



ST. FRANCIS BORGIA
CATHOLIC SCHOOL

Mission Statement

Enter to learn. Go forth to serve Christ.

School Committee Meeting
Tuesday, March 16, 2021
6:30pm

Minutes

- 1. Opening Prayer:** (Ceci)
- 2. Minutes:** Erika
 - a. 3/16/2021- February minutes approved, date corrected.
- 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), John Tokarz, Tim Schilter- Parish Council Liaison
 - b. Others Present: Erika LaPean
 - c. Missing: Jason Stenz
- 4. November Meeting Minutes Review and Approval**
 - a. Motion to Approve: Ceci Bassindale
 - b. Seconded: Jennifer Wells
 - c. Minutes pass
- 5. Administrators Report-** Principal Amy Royes
 - a. Hired admin asst, joining April 1st, Erin Copp, full-time, school parent
 - b. Accreditation pushed off, it was supposed to be this week, no confirmation on the dates yet
 - c. Grades 3, 5, 7 are taking IOWA Tests. Amy is helping with retakes. Everything is online.
 - d. Lenten Focus is on uganda, every Wednesday there will be structured
 - e. Free lunches on T, W, F through the State. It's a good balance of foods and feel happy that we have the program for the kids.
 - i. Gary does the pick up for the lunches and Amy does the prep work like cutting fruit. Normally we'd ask parents, but with COVID, that's not happening
 - f. Enrollment
 - i. Only one child is going to another Catholic School



- ii. Most are going to Cedarburg public school
 - iii. Currently at 244 from current families returning, will need to eval the numbers and determine the class break out.
- g. Budget is not approved yet, John continues to work on it
- h. Conferences are this Thursday and Friday via Zoom
- i. New Communication policy in the office but we are still struggling with it. It's too restrictive and need to find a way to still effectively communicate with families.
 - i. Still need to send out AM text on COVID health
- j. Lots of activities happening-- Forensics, Track & Field, Musical
- k. Panic system started this week, not all the parts are here, but will be next week
- l. EANS Grant is available to the school - \$153,000 allotted to our school for COVID relief and expenses. There is some debate on whether we should use it or not. If we don't get our money (it's based on number of students), then the money goes back to the public school system. There are 12 things it can be used on.
 - i. Please share the 12 categories/items to finance sub-committee and see what else falls into those categories.
 - ii. This is instead of the payroll protection program, it's one or the other.
 - iii. None of our rooms have an openable window, that's a fire issue. There should be one window in each room 3' wide that can open.
 - 1. Eric will investigate the window debate about an open window, which is why we have a sprinkler system
 - 2. UV Light treatments for ionization of the air quality \$20,000-\$40,000 upgrade, Eric will look into what partners could quote in that budget

6. Marketing and Development Update- Erika LaPean

- a. Grandparents Day - plan on having students write a letter to their grandparents, the school will mail the letters out, date May 14, 2021. School will supply branded letter template
- b. Scratching Tasting in the Timbers, it is not a profitable event format, especially given that we cannot do it in person. Piggly Wiggly agrees.
 - i. Instead we will launch a Family Game Night Box in May, along with a Milwaukee Pretzel Optional Fundraiser.
 - ii. Hope to raise \$8,000 combined
- c. Working on an Annual Report to mail to alumni, donors, and school families. Approx 600 names



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- d. Golf outing will replace Tasting In Timbers, date Monday, August 23, 2021
 - i. Could bring in anywhere from \$5,000-\$18,000

7. Sub-Committee Goals: Discussion

- a. Enrollment & Marketing- Jennifer
 - i. For next year, let's look at grade to-grade jumps and see if we are looking at any new trends. There is a gain from 4K-5K which is great. What opportunities or declines do we see and how can we help? 5-6 student decline from 5th to 6th grade historically.
 - ii. New families coming in this year, we want to have the Ambassador program for next school year. Need to review this program with Amy and have it approved.
 - iii. We are meeting with Amy and will be talking about recruitment and marketing, that as a committee we are aligned with SFB as we move forward. We want to continue to bring in new families and need to specify how we define ourselves.
 - 1. Family personas need to be finalized
- b. Fundraising/Development: Ceci Bassindale
 - i. See notes from Development Director
 - ii. Scrip
 - 1. Adding Eaton's Pizza
 - 2. Have held off the January \$20,000 deposit
 - 3. Scrip is only going to give another \$10,000. It's down \$10K for this school year. Ceci and John met with the Scrip chairs.
 - 4. Will open to parishioners next year to increase sales.
 - 5. Up for debate: should we add on the \$200 for scrip and let them work off?
 - 6. No Scrip chairs for next year. One is graduating and one family is moving to a public school. Ceci will start to investigate options.
 - 7. Participation is down, more people are opting to just pay the \$200 opt-out cost
 - iii. More funds will still come in from Annual Fund as well



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- c. Technology: Jason Stenz
 - i. Not present, no update

- d. Finance: Joe Dailey/John Tokarz
 - i. See notes from Administrators report and fundraising
 - ii. Submitted preliminary budget in January 2021 to the parish council
 - 1. Gives Amy go-ahead with teacher contracts, hopefully settled by April 1st
 - iii. PPP loan and the Grant will influence some of the discussions and will need to be decided on
 - iv. There is an information gap that we need to close right now
 - 1. Can Amy touch base with Kelly Swietlik to see about enrollment and compare from last years?
 - 2. 3K and 4K numbers are so important moving forward, we need to keep those numbers up, it will help with enrollment going forward

8. New Business

- a. None

9. Old Business

- a. Bylaws - not a pressing matter but John will work to solve the issue and look at the bylaws, find the red-line copy that Kelli Taffora was working on.

10. Closing Prayer: Amy

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)



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