

SSPJ School Board Meeting Minutes November 23, 2020 at 7pm

Members Present: Fr. Tom Haggerty, Ms. Diane Anderson, Ms. Jennifer Wos, Mr. Matthew Carey, Mrs. Jennine Cullen, Dr. Denice Franco, Mrs. Christina Hughes, Dr. Gus Mantia, Ms. Kelly McGovern, Dr. Lisa Stephens, Mrs. Tania Willman,

Excused: Mrs. Tracy McAlvin

I. Opening Prayer- Fr. Tom opened the meeting with a prayer.

II. Business Manager Report- Mrs. Virginia Portanova

1. SSPJ Business Manager, provided the school board with a financial report. Mrs. Portanova reported that the school is currently fiscally sound, as we were eligible for and received the PPE Loan. If it were not for this loan, which the school is only eligible for one time, the school would not be financially sound at this time. The Parish has been greatly impacted by the covid pandemic, with a decline in support of weekly contributions as well as significant increases in costs to maintain increased cleaning and infection control protocols.
2. There are presently 153 school families, of that number 76 families are presently not registered with the parish, 36 out of that number are registered but have not been participating in parish donations, and 40 are registered and donate to the parish. To date there are about 15 families who have contributed the suggested \$600 annual family contribution, for the current year (Jan 1, 2020-Dec 31, 2020).
3. Mrs. Portanova reported that the school tuition covers the cost of payroll for the staff, it does not cover operating expenses, including snow removal, landscaping. The school pays for 30% of the utilities and the parish covers 70% of utilities. The custodial staff are on the parish payroll. The parish and school have had a significant increase in the cost of cleaning, due to new protocols presented by the pandemic.
4. Discussion took place and the group stressed the importance of continued support of the parish through weekly, monthly or annual donations, as the parish continues to support the school. The suggested donation for school families is \$600 annually, broken down monthly, that equates to \$50 per month, per family, or \$11.54 per week, per family.
5. There is an expected tuition increase for the next academic school year 2021-22, for out of parish families, who do not meet the suggested \$600 annual donation to the parish through envelope or Faith Direct contributions.

III. Principal's Report- Ms. Diane Anderson

1. Ms. Anderson shared a recent assignment for Thanksgiving, "I am grateful for", completed by an SSPJ student, which was a very positive reflection of the environment and atmosphere that continues to provide the students with a

positive and supportive school experience, as we continue to persevere through the pandemic.

2. NCEA Day of Giving is approaching in January 2021, this will be the second annual Day of giving; last year SSPJ was able to purchase a new smart board for the science lab, through the generous donations, totaling \$5,000.00, from the 2020 giving day. This year, our anticipated goal is to raise \$10,000, and to purchase iPads. Chaminade has an iPad program in which refurbished iPads can be purchased at a discounted rate. The school would like to purchase approximately 25-30 iPads. The link will go live for a 24-hour period, more information to come.
3. Discussion took place about sharing and promoting the link through the SSPJ Alumnae Group on Facebook, and also growing the SSPJ Alumnae group, to promote communication amongst the SSPJ community, for events throughout the year, and fundraising efforts as well. Dr. Franco and Mr. Carey to work on further development.

IV. **Pastor's Report-** Fr. Tom Haggerty

Fr. Tom shared that he is looking forward to the time when there will be less restrictions in celebration of the sacraments, and the ability to invite altar servers and other ministries back to celebrate in mass. Fr. Tom will continue to provide updates as to any new guidelines or changes.

V. **Guild Report-** Mrs. Jennine Cullen-

1. Mrs. Cullen shared that a very generous family wishing to remain anonymous donated 3 great prizes for the December Raffle extravaganza, including an Apple Watch, a Baby yoda toy and a \$100 Amazon Gift Card, the raffle drawing will be on Wednesday December 2, at the next spirit day assembly.
2. The November raffle raised \$1300.00
3. The Annual School Christmas Raffle will be underway very soon, information to go home with students after Thanksgiving.
4. Christmas Tree Sales will begin Thanksgiving weekend, all families are asked to help and volunteer with the sale of Christmas Trees, Wreaths and Grave Blankets.
5. Plans are in the works for a Spring Basket event, more information to follow.

VI. **President's Report-** Mrs. Jennifer Wos

1. Mrs. Wos reported that the SSPJ Foundation Subcommittee is making great progress in researching the establishment of a Foundation, she will continue to provide updates as we move forward.
2. Mrs. Wos and the group reviewed the School Board ByLaws, and established a Co-Chair for the School Board, Dr. Lisa Stephens volunteered, as well as a Recording Secretary, Ms. McGovern volunteered.
3. Mrs. Wos asked each board member to confirm the number of years of service they have to the school board with her; membership terms are 3 years, with the opportunity to extend.

4. PR Subcommittee- Ms. Anderson and Mrs. Wos would like to establish the Public Relations SubCommittee, in continuing to grow the school, Dr. Franco and Mr. Carey to begin working on the committee.
5. Anniversary Sub committee- Ms. Anderson and Mrs. Wos would like to establish an Anniversary Sub committee to begin planning for the school's Centennial Anniversary, 1922-2022. Mrs. Cullen and Ms. McGovern to begin work on the planning.

VII. Round Table Discussion:

Discussion took place about continued preparedness for any possible changes in in-person education and instruction, if there were to be an increase in infection rate for covid in our area. Ms. Anderson confirmed that the school is set up and ready to go remote if the need to do so presents itself.

Meeting adjourned at: 8:19 pm

Next Meeting Monday December 21 at 7:00 pm