

St. Bernadette School Advisory Board

Notes from Zoom Meeting

Monday, May 10, 2021, 7:00 p.m.

In Attendance:

Jim Cant, Bill Doyle, Marty Farrell, Joanne Gallagher, Catherine Glatts, Bob Helmig, Kevin Kelly, Dean Kenefick, Dan McDevitt, Dan McGeever, Michael McKee, Joanne Montie, Father Saban, Tara Sweeney, Tom Tobin

1. Opening Prayer

2. Welcome to All

- Dan McDevitt was welcomed as a guest at tonight's meeting
- We extend deep appreciation to two Board members who have served on the Board for three years and are leaving the Board at the end of this school year:
 - Marty Farrell, thank you for serving as the Board's Vice Chair and as the Development Committee Chair during the past 3 years.
 - Tara Sweeney, thank you for serving on the Development Committee for the past 3 years.
- Congratulations to Kevin Kelly on his new position as *Vice President for Development at the **Foundation for Catholic Education***

3. Information/Updates/Communication

a. Chairperson: Tom Tobin

- Notes from the last meeting on Feb 22, 2021 were approved
- **Teacher and Staff Appreciation Week (May 3-7):** A Thank You cake and candy treats were given to teachers and staff this past Friday, May 7th, from the Advisory Board. The Board's message: "Thank you for your dedication and heroic work during this past challenging year. We deeply appreciate all that you do each and every day."
- **Middle States Self-Study Report:** Joanne Montie and teachers have worked hard on the Middle States Self-Study Report during the past two years in preparation for a review and visitation from the Middle States Accreditation Team next Fall. We appreciate the work by Mrs. Montie and our teachers. It is quite an extensive self-study document that Tom had the opportunity to review in April.
- Tonight we will receive an update on the **Annual Fund** drive. Beautiful "Thank You" letters created by Kara Albanese and signed by the Advisory Board have been sent to donors.
- Tom thanked the Board's **Committee Chairs - Marty Farrell, Bill Doyle, Mike McKee, and Dan McGeever** - for their work and dedication during the past

year. We will always have a distance to go, but each of our chairs have set us on a path for moving us forward effectively. Thank you for your leadership!

b. Principal: Joanne Montie

- Joanne thanked the Board for the cake and goodies during Teacher and Staff Appreciation Week.
- Middle States Self-Study Report: As a result of self-assessment, Action Plans have been developed in 3 areas: Math, Social Studies, and Facilities/Maintenance
- Kara Albanese, the Director of Advancement is resigning her position and will be leaving St. Bernadette's during the summer. Deep appreciation was expressed for the work that Kara has done for St. Bernadette School.
- Joanne is now conducting a search for qualified candidates for the Director of Advancement position. She will send a job description to Marty and Tara, who may know of potential candidates; Joanne asked for referrals from the Board.
- Joanne recommends that the school Development Committee merge with the Advisory Board Development Committee starting in the next school year. It was also recommended that some members of the school's Development committee be invited to be on the Board's Development Committee. It was recommended that next year's Development Committee focus on building a strong Annual Fund Campaign; continually update the Donor Perfect database; and continue to work on EITC.
- There will be an 8th Grade graduation this June and students will be permitted to have guests at the Mass and ceremony.

c. Advancement: Kara Albanese

- The Advancement Report was made by Board's Development Chair

4. Committee Reports

a. Development: Marty Farrell

- See Board Goals for 2021-22

b. Finance: Bill Doyle

- See Board Goals for 2021-22

c. Facilities: Mike McKee

- See Board Goals for 2021-22

d. Enrollment: Dan McGeever

- See Board Goals for 2021-22

5. Future Steps/Actions

- 2021-22
 - Middle States Fall Visit
 - New Members to join Advisory Board
- Goals for 2021-22
 - See Advisory Board Goals Report for 2021-22

6. Roundtable

7. Adjournment

Thank you for your dedication and commitment to St. Bernadette School!