



School Committee Meeting Minutes

22 September 2020 / 6:30 PM / Large Conference Room, SFB Catholic School

Present

- Joe Dailey
- Amy Royes
- Jason Stenz
- Ceci Bassindale
- Eric Schmidt
- Jennifer Wells
- Becca Lauria

Excused

- Fr. Patrick Burns
- John Tokarz
- Ed Scherr

Others Present

- Erika LaPean

Recorder

- Becca Lauria

AGENDA

1. Opening Prayer

- Joe Dailey

2. Roll Call

- See Above

3. Introductions for Amy and New Members

- New Members
 - Amy Royes
 - Eric Schmidt
 - John Tokarz
 - Jennifer Wells
 - Becca Lauria



4. September Meeting Minutes Review and Approval

- Minutes for approval from August 25, 2020 School Committee meeting
 - Motion to approve
 - First motion made by Amy Royes
 - Seconded by Jason Stenz
 - Vote to approve-
 - Aye to carry- unanimous

5. Marketing/Development Director Report:

- Enrollment is down- 289 students
 - Not actively recruiting for new enrollment
 - Will start looking, in Oct., at open house options
 - TBD date in January, during Catholic Schools week
 - Plan to send out postcard mailing again this year
 - Planning to contact early childhood that did not re-enroll
- Data migration is complete
 - inputting new data to use this year to remain current with alumni
 - Found data from past years
 - Looking for data patterns to help fill gaps
- Joint, School and Parish annual appeal
 - To be handed out at Mass
 - Volunteers needed?
 - Remainder will be mailed 1st class to families
 - Emphasis is on online giving
- Oktoberfest Fundraiser = Huge Success
 - Current net profit= \$9000
 - Purchases- evenly split between school families and other
 - Data to be analyzed after sales close
- Virtual or hybrid auction model..looking to commit to a model soon
 - Who to work with? What are the needs?
 - Will work together with auction committee to execute
- Continuous utilization of social media for brand image strengthening

6. Administrator's Report:

- Touch base with Amy
 - Concerns
 - Unbudgeted COVID related items
 - Masks to offer solidarity and unity for staff and students, face shields, rolling coat racks with clear shower curtains
 - Teachers' COVID concerns = money spent
 - Ethernet cables for teachers- to compensate for slow WIFI
 - Many teachers should already have the cable
 - Return?
 - Budget?
 - Urgent- teacher requests for online subscription renewal
 - Textbook fund broadened?
 - Subway lunches 2 days/week for students
 - \$.50 profit center for H&S
 - Subway is operated by a parish family



- Staff Moral
 - Staff does not feel supported in balancing in-classroom and virtual teaching
 - Institution of Wellness Wednesday
 - Unplugged Wednesday's
 - Amy has prepared 12 weeks of Wellness Wednesday Curriculum
 - All virtual students will go asynchronous on Wednesday's
- Virtual Families
 - Hard to manage
 - unrealistic expectations
- Teachers are having technological issues
 - Half of staff have been issued new laptops
 - Smartboards are dying
- Morning and afternoon pick up and drop off
 - Going well
- Flexible fees for virtual families
 - Playground fee to be paid upfront and refunded at the end of the school year?

7. Sub-Committee Goals: Discussion

- Short tutorial on accessing Google Drives
 - Meeting agenda and minutes to go in administration folder
 - Each sub-committee has a separate folder
 - All sub-committee goals should be in place by next meeting
 - Enrollment & Marketing-Jennifer Wells
 - Will meet monthly
 - Goals- TBD
 - Fundraising/Development-Ceci Bassindale
 - See above- #5. Marketing/Development Director Report
 - Goals- TBD
 - Technology-Jason Stenz
 - Approval of panic system
 - Moving forward to collect bids
 - Work to update camera system
 - Current system has inadequate storage
 - Would like a centralized network for school and parish
 - Finance-Joe Dailey/John Tokarz
 - Goals
 - #1 Goal- School Budget, collaboration with Amy
 - #2 Goal- Successful dispersal of finance sub-committee understandings and strategies to John Tokarz.
 - #3 Goal- Gain clear understanding of other sub-committee goals and coordinate accordingly
 - Fundraising = great first option
 - limit repetitive donor ask
 - Each sub-committee budget to stay within each sub-committee budget



8. Old Business

- Home and School Utilization
 - Protocol for teacher supply requests
 - Teacher H&S requests should not be placed w/o Amy's knowledge
 - Process needs to be defined, streamlined, and equitable
 - A H&S budget to budget comparison request has been made to determine any overlap and to set boundaries

9. New Business

- Update of new school mission (Amy)
 - Already done
 - Tag line
 - "Enter to learn. Go forth to serve Christ."
- Update from Leif
 - Internet output speed has been doubled to accommodate wifi usage and streaming needs

10. Closing Prayer

- Ceci

2020-2021 School Committee Meeting Dates:

October 20
November 17
December 22
January 19
February 16
March 16
April 20
May 18
June (TBD)

3rd Tuesday of each month