

ST. ANTHONY BOARD OF EDUCATION MINUTES

TUESDAY December 19th, 2017 at 6:30 p.m. SAS Library

1. Opening Prayer: **Monsignor Chiodo**
2. Roll Call: Mary Porter **P** Joe Fitzgerald **P** Ruth Sereg **P** Harry Reed **P**
Carolyn Lavorato **P** Lisa Darnell **P** Jennifer Wong **P** Mike Sullivan-**temp. on leave**
Monsignor Chiodo **P** Father Dan **P**
Administrators: Dr. Joe Cordaro **P**
Faculty Rep: Kari Howard **P**
DRE: Melissa Hill **A**
Accountant: Mark Paris **A**
Home and School Rep: **Jacinda Bevilacqua A, Audra Hutton P**
3. Approval of Agenda: **Harry Reed, Carolyn Lavorato**
4. Approval of Minutes: **Harry Reed, Joe Fitzgerald**
5. Approval of Constitution/Policy Updates: **Lisa Darnell, Joe Fitzgerald**
Constitution and Policies are to be reviewed every 5 years. Per last BOE meeting discussion updates were made. Per Constitution updates were sent to BOE members two weeks in advance of this meeting. Motion to approve updates to Constitution was made and carried. Policy updates will be spread over January and February.
6. Audience Concerns: **NONE**
7. Reports:
 - a) Budget/Business Manager Report: Monsignor and Mark Paris
Long term strategy to increase pay scale (increase revenues sources): **Per Father Dan committee has not met as of yet, discussed scheduling first part of January. Audra Hutton from H&S brought to the Boards attention a potential site for a daycare. The building is near SAS and is currently operating as a daycare. (Currently there is no lease.) Budget Report discussed briefly – Designated donations will see an increase in December statement. “Other expenses” or Technology (as an example) may have some variances between months in terms of when the forecasted expense was anticipated to arrive versus when the invoice actually arrived. Lunch Room income currently lower than forecasted; will need to monitor. Pre-K/ Some kids are paying full tuition not all students receive grant money. Grant money comes in quarterly.**
 - b) Home and School Report: **(Audra represented H&S) December STEM night moved to March, No activity January, No activity February, No activity April, May the 4th & 5th Comic Convention with League of Hero’s. (Theme: May the 4th be with you // May the Force be with you.) Fall events were successful (Halloween dance and Fall Fundraiser (6K). Will review more at January H&S meeting. Looking for New H&S Officers (Pres, VP & Secretary)**
 - c) DRE Report: **Per Monsignor Chiodo, Melissa Hill has resigned effective January 1, 2018. St. Anthony’s looking for replacement, splitting this job/role in to three positions, two part-time and one full-time position. Director of Religious Ed, Adult Faith Formation, Communications (PR, Marketing) – Some preferences BILINGUAL, CERTIFIED**
 - d) Administrators Report:

- i. **Five Year Strategic Plan: (Dr Cordaro & Carolyn with Teacher's School Improvement Committee and Diocesan input) Electronic parent survey regarding SAS has been drafted and currently working on the electronic format. If all goes well it should be ready to go out electronically in March**
 - ii. **Current activities, this week to recognize Christmas. In school activities, candle lighting, choir sings at school, band plays in school hallway, teachers to sing at candle lighting**
 - iii. **Christmas Break Dec. 22 – Jan. 3rd (teacher professional work day on Jan. 3rd, class resume on the 4th)**
 - iv. **Dowling activities – Incoming Freshmen Test = Jan 6 (Make-up = Jan 13)**
 - v. **Chrome book update, students are using Chrome books and going well.**
 - vi. **Two Way Immersion Network for Catholic Schools (TWIN-CS) program this summer five SAS teachers will travel to Boston College to attend Immersion studies, mentor from area will participate in onsite activities at SAS beginning next year, donor came to school to cover costs of first two years of this project.**
 - vii. **PE teacher, Casey Layne has given his resignation, he is required to fulfill contract until position is filled, currently SAS has received an application and applicant will be interviewed**
 - viii. **Eli Parson current bus driver will take over for Kathy Nieman as director of the bus system, and continue driving as a bus driver. Kathy will assist with paperwork, etc.**
 - ix. **Exit interview surveys went out no update if back as of this date**
 - x. **Dr. Cordaro is retiring after this school year (2017/2018), Teachers were notified 12/19, SAS families will receive an email 12/20. Dr. Bonday has already outlined steps to begin the process of finding SAS new Principal. These will start now. Retirement celebration planning is in the works (April), more to follow.**
 - xi. **Spanish Immersion Committee met, and the discussion covered Twins-CS and how and when to schedule next committee meeting. Need to plan for new SI class to be joining middle school.**
- e) Adventure Club Report: **NONE**
 - f) Secretary Report: **NONE (no changes, exit surveys sent from prior month)**
 - g) Health & Wellness Report: **(Harry) Discussions in process; options how to post ideas to website such as nutrition, healthy lifestyle, possibly sharing meditation ideas over intercom at school, working on wellness policy.**
 - h) Recruitment & Marketing: **(Dr Cordaro) February 8th is Spanish Immersion night, Preschool Information night coming, (Lisa & Jen) Website updates in progress, (Mary) New 'Employer discounts' program for downtown / major DSM employers being rolled out. Starting with one employer in efforts to get their feedback before contacting several companies. Program will be for new families for 1 student for reduced registration fees.**
8. Old Business:
- a) BOE Committee Reports:

- i. Budget/Tuition Delinquency: School Tuition delinquency report/letters went out today (12/19/17) 25 delinquency (7 very high delinquencies) AND 1 exit letter (child not back to school). Darcy and Ruth discussing how to proceed forward. All policies have been followed.
 - ii. Tithing and Attendance: Darcy and Ruth continue to reach out to families. BOE discussed how to properly communicate the importance of Tithing. Letters have been sent and policies have been followed.
 - iii. Research, Curriculum: Mary Porter reports, Mentor Program is continuing to reach out to SAS new families. However, she learned some of the communication has been going to Mentees spam/junk folders. Jen Wong will assist Mary in drafting a note to go in to back packs to confirm email addresses
 - iv. Constitution and Policy Updates: Policy updates will be presented to BOE in two parts, January and February. Voting February
9. Next Meeting: **Tuesday January 16th, 2018 at 6:30 pm SAS Library**
10. Adjournment: **7:39pm**
11. Closing Prayer: **Father Dan**
12. Executive Session: **Yes**