

MINUTES

Members Present:

Meghan Barrow
Rich Bashant
Susan Beyer
Karen Bright
David Fizer
Joe King
Brian Lay
Gary Walsh

Guests:

Kate Costa..... Parent
Mark Donnelly..... Parent
Lisa Donovan..... Parent
Sr. Ranah Phelan..... Staff
Lori Riggs..... Parent
Trista Russo..... Staff
Matt Zichelli..... Parent/PTO

Not Present: Michele Lezon, Principal

Opening Prayer (Sr. Ranah Phelan)

Approval of Minutes

- Minutes from the 9/21/11 meeting were shared and reviewed.
- Motion (Karen Bright) to accept minutes; Second (Brian Lay); Approved.

Communication

- Karen Bright – Several parents have approached Karen with concerns related to fundraising and family commitment. Some are less interested in participating in fundraisers now that the \$300 family commitment is collected through tuition (FACTS)

Old Business

- (none)

Committee Updates/Reports:

1. Enrollment and Retention – Gary Walsh, Meghan Barrow
 - Interest in enrollment and tours of the school have already begun for current and next year enrollment.
 - Gary received information from Michele Lezon about an upcoming meeting at the diocese related to enrollment and retention featuring Dan Ferris (Superintendent of the Providence RI Catholic Schools). St. Mary's School is invited to send a parent, two teachers, the principal, and the enrollment committee to this presentation. Enrollment and retention is a top priority of Catholic Schools this year.
2. Facilities – Rich Bashant
 - Building Use Policy – A draft was developed last year but has not yet been put into use. Michele Lezon was to review the policy with Jake Stomieroski and to get the policy approved by Fr. Kelly.
 - Electricity – Almost every classroom is running electric cords through the ceiling and making extensive use of power cords. This needs to be corrected. Gary Walsh shared some information about surface mounted electrical improvements that we might be able to use for this issue.

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- Staff needs and concerns – Rich would still like to develop a list of needs from the staff. Many of these items may be able to be addressed by parent volunteers on a fall work day.
 - Heat Adjustment Knobs – Rich is trying to locate replacement knobs to try on the heat adjustors to see if they can be easily fixed.
3. Finance – Brian Lay, Karen Bright, Rich Bashant
- Rich requested a copy of the 2011-2012 budget and a “year to date” comparison of the 2010-2011 and the 2011-2012 budgets. Brian will supply that information to board members
4. Marketing and Development –David Fizer
- David is seeking information about where the Marketing and Development Committee left off last year. The Enrollment and Retention Committee will work with the Marketing and Development Committee to develop some ideas. The most recent Strategic Plan may have some additional details that will be helpful. Meghan Barrow reminded board members of the importance of developing their committee manuals to help with similar issues in the future.
5. Parish School Liaison – Joe King
- Joe is continuing to work on specific mini-reports of school data that can be used toward enrollment efforts.
6. PTO Liaison – Susan Beyer
- PTO has finalized dates and details for additional PTO events.
 - Nov. 21st - Thanksgiving Feast – Steve Zlotnick will continue to chair the activity this year
 - Dec 10th – Sundaes with St. Nick
 - Jan 21st (5 – 9pm) – Tubing at Willard Mountain

Sharing/Open Discussion

1. Alumni Project – update from Joe King
 - a. Michele Lezon has a parent who may be able to assist with the data entry process.
2. Strategic Plan – update from David Fizer
 - a. David shared a detailed report about the steps involved in developing a strategic plan that will be successful for the school.
 - A strategic plan needs to go beyond the general into what we want to do as a school, as a community.
 - We need to evaluate our mission, set objectives, form the strategy, determine how to implement it, and finally evaluate how the plan is working.
 - Internal and external environmental scans need to be conducted (looking at current conditions, actions that we want to take and the benefits it will provide).
 - b. David would like to begin establishing a committee to start the process of creating this strategic plan.

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- c. Lori Riggs – Asked a question about the previous strategic plan and if most of the goals were met. She also asked about how the items in the new strategic plan will be prioritized. Lori offered her participation on the strategic planning committee.
 - d. Trista Russo – Commented that she was pleased the board is looking at the strategic plan from a business perspective.
3. Fundraising
- a. PTO Fundraising Responsibilities
 - Lisa Donovan shared a presentation on the history of fundraising responsibilities of the School Board and PTO.
 - Sr. Ranah included information about fundraisers that occurred during her tenure as school principal.
 - Matt Zichelli shared information about the current status of the PTO as related to their budget and ability to assist with fundraisers.
 - Discussion about the board and PTO roles ensued. The question of how information is communicated between the school and families was brought up.
 - b. “What is Fundraising?” – Define
 - Sr. Ranah – the definition needs to be specific to our school and our community. A group should sit down to discuss what needs to be included in this definition and Sr. Ranah would be interested in participating with this group. Kate Costa is also interested in participating.
 - c. Discuss and confirm wording for formation of Sub-Committee
 - The definition of fundraising needs to be established first before we can continue with the formation of the Fundraising Sub-Committee
 - d. Fundraisers for 2011-2012

Fundraiser	Chair	Date
Innisbrook	Beth Thayer	September 2011
Magazine Drive		
Big Heart Gala	Andrea Gallo, Rebecca Grace	March 2012
Big Heart Day	Meghan Barrow	May 2012
Golf Outing	Trista Russo has offered to chair	June 4, 2012
Garage Sale		

4. Policy on School Payments (Tuition, Before/After Care, Music Lessons, Bounced Checks)
- a. Michele Lezon has not yet been able to meet with Fr. Kelly to discuss this policy.
5. Transportation from Public School Districts
- a. Kate Costa shared information about the delay many school districts have in getting to SMS in the morning. The school day begins at 9am but some districts are not arriving until 9:10 and even 9:20am. She has spoken with Michele Lezon who contacted the BHBL district specifically about this concern.
 - b. Mrs. Costa asked the school board to recommend to the SMS administration that the school start time be enforced to all of the districts that provide transportation for our students. Districts should be given a date to meet this obligation and a drop-off window of 8:40 – 8:55am. The board agreed to make this recommendation to Michele Lezon.

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Public Participation

- Lisa Donovan – Family Commitment question was raised. Clarification about the \$300 rebate for families who donate an additional \$300 over the amount collected by FACTS was recommended. Parents should be notified of this again and it is recommended the principal do this through a letter to parents.

Information:

PTO Meeting Update

Next PTO Meeting - Wednesday, November 2nd (Rich Bashant will attend on behalf of the board)

Next Board Meeting:

Wednesday, November 16th (6:30pm – school library)

Closing Prayer (Sr. Ranah)

Adjournment

Motion (Karen Bright) to adjourn the meeting. Second (Rich Bashant); Approved.

Minutes Respectfully Submitted,

Meghan Barrow

SMS Board Secretary