition can be found italicized under fundraising.*
- 3. Roll Call:**
 - a. Present: Amy Royes, Fr. Patrick Burns, Becca Lauria, Jason Stenz (3 of 3), Joe Daily (3 of 3), Ceci Bassindale (3 of 3), John Tokarz (3 of 3), Eric Schmidt (1 of 3), Jennifer Wells (1 of 3), Tim Schilter- Parish Council Liaison
 - b. Others Present: Erika LaPean
- 4. November Meeting Minutes Review and Approval**
 - a. Motion to Approve: Jason Stenz
 - b. Seconded: Ceci Bassindale
 - c. Minutes pass as submitted
- 5. Administrators Report-** Principal Amy Royes
 - a. Teachers are looking for support, especially with recess duty. Recess duty equals 2 hours/day (collectively). Parents are unable to help. It is not in the budget to hire anyone. Working with Catholic Financial to see what the allowed ratio of students to supervisors is during recess.
 - i. Possible job for a college student
- 6. Marketing and Development Update-**Erika LaPean
 - a. Annual Fund is at \$75,000 to date
 - i. With 2021 pledges, \$90k will be achievable
 - ii. 108 new donors this appeal = 41% of the donors
 - iii. Family participation is at 50% this year
 - iv. 66% of donors are non-school families
 - b. Auction ticket sales start Jan. 4th



ST. FRANCIS BORGIA CATHOLIC SCHOOL

- i. Big push is set for after Christmas for the auction
- ii. An invite to the parish will be going out in the parish bulletin the week after Christmas.

7. Sub-Committee Goals: Discussion

a. Enrollment & Marketing- Jennifer

- i. The school is losing one 3K student due to a move. The number of virtual students is going down.
- ii. Working to put a process together to check in with new families at the 30 day, 60 day, and 90 day of school mark for new students/families to check-in to see how they are doing and to answer any questions.
 - 1. Jennifer will present the document to Amy and the School Committee to review and approve.
- iii. Enrollment and Marketing is looking to build excitement for the upcoming school year through a Shadow Day or Sneak Peek so students can meet their teachers for next year.
 - 1. Amy would like for this to coincide with Catholic Schools Week but cannot commit to a day or time yet.
- iv. Will childcare accept children that are not currently enrolled in the school?
 - 1. Possibly, if the incoming 3K student/family makes a firm commitment to enroll in the upcoming year.

b. Fundraising/Development: Ceci Bassindale

- i. See Marketing and Development update (above)
- ii. Working on a form to utilize for event wrap-up
- iii. Tasting in the Timbers will not happen this year
 - 1. Working to brainstorm for another fundraising idea
- iv. Accreditation
 - 1. Ceci is working on it using Amy's new format.
 - a. Amy will provide an interview schedule.
- v. *Revision to minutes as submitted: The fundraising account signatories will be changed from Kelly Swietlik and Ceci Bassindale to Amy Royes, Erika LaPean, and Ceci Bassindale.*

c. Technology: Jason Stenz

- i. Generous donors have provided funds to purchase SmartScreen's for classrooms.
 - 1. To date, 11 have been purchased with 5 more to go.
 - 2. Per the donor's request, 8th grade classrooms will receive SmartScreen's first, followed by 7th grade classrooms, 6th, etc..



ST. FRANCIS BORGIA CATHOLIC SCHOOL

- ii. Working with Leif in the Parish Office to determine the plan for how to proceed with best handling IT. Possible hybrid plan with day to day technological support.
 - 1. Leif has narrowed it down to 3 companies.
- d. Finance: Joe Daily/John Tokarz
 - i. The budget will be more determinable in January, 2021
 - 1. Numbers will need to be in place by April to present to Amy.
 - a. Teachers will need to be secured for the 2021-2022 school year.
 - ii. Joe and John are working together to ensure a seamless transition as John fully takes over the Finance Sub-Committee.
 - iii. Finance would like to connect with other committee's (Athletics, Home & School, etc.) to gain more insight as to each committee's budgetary numbers.

8. New Business

- a. It's time for all School Committee Members to put on their sales hats! Everyone needs to work to sell Golden Tickets.
 - i. Bumping Golden Ticket sales from 100 tickets to 120 tickets available to be sold.

9. Old Business

- a. Three categories for the "Last Chance Board"
 - i. Technology, Tuition, and.... Greatest Need Column
- b. No new findings from the Parent Survey
- c. The SFB School Bylaws review and update will be carried over to the January School Committee meeting.

10. Closing Prayer: Jennifer Wells

School Committee Meeting Dates 2020-2021:

~~September 19, October 20, November 17, December 15,~~ January 19, February 16.
March 16, April 20, May 18, June (TBD)



ST. FRANCIS BORGIA
CATHOLIC SCHOOL