



# ST. FRANCIS BORGIA CATHOLIC SCHOOL

## ***Mission Statement***

***Enter to learn. Go forth to serve Christ.***

**School Committee Meeting  
Tuesday, February 16, 2021  
6:30pm**

## **Minutes**

### **1. Opening Prayer: (Joe)**

### **2. Minutes: Joe Dailey**

- a. *2/16/2021- Revision to minutes as submitted. Addition can be found italicized under fundraising as it pertains to co-signers on the fundraising account.*

### **3. Roll Call:**

- a. Present: Amy Royes, Joe Daily (3 of 3), Ceci Bassindale (3 of 3), Jason Stenz (3 of 3), Eric Schmidt (1 of 3), Jennifer Wells (1 of 3), Tim Schilter-Parish Council Liaison
- b. Others Present: Erika LaPean
- c. Missing: Becca Lauria, John Tokarz

### **4. November Meeting Minutes Review and Approval**

- a. Motion to Approve: Ceci Bassindale
- b. Seconded: Jennifer Wells
- c. Minutes pass as submitted with changes to fundraising notes

### **5. Administrators Report- Principal Amy Royes**

- a. CSW was a success and Amy has been receiving positive feedback about the format and activities.
- b. We are in need of an administrative assistant, as Becca Lauria is reducing her hours. There are already three applications received for the position.
- c. Despite COVID challenges, we are proceeding with three extra-curricular activities this year: Basketball, the play and forensics.
- d. Amy continues to work with her COVID task force to determine strategies for this year and will do the same for the upcoming 2021-2022 school year.
- e. Staff morale is improving. Some drivers in this include Wednesday lunches, out-of-dress code days and improved technology.



- f. There is a plan to have teachers receive vaccinations in March. The vaccination schedule will be staggered to minimize the risk of having multiple staff out at once due to adverse effects of the vaccine.

## **6. Marketing and Development Update-Erika LaPean**

- a. The auction was a success despite the need to move to a virtual event this year. There were 190 attendees and 230 unique bidders. Total revenue was down from previous years, but so were expenses resulting in more winning bids straight to the bottom line.

## **7. Sub-Committee Goals: Discussion**

- a. Enrollment & Marketing- Jennifer
  - i. 290 enrollment right now
  - ii. All new families have received phone calls from the subcommittee regarding their experience this year and for re enrollment.
  - iii. Open House - Nine families attended the Open House, including three families new to SFB School.
  - iv. The enrollment figure for the 2021-2022 school year currently stands at 205. While this is well below the target, it's customary to see a lower figure in February, despite a push to get commitments. Jennifer will check with Becca to see what enrollment figures generally look like at this point in the year.
  - v. The 5K recruitment strategy continues with Jennifer reaching out to three daycares to discuss forming a partnership with families seeking childcare development.
  - vi. We will work on having SFB Students make V-day cards and hand them out to parishioners during Lent. Ceci suggested maybe send to SFB Widows, 55 of them this year.
- b. Fundraising/Development: Ceci Bassindale
  - i. We are currently about \$6,700 short of the \$223,000 fundraising goal for this school year. This figure assumes \$40,000 of SCRIP revenue for the year. SCRIP is down so far this year, so the subcommittee has been discussing new SCRIP ideas and messages that include sales after masses and advertising the fact that SCRIP helps reduce tuition for all families.



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- ii. Tasting in the Timbers will be a boxed event this year, perhaps similar to the Oktoberfest even this past Fall. Even though the event will have a smaller scale, there is an opportunity for similar funds to be raised because the traditional event has had significant expenses that take much of the revenue generated.
- c. Technology: Jason Stenz
  - i. Our new panic system is scheduled to be installed next week.
  - ii. Jason is working with TSR and John to create a tech spending forecast.
  - iii. The building's surveillance system has been updated and upgraded.
- d. Finance: Joe Dailey/John Tokarz
  - i. A draft budget was submitted to the Parish Finance Committee for review. We will await their reply and provide an update to the SFB school committee with further details.
  - ii. The school is running in a deficit so far this year and it's fairly clear we will end the year over budget. This is largely due to the decline in enrollment due and increased expenses this year, both due largely to COVID-19. The deficit will be funded with reserve funds and funds received through the Pension Protection Program.

### **8. New Business**

- a. None

### **9. Old Business**

- a. SFB school bylaws review needs to be put on the next agenda as a new business item. John will put the bylaws in the administration Google folder and asks that everyone reviews the redline version for the next meeting. We need to finalize this all as it's been on the notes for a few months now. Let's make the bylaws state what we actually DO right now, now what we have done historically. It was too formal.

### **10. Closing Prayer: Amy**



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**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)