

St. Bernadette School Advisory Board

GOALS for 2021-22

(Prepared in May 2021)

ADVISORY BOARD GOALS FOR 2021-22:

1. Eliminate the Advisory Board Finance Committee

- One to two Advisory Board members should serve on the Parish Finance Committee and be the liaison(s) between the Parish Finance Committee and the Advisory Board.
- The role of the finance liaison is described in the Finance Committee's goal #2.

2. Merge the Board's Development Committee with the School's Development

Committee. Eliminate the School Development Committee as a stand alone committee.

DEVELOPMENT COMMITTEE GOALS FOR 2021-22:

1. Assist with on-boarding of new Advancement Person

2. Look to merge school development committee with advisory board development committee

3. Continue to clean up/organize data base

4. Build on success of this year's Annual Fund.

- a. Continue to grow the fund
- b. Brand in connection with St. Bernadette Feast Days – February – April.
- c. Analysis of this year's campaign (donor breakdown: Alumni, Parents, Pure Parishioners)

5. Renew the focus on EITC working with Kevin Kelly

FINANCE COMMITTEE GOALS FOR 2021-22:

1. Eliminate the School Advisory Board Finance Committee

In order to promote better accountability, communication and flow of information, it is recommended that the School Advisory Board Finance Committee be eliminated and that a minimum of one member of the Parish Finance Committee also be a member of the School Advisory Board acting as the Parish Finance Committee Liaison the "Finance Committee Liaison."

2. Prepare a Strategic Financial Plan for the School

In conjunction with the parish financial planning and working as a member of the Parish Finance Committee, it is recommended that the Finance Committee Liaison take the lead on the effort to develop and implement a School Financial Strategic Plan which should be a part of a larger Parish Strategic Financial Plan. Such plan should address the school's immediate and long term financial objectives and address the allocation of the substantial funds currently on the school's balance sheet. The plan should address facilities maintenance and Improvements, marketing and development initiatives, scholarships, curriculum development, technology upgrades and a multitude of other needs identified by the School Advisory Board and the Principal.

ENROLLMENT COMMITTEE GOALS FOR 2021-22

1. Develop New Ways to Market the School to Prospective Families

In addition to current marketing events such as the Catholic Schools Week Open House, the committee plans to explore new ways of marketing the school to prospective families. These plans include building off the marketing video created for Catholic Schools Week to reach families virtually during the pandemic this year and exploring new ways to reach families in person as the pandemic ends. The videographer who helped with the video this year has agreed to come back in the fall to take more footage and make the original video longer and more detailed. We would also like to explore ways of helping potential families see the school in person with open houses and tours as covid restrictions are pulled back.

2. Competitive Tuition and Fees

Building off the research conducted into the tuition of other Catholic schools in the area this year, the committee plans to continue monitoring these tuition numbers in the year ahead to ensure St. Bernadette's tuition stays competitive in the area. In the past, St. Bernadette's tuition has been more expensive than some of the neighboring parish schools, especially for families with multiple children. Research into this upcoming school year shows that while St. Bernadette's tuition is still on the high end in comparison with nearby schools, St. Bernadette had some of the smallest increases in tuition from the previous year, especially for families with multiple children. The committee plans to stay up to date on these numbers and recommends that tuition and fees should be set by the Pastor, Business Manager and Parish Finance Council in consultation with the Principal and the School Advisory Board, and that every effort should be made to keep tuition and fees competitive with those charged by neighboring Catholic parish schools so that cost is never the reason a family chooses a neighboring Catholic parish school over St. Bernadette School.

3. Allocation of Financial Assistance

The committee plans to continue looking into new ways to boost enrollment through the use of financial assistance and recommends that the school make targeted and strategic use of Archdiocesan Transfer Grants and other forms of financial assistance, including EITC funds and other tuition assistance donations, to bolster enrollment in grades with less than optimal enrollment and to assist families with multiple children of school age.

FACILITIES COMMITTEE GOALS FOR 2021-22

1. Prioritize and Complete School Building Safety Improvements

The following facility safety related action items are considered important to be completed prior to the start of the '21-'22 school year:

- a. Harper Ave/central Area stairwell – replace all stair treads and floor landing coverings. While all treads in this stairwell are not immediately needing replacement, many treads are seriously in need of replacement and pose a safety/tripping hazard. Maintaining uniformity on all stair treads is also important. The principal has indicated that with the possibility of receiving a \$20K safety grant, that this work could potentially be covered.
- b. Security doors for all first-floor classrooms: Security through enhancing first floor classroom door access/security. This also may be covered through the DCIU Safety grant.

2. Priority School Maintenance/Improvement Items

The following maintenance/improvement action items are considered important to be completed prior to the start of the '21-'22 school year:

SCHOOL ENTRANCE LOBBY

- a. Repair ceiling as needed. Paint walls also, Navaho white.

GYM

- a. Major heat pipe repair job needed this summer to be replaced by plumbing contractor.
- b. Any wall repair, cinder block, after heat pipe job is completed, block work will need to be done.
- c. Wood replacement on shelf area over heating pipe damaged by heat leak. Wood will all need to be replaced for sure

STREAMING ROOM

- a. Remove Accordion Door, Dry Wall, remove existing man door & jambs, remove computer cabling & raceway. Patch & paint. Maintenance to complete.

CLASSROOM and HALLWAY PAINTING PRIORITIES

- a. The following classrooms and one hallway should be prioritized for the repainting of walls (ceilings are in good condition). The plan

would be to complete all painting using the white Navajo color as requested by the Principal to increase the brightness of the classrooms and areas.

Rm 35 Classroom - Repaint

Rm 20 Classroom -Repaint

Rm 21 Classroom - Repaint

Rm 22 Classroom - Repaint

Rm 25 Classroom - Repaint

Rm 26 Classroom - Repaint

2nd floor corridor/hallway - Repaint

Story Room - Repaint

- b. Consideration should be given to hiring of a professional painter...perhaps a parishioner to assist Jim in this project.

FLUORESCENT BULBS

- a. Should be replaced in classrooms that are clearly in need of increased and brighter lighting using the correct fluorescent bulb type.

SERVICE OF MAIN SCHOOL ROOF

- a. We strongly recommend completing the roof maintenance and seal up the school roof. Proposals for this work should be obtained by the maintenance staff as soon as possible.

3. Personalized Brick Purchase Program

Upon obtaining additional funding for school facilities related needs by implementing the personalized brick purchase program.

- a. Initiate the brick program as detailed by Jerry Scamuffa.
- b. Obtain a draft advertisement sheet to review during the School Advisory Board meeting and obtain volunteers to move the program forward.
- c. Dedicate all revenue generated for the continued maintenance of the school facility.