

St. Bernadette School Advisory Board
Notes from Meeting of
Monday, November 26, 2018, 7:00 p.m.

In Attendance:

Tom Tobin, Marty Farrell, Kara Albanese, Bill Doyle, Scott Fremont, Robin Gordon, Kevin Kelly, Denise McDonald, Dan McGeever, Mike McKee, Joanne Montie, John Mullen, Paula Nenna, Father Papa, Tara Sweeney, Bill Wechsler, Bernadette Yuknek

1. Opening Prayer: Led by Father Papa
2. Approval of Meeting Notes from September 24, 2018
The notes from the Meeting of September 24, 2018 were approved by the Board.
3. Information/Updates/Communication
 - a. Principal Report: Joanne Montie
 - The *Lincoln Drive for Success* earned a profit of \$8000.
 - The Bernie Bears Backyard is scheduled to be built and installed in March 2019. All necessary funds have been raised.
 - All Class Reunion: Denise McDonald reported that the All Class Reunion on November 17th had over 240 attendees. Approximately 100 attendees visited the school for the tours, wine, and cheese. The reunion had a \$6000 profit. Denise McDonald was recognized for chairing this highly successful event.
 - The Turkey Trot was held on November 24th. The final figures are not yet in. The data/profits from the past ten years of the Turkey Trot will be analyzed.
 - Fourth graders once again entered an essay contest and St. Bernadette was one of the top ten finishers out of 200 schools participating. This has earned the fourth graders a spot in a regional competition at the Constitution Center.
 - b. Advancement Report: Kara Albanese
In addition to the fund raisers on which Joanne Montie reported, Kara has also been focusing on Donor Perfect, the new database. Tests will be run and the full conversion should take place in the months ahead. Currently there appears to be 1,900 records that contain contact information.
 - c. Advisory Board Report: Tom Tobin
 - In mid-November the school applied for an Archdiocese Educational Fund grant. The school's proposal focused on STEM (Science, Technology, Engineering, and Mathematics) education, innovation, collaboration, and self-directed learning. Announcements of grants will be made in Spring 2019.
 - An EITC Workshop will be planned for January or February for the Advisory Board.
4. Committee Reports

a. Finance: Bill Doyle

See complete written report from the Finance Committee. There was discussion about collection of delinquent tuition from the previous school year and for this school year. After Bill's report it was suggested that there be consideration of:

--- A discount for paying tuition up front

--- Seek input from school parents on the collection of tuition and various ways that it could be paid. We should work to be flexible with "how" it is paid.

b. Development: Marty Farrell

- The Development Committee discussed the Annual Fund and suggested that consideration be given to doing it in the Fall for future years.

- Database Conversion to Donor Perfect is a key goal for Development for this school year.

- EITC: Bonner-Prendie and O'Hara have had success with EITC. Scott Fremont reported that Bonner-Prendie received \$700,000 from EITC funds. It was recommended that an EITC Workshop be held for the Advisory Board.

c. Enrollment: John Mullen

The Committee discussed various issues impacting enrollment. It was suggested that class sizes of 22-24 per grade would be ideal. Also discussed were enrollment reports, demographic changes in the geographic area, and the importance of "community." The committee plans to meet to discuss the enrollment process, what works well, what might be improved, and what might be done differently. See detailed notes from John Mullen of the Enrollment Committee Meeting that is attached.

d. Facilities: Bill Wechsler

A meeting was held with Tom McFadden, the parish supervisor of facilities. Major maintenance items have been hampered over the years by the tight budget.

Major capital expenditures to be considered are pointing of the school, new stair treads, and air conditioning. The committee suggests that a Capital Campaign take place to address the facility needs. The Facilities Committee will work on developing a plan for addressing short and long-term facility needs.

5. Recommended Actions

None at this time. Committees should develop future recommendations to be brought to the Advisory Board.

6. Roundtable

7. Adjournment

Future Meetings: 7:00 p.m. in Wright Center

Tuesday, March 12, 2019

Monday, May 20, 2019