



ST. FRANCIS BORGIA CATHOLIC SCHOOL

Mission Statement

Enter to learn. Go forth to serve Christ.

School Committee Meeting

Tuesday, January 19, 2021

6:30pm

Minutes

1. Opening Prayer: (Eric)

2. Minutes: Erika LaPean

- a. *1/15/2021- 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, Fr. Patrick Burns, 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
- c. Missing: Becca Lauria, Jason Stenz

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. Enrollment is open to school families, parish on Jan. 25th and public on Jan 31st.
- b. She is working on the school budget with the parish. The budget depends on enrollment which is a prediction at this point. There is a formula looking at past numbers and they are using that as a guideline.
 - i. 303 reasonable goal for next year
 - ii. The 16 students who pulled for home schooling and hoping to get them back.
- c. Athletics is starting, Amy is sending a note to families this evening about what we are doing for basketball.



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- i. Skill practice open gym, focused, by grade, continuing to limit contact with outside schools.
- d. Catholic Schools Week Open House is Jan 31st from 11-1pm
 - i. For CSW this year, doing something new each day with the kids and with service projects mixed in.
 - ii. Kids Choice Day is back on Friday. It will have to be run by teachers this year because we are not allowing outside people in the building. Virtual kids will be included in the activities.
- e. H&S is generously arranging Wednesday lunches for teachers and the teachers are thrilled. We are thankful to H&S for organizing that and reaching out to families for help with the food.
- f. New SmartBoards are up and being used in each classroom. Thank you CG Schmidt for installing them. There was a teacher training today on the boards. They are amazed by what the boards can do. It's very exciting. Amy ordered four more boards from the auction technology budget (\$8,000) and the boards will go into the Early Childhood wing. Then we will have every class, except science lab, with new boards. Can't find a negative to this new technology. Technology-wise we are in a great place. The boards are completely durable, last 15 years if you run it 24/7.
- g. We have some new families interested in SFB, some were conversations we had had already. One new family starting next week. They are a transfer from another Catholic school.
- h. The teachers are very thankful for those Wednesday lunches and it seems that their morale is up. Amy goes around with treats and dress-down days as much as she can. Amy has been taking teacher lunch duties and that is also very helpful and then it gives her a chance to build relationships with the kids.
- i. Parent Zooms went well with Amy, a lot of the parents said what can we do?? Amy said word-of-mouth referrals are the best way to spread the great word about SFB.

6. Marketing and Development Update-Erika LaPean

- a. Annual Fund is at \$83,000 to date
 - i. With 2021 pledges, \$90k will be achievable, the predicted amount is \$95,000
 - ii. \$75,00 is the new goal for 2021-22 AF year
- b. Auction is off to a great start.



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- i. 197 participants last year → at 120 now
 - ii. \$16,000 in sponsorships last year → \$18,600 now
 - iii. Projected expenses this year should be around \$15,000 (half of last year)
 - iv. Need to sell more Golden Tickets, we've sold 35 and need to sell 100
- C. Open House is around the corner for CSW. I think we will have a good turn out. Becca has had a lot of phone calls about enrollment. We had 140 clicks to the school website off a recent FB targeting ad. Will have 10 people doing personal tours and teachers will be in the classroom to greet people.
- d. Goal to resurrect the fiscal year end annual report in some fashion. We know donors want to see their money in action and get a sense of where the money is going and see how much was ultimately raised.
- e. Tasting in the Timbers is set for May 15, 2021. We will go ahead with the event but it will look differently this year. It may be a boxed event again.

7. Sub-Committee Goals: Discussion

- a. Enrollment & Marketing- Jennifer
 - i. 287 enrollment right now + 2 students next week
 - ii. The new family/welcome plan at last meeting is in the folder for review. Jennifer made questions and comments, please feel free to share thoughts on this document. We want to have a process and tracking so that SFB is keeping in close contact with them for the first few years. Plan to implement this document for the 2021 school year. Want to gather feedback right now.
 - iii. Sneak Peek will happen Feb. 1st. Will do this 5K-8th grade students. For 15 minutes teachers will step down a grade and spend time in each class with the potential students for the next year. This gives the students 1-on-1 time with a potential new teacher and gets them excited to move up, then go home and talk to their parents about enrollment.
 - iv. Amy is going to touch base with our new families to ask if there are re-enrollment questions and invite them to the auction.



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- v. We are moving forward with a 5K recruitment strategy with local daycares. Jennifer will reach out to three daycares and talk about 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. Ceci has been working with Jennifer Justman and working on policies and procedures with finance to see what needs to be on file, and have best practices according to the Archdiocese guidelines.
- ii. Ceci has been calling other schools to see what their systems are to make sure we are doing the best we can.

c. Technology: Jason Stenz

- i. No report tonight, see notes on boards up and running, installed

d. Finance: Joe Daily/John Tokarz

- i. We are in the budgeting season right now, John and Joe have a meeting tomorrow. Yesterday Gerry, John, and Amy met and got things framed out for the next fiscal year. There are some boxes to fill in yet. John is meeting with finance council at SFB parish next week Tuesday to present the numbers they have come up with.
- ii. Still need to work on miscellaneous fundraising of \$15K and figuring out where that money is going to come from.

8. New Business

- a. None

9. Old Business

- a. Finalized last chance: Technology, Tuition Assistance, The Greatest Need
- b. SFB school bylaws review needs to be put on the next agenda as a new business item. Kelli Taffora and John Tokarz made changes and notes in red. John will put the bylaws in the administration Google folder and asks



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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:** Cecu Bassindale

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)