



ADVISORY SCHOOL BOARD MEETING AGENDA
 Monday, February 5, 2024
 7:00pm
 St. Mary School Library

TOPIC: SCHOOL BOARD MTG.	Attendees: School Board Members Facilitator: Katie Bright Note and Time Keeper: Marianne Sutcliffe
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- MEETING OBJECTIVES:**
- Objective 1: Committees
 - Objective 2: Pastor's Report
 - Objective 3: Principal's report
 - Objective 4: Chairperson's report

- TO PREPARE FOR THIS MEETING, PLEASE:**
- Review this agenda and financials

Schedule 90 minutes

Meeting Norms

- Take an inquiry stance.
- Ground statements in evidence.
- Assume positive intentions.
- Start and end on time.
- Stick to protocol.
- Be here now.

Members in Attendance: Principal Fuja, Father Dan Whiteside, Marek Wisniowski, Katie Bright, Guy Karm, Ana Maria Grady, Courtney Chianello, Brian Costin

Members Absent: Jennifer Ree, Mike Murphy, Melanie Dolak, Paola Nacci, Martyna Kolarev, Vincent Vasquez

Others in Attendance: Janella Vasquez (in proxy for Vincent Vasquez)

ACTIVITY
Welcome, prayer, review objectives, introductions
Prayer – Ana Maria Grady
OBJECTIVE 1 – Committee Updates
<p>Bison Benefit (Update from Janella Vasquez):</p> <ul style="list-style-type: none"> • Final result: \$157,208, net of expenses (surpassed prior year of \$126,053); includes a parishioner donating \$18,000 of painting services to the school; fund raising continues to improve each year • Main categories, include cash donations (including FACTS) \$77K, Paddle Raise \$21K – dedicated to playground – 49% up from last year, Silent Auction \$17K, Admission \$13K, Live Auction \$13K (\$29% down), Raffle (\$11K; down 20% from last year but offset to bling raffle), plus other for a total raised of \$164,708. Costs of \$25.5K for a net of \$157M. • Two years of learnings; attendance is different this year (younger / newer families). Admission versus p/y – 139 versus 89 (up

56%), SMS families 30 to 40 (33% up). 23% engagement rate (175 families). It was a positive to have so many staff in attendance gratis; about ½ of staff were paid for by donors. There was bidding activity from the staff too.

- Uptick in attendance for most grades, particularly pre-K through 2nd. Comparison is static to the same families the prior year; double counting for families with kids in multiple grades.
- 48% of families have met \$400 donation requirement. 69% of families have contributed something; 21% 1-399.
- We can work toward holding people accountable to the \$400 but the current system would not result in accuracy due to fragmented giving. It is still beneficial to have the requirement in the contract even if we are not going to follow-up (~10% of families are on scholarship). Revisit for 2025 contract. Follow-up to find out what other schools do.
- More fundraising for low-income students due to loss of legislations. Perhaps lower tuition based on what they can pay? Start a scholarship program? Paddle raise in the future – tuition assistance? Need a well-defined scholarship fund.
- Opportunities: streamline fundraising for other things at the time of the Bison Benefit, start planning live auction in summer, go back to prior venue, refine live auction items to get full potential of bidding. Increase lower grades and parish attendance. Consider 'Jingle Jubilee' legacy.
- Fundraising plan for 2024/25 school year. Need more help with business solicitation; leverage the community more. Ads were new this year and added sponsorships. Up 50% from last year.

FSO Update:

- Movie night – 60 kids in attendance. Great event. FSO will try another outdoor event near year-end.
- Catholic school week – FSO provided food for families visiting the Open House, catered pizza lunch for teachers on Open House Day. They also provided a bagged grab and go breakfast for teachers on Monday and catered a Capri Deli lunch on Friday for staff.
- Father Daughter Dance – Dance was a success, raising almost \$1500 (first time the event broke even). Over 100 girls in attendance, including 14 parish families. 80% of SMS girls in attendance (excluding Pre-K which always has lower attendance; 72% including Pre-K).
- Mother son event – Will report at March meeting.
- FSO will provide lunch for teachers during parent conferences.
- School Spirit Store Sale – Feb 9th during lunch.

Playground:

- We still have a gap of \$20K to pay for the full project but it was agreed that the gap will be covered either by the school or the parish. We will not be going to the diocese to fill the gap. However, we are going to still work to raise additional funds from families/others. Meeting with the installer and a school landscaping family which will decrease the cost by ~\$2K.

Finance

- Discussion took place to understand the process for the Arch conducting parish audits. The last audit of Saint Mary was done 3 years ago when there were some budget and spending challenges. Arch does the audit and sets schedule. There were several fiscal improvements that resulted from the audit, including a reduction of half of the parish staff. Arch acts in more of an operational versus financial capacity.
- Reviewed year-to-date budget and variances. Started budget with an assumption of 218 students but we are at 247; goal was not to have enrollment drop.
- Next year will show a deficit due to loss of scholarship money.
- Discussed the possibility of splitting the current 4th grade class; the financials make it unlikely as it requires a salary of \$43K to get \$88K in tuition.
- Largest negative spending variances include maintenance (painting of school is biggest) and capital improvements (playground). Next year no capital expenditures (1 year ahead of arch plan). Roof is still outstanding for a long-term item; will require a \$2MM capital campaign. Our roof will last a couple more years.
- The fully-year deficit is expected to be \$200K versus \$300K (operations only).

OBJECTIVE 2 – Pastor's Report

- Little to report this month. Lent starts next Wednesday with Ash Wednesday mass.

OBJECTIVE 3 – Principal's Report

- Open House Update: 19 people attended (website and word-of-mouth are biggest drivers). Main stated reasons of interest in attending are academics, tuition and fees, extra-curricular. 17 attended last year's event with similar drivers. Not clear how many of the 17 became SMS students. FSO had >50 students sign-in.
- 24/25 Registration Update: 162 students registered for next year thus far; we had not reached this level until March last year. 4th Grade is looking for a split but only 25 have registered. If we split a class to less than 20 we have to go to the Vicariate for approval. There is concern about wait listing current families. Question was raised as to the possibility of putting 5th grade into the middle school model of splitting the students by levels.
- 5 Essentials Survey, the Arch climate and culture survey, will be coming out in Feb-March; staff and families are asked to

respond

- Principal Fuja participating in the Archdiocese Leadership Day for all principals in the Archdiocese. He was asked to present the work being done at SMS using data-analysis of student performance to positively impact learning.
- Principal Fuja going to New York with the Notre Dame Alliance for Catholic Education principals program March 3-5 to observe other schools and bring back best practices around data-informed instruction

OBJECTIVE 4 – Chairperson’s Report

- State of the School: Need to come up with ideas regarding how to improve attendance at State of the School (usually in May); need to set a date / time and define the format
- Volunteer Next Steps: Katie will coordinate with FSO and Advocate lead to do one last review of the volunteer document. Katie will work with John to do outreach for any families without documented volunteer activity.

Assess what worked well about this meeting and what we would have liked to change, review next steps from this meeting, closing prayer, motion to adjourn

- Closing Prayer – Ana Maria Grady

Executive Session