

ST. ANTHONY BOARD OF EDUCATION MINUTES

TUESDAY OCTOBER 17, 2017 at 6:30 p.m. SAS Library

1. Opening Prayer: Dr. Joe Cordaro
Board of Education opening prayer Mary Porter
2. Roll Call: Father Dan P Carolyn Lavorato P Joe Fitzgerald P
Mary Porter P Ruth Sereg P Harry Reed P Mike Sullivan A? did
you get notice on him? Dr. Cordaro yes, he did
Monsignor Chiodo A Lisa Darnell P
Administrators: Dr. Joe Cordaro P
Faculty Rep: Kari Howard P
Accountant: Mark Paris A
Home and School Rep: Jacinda Bevilacqua absent was sending Audra in her place
3. Acceptance of Minutes:
Mary Porter asks everyone to look at,
Mary Porter had sent a note to have additional agenda items in between Reports and Old Business to have Board of Ed Updates topics such as constitution policy review, etc. In between 6 and 7 to be added
4. Acceptance of Agenda: Joe Fitzgerald and Carolyn Lavorato
5. Acceptance of Minutes: in terms of the minutes late emails sent out late last evening has everyone had a chance to review the revised minutes I believe on last secretary report we had 325 students registered did you get that updated? Yes
And then voting was right after prayer, not corrected yet, and corrected were had for Dr. Cordaro interviewing for Joe Grandanette's position. Corrected for Karen Fatino's answer was No, and corrected for misspelling interim.
6. Approval of minutes: Joe Fitzgerald and Carolyn Lavorato.
7. Audience Concerns: as we have been learning and growing in each meeting try to keep it to 5 minutes
John Bonanno present
No Concerns
Jennifer Wong present
No concerns
8. Reports: Msgr. Budget/Business Manager Report: Mark Paris Absent
 1. Long term strategy to increase pay scale (increase revenues sources).
(Mary) Budget Business Manager Report will do first has everyone get a chance to look? Has every get a chance to see the responses? Regarding finances? Just read them about an hour ago
First question was regarding enrollment Adventure Club and Adventure Club Jr.
Adventure club is 13.5 students is a very good budget every month just to be aware of
And hopefully we will start getting enrollments sooner than later. The Budgeted number for Adventure Club, Mark Paris did not break it out between a.m. and p.m. or both he just said 13.5 students @ \$65.00 per week, I would say that would-be a.m. p.m.

not both. Adventure Club Jr. is budgeted at 7 students and there is 11 in Adventure Club Jr.

Second question: What are the "Other expenses"

There is budget line just labeled "other expenses" and we have budgeted \$4000.00 and we were over already so the description of that particular line is it include but is not limited to syphons for yearbook and student councils, Faculty appreciation activities however unbudgeted expenses will be placed there if I cannot determine appropriate account for it for examples: \$ 450.00 was paid to the dioceses for advanced ED. What is that? (Joe)A waiting list accreditation for the Catholic Schools processes for advanced ED, (Mary) we have that as a budgeted line item though. Limited to a few line items that we can have so this is where he puts things misc. line items. So, he would put in that. If it is not worthy of a line item so, (Unbudgeted) he will put in that. Need to confirm whether it is or not.

Third Question: How are we \$9K over Budget for textbooks already?

Interims of text book we were budgeted for \$2000.00 and we were \$4000.00 over we had spent \$6000.00. the year to date actual is \$24000.00 the year to date budget is \$15000.00 so the year to date we are \$9000.00 over, so with the year to date went through our audit we used to use what is called the funds for others. The dioceses said you cannot use that so if you look on page 1 there is 19000.00 in there now it is the September showing. According to the diocese must be put into the operational budgeted is the line that it should come out of going to start seeing a lot of that. Shows up in donations and will take it out of that for textbooks. If someone comes in gives a donation of \$5K that is where it goes, trying to set up with mark to designate where some of that goes. with a long-range goal especially with tech. trying to set up. So, before we spend an additional \$9K over what we are budgeted for on text books did we have a designated donation come in saying that we have to spend the \$9K and if we didn't then why did we agree to spend the \$9K. We did. Those are the things that we are going to have to start watching because basically all the donations will go into under designated donation then they are going to show up in the line items so that is like the text book one we are going to have to look at that a little bit closer and that is where it needs to go. realize that when the check comes in it goes into designated donations and expenses comes in and shows up on line items where it goes. Is there a way to know where the designated donations are for then we won't even ask about it when it shows up in the various in the line items? I don't know if we will be able to do that. A \$9K various I think we should be able to. The first month is tuff, it should be budgeted, he does it month to month. If you look at August, we were ahead.

Fourth Question: Bad Debt Expense \$2115. 00 Comes through the Angel fund and that situation comes through the office budgeted for \$10K.

Who is watching labor expense in the cafeteria? Over last month but under this month And YTD we are under.

What is the small equipment purchase? There was a floor cleaning machine came out of that funded account.

After this year everything will just be in the operational budget.

Interims of last year's budget not supposed to budgeting Angel account and budgeting in special fund, School special needs account have we taking from that account? Yes, we have some of that money has been set aside for future use and how to work it into the operational budget and keep that separate that the diocese will accept it. Working on this.

Ordinary repair last time were over by almost \$5K this time we over by \$9K building and grounds this month. YTD Budget, we have \$22,982. To spend this year will have to watch this has to be spread over the year.

Long term strategy to increase pay scale: Additional Revenue working with Father Dan endowment and day cares seems to be what the other people have done. Was talking with sacred heart and a percentage of donations that are not designated a percentage goes into Church or School foundation, do we need to look at how we start or what we need? We have a School foundation and the finance council looks at.

Pay scale- have an additional revenue source what would be is there a way to come up with a plan whether it be a buyable action plan whether it be endowment, whether it be do marketing for the school foundation or day care working with what other schools you have. Maybe come back to the Board with a reasonable proposal. Maybe have a meeting second Tuesday of every month look at that and study it. Christ the King with the rental property is a big deal. Couple of piece of property around SAS must look at but with all the apartments and condos going up around here know that everybody wants some serious money for that and then we are trying to fit a demographic of that do we do it for low income elderly or high-income elderly which demographic are you looking for you have both at SAS can look into that. All these things that generate revenue so far cost a lot of money, so it is asking the parish or lending intuition that to really invest so it would be great together and look at I we just must understand the struggle whatever you are going to make money from is going to cost a lot of upfront money before you get there think that it is worthy

2. Adventure Club Report: numbers have not changed

John Bonanno I have a proposal for you how many teachers do we currently have on staff?

23 Teachers. When you talk about budget proposal for increasing teacher's salary where do you want to be, Mary is going to pause for a minute and redirect potentially some previous minutes were the board has had extensive conversation in our five year plan we are generally said want it be at 90% of the highest pay scale and Father Dan has reached out to numerous schools and in terms of what it would take to get us to that point it is hundreds of thousands dollars so what we done a thorough analysis to my opening comments interims of this isn't something that we are going to get by increasing tuition a little bit at a time this isn't something that we are going to be able to ask the church for money so we have those numbers.

- a. Secretary Report: Darcy Swesey gained 1 and lost a 2nd grade child.
- b. Home and School Report: Jacinda Bevilacqua Absent/ Audra Hutton Present
1st round Box top went well, received a lot of box tops
2nd Fall fundraiser ends today order forms were due today

October 27, 2017 Halloween Party Hopefully everyone will be there

- c. DRE: Melissa Hill Present
160 registered in RE K-8th up and running going strong
50+ Confirmation
Up and running going strong

- d. Administrators Report: Joe Cordaro
This Month events
October 18, Adoration and Exchange Students arrive at SAS
October 25 Spanish Immersion Comm. 4:30
November 1 PBIS Comm, 7:30
 - 2 New Teachers & Mentors
 - 5 DCHS Open House, 11-2
 - 8 School Improvement, 7:30
 - Dimes, Dollars, and Decisions National, Gr. 5-8
 - 9 DCHS visits 5th grade
 - 10 First Trimester Ends
 - 11 SAS Middle School City Dance, 7-9
 - 14 Home & School, 7:30
 - 15 Adoration
 - 16 3-5 Fall Music Concert
 - 16-17 Santa's Workshop
 - 21 BOE meeting, 6:30 pm

Special Notes:

Spanish Immersion in the second grade: Update: Interview she declined the job, was used to teaching older kids

Update on the adventure club director: An update will be given on the search for our new director.

Adventure club Alternative: We are pleased to announce that Mayra and Armida will be Co-Directors for our Adventure club beginning today. Agreed upon salary Would like to make video introducing our new Adventure club. Also, we have been contacted by a company interested in taking over our AC. We will be discussing this at our meeting. In the process looked at a company that hire and fire

2017-18 Revisions to the BOE Constitution and Policies: Both items are over due to be revisited to be revised or reviewed.

Kathy Nieman Resignation: Kathy, the director of our bussing has resigned. The search for a new director is in process. December 22 is her last day

Parent Teacher Conferences: 94% of our students were represented with a parent/guardian at conferences this year. Great Job Parents.

- e. Five Year Strategic Plan: Dr. Joe Cordaro could not meet last night going to meet next week. Thought last years was kind of confusing and hard to determine goals, I think a better idea is with a survey of our parents finding out what they see, how they feel judge by some of that and some of the Data that we have collected by some of our teachers at the end of the school year on math and reading scores that will be a conversation that were going to deal with and bring back what the decision is going to look like. Update at next meeting
Five-year plan updated on the website? Updated on computer not on website yet. can forward on to be updated on website.
Kari Howard had asked Mary about wellness committee if they Have updated her on those meetings? No, they have not

Added agenda interims of Board of Ed Updates constitution and policy Carolyn has volunteered to help review the constitution policy that way we can get that updated. Will come back to the board with any types of reviews or revisions, approved or voted on as we go through and start with the constitution and move on to other pieces

9. Old Business:

a. BOE Committee Reports:

- 1. Budget/Tuition Delinquency: Ruth Sereg emails are being sent out monthly as reminders on late tuition. Right know only have 1 that is late but waiting on response from Project Hope
- 2. Tithing and Attendance: Ruth Sereg Letters went out at conference's. I had 70 that have not tithed yet, I sent a reminder letter to tithe to be able to receive the in-parish rates
- 3. Marketing: Jacinda Bevilacqua Absent
Meeting was postponed

- 4. Research, Curriculum: Mary Porter

Drafted 1st letter to go to new families late September, did go later than what she wanted, had Marisol translate in Spanish, Mary is hoping to send monthly
Has not heard back anything at this time

Mentor Program:

Mentees from last year (Juned Survey) had Reached out to Mary, and she is hoping to an October survey.

10. Next Meeting Tuesday November 21, 2017 at 6:30 pm SAS Library

11. BOE Position to be Filled: Jennifer Wong Present to address board on becoming a board member, she is a graduate from SAS has 1 in school, and is willing to participate and help Board will decide and let her know

12. Executive: yes

13. Closing Prayer: Father Dan