

MINUTES

Members Present:

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

Guests:

Sr. Ranah Phelan..... Staff
Trista Russo..... Staff
Mark Donnelly..... Parent

Opening Prayer (Sr. Ranah Phelan)

Introductions (Gary Walsh)

Mrs. Susan Beyer - PTO Liaison to the Board
Sr. Ranah Phelan – Curriculum Coordinator

Approval of Minutes

- Minutes from the 6/8/11 meeting were shared and reviewed.
- Motion (Karen Bright) to accept minutes; Second (Brian Lay); Approved.

Communication

- (None)

Old Business

- (none)

2011-2012 Board Information

1. Committee Reports need to be completed one week prior to each meeting and sent to Meghan Barrow so they can be attached to the agenda for mailing. Board members should review the committee reports prior to the meeting. Committee Chairs will provide a summary of committee work as needed and use meeting time for questions, discussion, and calls for assistance for committee work (All board members approved this request.)

Committee Updates/Reports:

1. Enrollment and Retention – Gary Walsh, Meghan Barrow
 - Prospective tours have already begun with families relocating to the Ballston Spa area.
2. Facilities – Rich Bashant
 - Two summer work nights were held in August. Volunteers painted three bathrooms as well as the front entrance of library/preschool, constructed climbing wall for preschool, put in posts for playground fence, constructed platforms for SMART Boards and cubbies. These work nights allowed necessary projects to be completed at low-cost and allowed for fellowship of families.

MINUTES

- Remaining work includes: Painting of an additional bathroom, electrical work in classrooms, heating in classrooms, finishing playground picket fence.
3. Marketing and Development –David Fizer
 - David will look at previous marketing efforts and make a marketing plan for 2011-2012.
 4. Parish School Liaison – Joe King
 - (no report)
 5. PTO Liaison – Susan Beyer
 - PTO is finalizing a calendar of activities for the 2011-2012 school year.
 - First activity is the Welcome Back Picnic for September 24th 10am-2pm.
 - Other activities include Family Hike (Prospect Mt), Family Night Out, Thanksgiving Feast (11/21), Holiday Parade (12/2), Sundaes with St. Nick, Tubing at Willard Mt., Catholic Schools Week activities, Great Escape Water Park, Family Bowling, Ice Skating/Hockey, Grandparents Day, Field Day, and Teacher Appreciation Day.
 6. Finance – Brian Lay, Karen Bright, Rich Bashant
 - The Before-Care Program's new earlier start time has seen plenty of children arriving between 7:00-7:30am. The After-Care Program has many children attending and may need additional supervisory staff.

Sharing/Open Discussion

1. Virtus Training – September 27th at 6:30pm in the theater (90 minute presentation). Pre-registration is not necessary.
2. Strategic Plan
 - Gary shared a copy of the most recent St. Mary's School Advancement Plan
 - David Fizer is heading the Strategic Planning Committee. He has used experience with strategic planning strategies of other groups to develop a plan for beginning the process of updating our current strategic plan. He shared that the school needs to have a plan for where they want to head before a tactical plan for advancement is developed.
3. Fundraising Sub-Committee
 - a. Discuss and confirm wording
 - "What is fundraising?" We need to define which activities apply to "fundraising". Michele explained that a class raising money for a party is not a "fundraiser". "Fundraising" is not service related activities (Corporal Works of Mercy). Those activities are optional parent/student participation and not included in "Fundraising".

MINUTES

- Discussion of PTO's ability to use excess funds from one activity to fund other full-school activities. Is that included or excluded from fundraising? Board is okay with PTO collecting additional monies and using that money to support other full-school activities.
- Wording we should consider adding: "Fundraising for the purpose of this document is defined as those activities that raise money to support our school." "The School Board is in charge of the coordination of fundraising events that are not part of the school budget development and allocation. The role of the subcommittee is to ensure that fundraisers do not overlap, that monetary goals are reasonable (and met) and that expectations of fundraisers are practical."
- Sr. Ranah – the school board could meet with the parents to discuss the reality of how fundraising affects our budget needs.
- Karen and Michele will meet to work on the wording of the document to address the major fundraisers of the year and bring the wording back to the next meeting.
- 2011-2012 Fundraisers include: Innisbrook (Beth Thayer), Magazine Drive (?), Golf Outing (?), Garage Sale (?), Big Heart Day (Meghan Barrow), Big Heart Gala (Lisa Donovan?)

4. Joe King's Presentation

- a. Joe's document titled "Reasons to Choose St. Mary's" was developed from data, website information (NCES, NAEP), alumni and teacher feedback, etc. The intention of the document is to assist with enrollment and retention as well as to bring positive attention to our school. Joe has offered to isolate some of the information into single page summaries aimed at specific usage.

5. Policy on School Payments (Tuition, Before/After Care, Music Lessons, Returned Checks)

- Michele – FACTS collects tuition for the school. If an individual parent account does not contain necessary funds for automatic tuition payment withdrawals, FACTS contacts the school and assesses a fee to the family. Other activities like Before/After Care, Music Lessons, and classroom fundraisers are collected by the school and are sometimes met with returned checks or not paid in a timely manner. Payments often are never recouped by the school. Michele would like a policy to share with the school community.
- How do we deal with the issue of non-payment? Discussion about a drafted policy.
- Gary has copies of collection letters related to returned checks and strategies that he will share with Michele. They will develop a draft of an enforceable policy and share it at the next meeting.

Public Participation

- Mark Donnelly – Are school test scores posted to the website for parent review? Michele Lezon – we don't have a current program to add our data to the website but we will work on it.

Announcements:

- Gary Walsh: The school is in need of a person to continue the work of entry of alumni information into a database. Joe King offered to work on the project.

St. Mary's School Board Meeting
Wednesday September 21, 2011

MINUTES

Information:

PTO Meeting Dates - first Wednesday of every month. The next PTO meeting will be Wednesday, October 5th.

School Board representative to each meeting:

October 5	Gary Walsh
November 2	Rich Bashant
December ??	Brian Lay
January 4	Joe King
February 1	David Fizer
March 7	Karen Bright
April 4	Meghan Barrow
May 2	Gary Walsh
June 6	

2011-2012 Schedule of School Board Meetings – Third Wednesday of every month (6:30pm – 2nd floor conference room)

October 19
November 19
December 16
January 18
February 15
March 21
April 18
May 16
June 13

Closing Prayer (Gary Walsh)

Adjournment

Motion (Karen Bright) to adjourn the meeting. Second (David Fizer); Approved.

Minutes Respectfully Submitted,

Meghan Barrow

SMS Board Secretary

For next School Board Meeting:

- Fundraising Sub-Committee wording
- Policy on School Payments
- Begin establishing committees (members, contact info)
- Have schedule for your committee and updates for next meeting.
- Be prepared to give some bullet points about committee progress
- Continue to work on committee manual