

School Board Minutes September 29, 2016

Present: Carmine, Michael, Sharon, Eric, Monique, Therese, Mary, Libby, Paul Beasley
Absent: Father Van, Deacon Rob, Bernadette

Michael led the Board in **Opening Prayer**.

The Board approved the **Agenda** (Eric/Michael).

The Board approved the **meeting minutes** from September 6, 2016 with no changes (Monique/Carmine).

Action Item: Mary to post on website after Mrs. Brehm's final review; Eric to provide School Board corner in next newsletter.

Finance/Development

Paul Beasley presented the 2016-17 Final Budget, with a comparison to 14-15 and 15-16 Actual Budget numbers. Important highlights:

- 15-16 ended with surplus: \$40,000 donation, Auction, and Walkathon all brought in more revenue than expected, which helped the bottom line
- 16-17 enrollment down by approximately 20 students, which is our biggest challenge for this year
- The Walkathon is budgeted at \$20,000 again this year, anything over that will be earmarked for the blacktop resurfacing; the Auction is budgeted at \$30,000 again (just toward operating expenses), anything above that is expendable
- Extended Care program is operating at a loss - in previous years, the Director's salary was not included in the bottom line for the program
 - The Board had a brief discussion of raising Extended Care's rates, which are currently very reasonable and have not increased in several years
- We are trimming costs where we can, especially when it comes to utilities and maintenance costs. We renegotiated the elevator contract, and will look to change our garbage contract with the Hall closure
- Eric pointed out the "Student benefits" line item which increased from \$9,825 to \$24,789; this increase due to the school now covering the costs of 6th Grade Science Camp and the costs of graduation/dinner dance up to \$8,000
 - The Board agreed that the school is moving in the right direction for the dinner dance by capping graduation costs to so that it stays reasonable

The Board discussed ways to raise and appeal for money, including a second collection at mass, particularly during Catholic Schools Week.

Action Item: Eric to ask about 2nd collection during Catholic Schools Week; Mary to rework garbage pickup contract to save costs.

Committee Reports

Facilities: Michael provided a recap of the September 13 Security Committee meeting with David Cerruti & Lori Eastridge. A school family has offered to cover the cost of a security system with cameras to help monitor the premises; this will have to be installed after the Hall renovation is complete so as not to interfere with that construction or those changes. David

Cerruti has also put in a request for more police presence around campus. The large gate closures and the staff/volunteer badges for clear identification will improve security on campus. The committee will try out a doorstopper system for lockdowns, as well as look into AA's use of the Extended Care room and possible emergency exits for that classroom building (each room only has one door in and out). Finally, Michael shared that the hall will have a new key card system, wondering if the school could also change the key system alongside this. The Board discussed how to factor these items into the budget, and how to ask for specific donations or grants for these items.

Action Items: continued follow-up on various safety improvements; review evacuation/earthquake safety and drill information.

Marketing/Enrollment: Therese shared plans from an marketing committee meeting at which Carmine, Monique, Eric, and Therese met to discuss enrollment strategies. The school will plan to host a November 16 Admission Night with both primary and middle school teachers in attendance; we will also hope to have open tours once a month with targeted classroom visits. The committee already has identified "high-touch" ambassadors for various types of new students (transfer mid-year, primary, etc.), and hopes to implement a pre-school ambassador program. Catholic Schools Week will be high time for marketing, with Carmine and Erika Martinez to speak at masses and a check-in table with information available. Finally, the committee hopes to find a new social media coordinator from the committee to take those updates off of Eric's plate, as well as ensure we are getting approximately 2 reviews per month on Great School and/or Yelp.

Action Items: identify pre-school ambassadors and social media coordinator; Mrs. Brehm to identify staff to attend Admission Night.

PTG Report: Monique gave some updates on recent PTG discussions and goals. She hopes to include the school in the Livermore Christmas Parade on December 3 and will fill out the necessary forms and insurance (we already have a truck to hold the float). The Walkathon's fundraising goal for this year is \$45,000, approximately \$250/student. Teachers and Priests will be encouraged to get their own sponsors as well. 6th Grade will sell snacks.

Action Items: Monique to continue with registration for the Christmas Parade, including working on a banner (with slogan) for the event; Michael will try to get Brother Peter to handle Father Van's sponsorships to walk.

Action Item follow up

Eric will continue to work with Mary to identify current alumni families.

Representative for Parish communication - Mrs. Brehm will follow up.

The Board asked Paul Beasley about grant writing because we have some new parents interested in volunteering as grant writers. Paul shared that specific needs are easier to write and ask for, like the security measures that Michael discussed earlier. Parents who are interested in grant writing should be directed to Libby under the Finance "umbrella" and Sharon will provide some examples and ideas from work.

Eric finished the meeting with a discussion of a new Board Secretary - the Board members will think of a new system, possibly rotating for each meeting.

Next meeting: November 3, 2016