



St Mary's - St Alphonsus

Regional Catholic School

St. Mary's-St. Alphonsus Regional Catholic School Regular Meeting of the School Board October 23, 2023

Board Members

Father Scott Van Derveer (Pastor), Patrick Gormley (Principal), Kathy McNulty (President), Kate Fowler (Secretary), Theresa Aslin (PTSA), Francine Buser, Janet Curley, Rachel Dutra, Rosario Gallo, Mark Olechowski, Mary Tully, Nancy Underwood. **Absent:** Patti Siano (VP).

Guests: Joy Smith, Noreen Harris, Bernadette Leone, Ashley Wood, Alex and Kristine Henel

Meeting

- Kathy McNulty called the meeting to order at 5:50 PM.
- Father Scott offered the opening prayer.
- Roll call was called by Kate Fowler.
- Kathy McNulty read the Board's Mission Statement and explained procedure for community members to offer comments or ask questions at end of meeting.
- Approval of tonight's agenda: **Motion:** Mary Tully; **Second:** Mark Olechowski; **Motion carried.**
- September's meeting minutes were approved and sent out.

Pastor's Report

- **Enrollment:** K-8 is 100; Noah's Ark is 82. It is anticipated that we will be close to 100 by January.
- **Parent Communication:** Bloomz has been launched. Response has been positive.
- **Parent Participation:** We are looking for new ways to get more parents involved. To that end, grades K-7 and Noah's Ark have been assigned room parents. The goal is to phase in a plan where each class (with the support of a Board member) sponsors an event. For instance: Trivia Night; Car Raffle; Alumni Dance; Race for Education, etc.
- **Parking Lot Fundraising:** A discussion took place regarding the parking lot fundraisers. The parish has offered to donate the proceeds from all lots 5 nights per year.

Principal's Report

- Megan Seeley has stepped down as Media Coordinator and Marketer for the school. Thanks to Megan for everything she has done to help promote SMSA. Sally Behan has stepped up to take on responsibilities as Communications Director. Thank you to Sally!
- On October 6th, SMSA honored Dave Wilkinson by declaring it "Coach Dave Day!" Faculty and staff presented gifts and dressed up like Coach. Many Thanks to Dave for all he does for SMSA.
- October 24, 2023 (5:00 PM -7:00 PM) is Open House. Teachers will talk to prospective families about St. Mary's. Enrollment is always open for preK-7th grade.

- Thank you to Peg Clohessy, who came out of retirement (again). Mrs. Susan Beyer has now been hired as our new art teacher.
- A letter went home last week reminding families about PBIS objectives and procedures. Teachers and teachers' assistants are doing an excellent job supporting our students through PBIS. Discipline referrals are negligible.
- We will be practicing fire drills this week and next. Practice lock downs will be coming soon.
- October 31, 2023 will be our Halloween Festival and Parade, Games will be on the playground. The parade will begin at 1:00 PM. Thank you to the Halloween Committee for their efforts to plan the event.
- November 7, 2023 is the Diocesan Conference day for all teachers and teaching assistants. School will be closed.
- November 13, 2023 is Parent-Teacher Conference Day. School is closed for students.
- Mr. Gormley has a contact with Barton International about a partnership with St. Mary's..
- Mr. Gormley will be attending the RISE Leadership Conference in Albany in November.
- Details are being planned for the traditional Thanksgiving Breakfast next month.

Committees/Teams

1. **Catholic Identity** (Kathy McNulty)
 - There was no meeting in October.
 - The theme of today's Mass was "Community." It was led by St. Mary's parents and families. 12-15 people stayed for coffee.
 - November 20, 2023 will be the 7th grade Thanksgiving Mass.
 - Back-to-School night was well received.
 - Themed prayers are being provided in the Kerry Blue by the Catholic ID Committee.
2. **Finance** (Nancy Underwood, Mark Olechowski)
 - The committee is working on providing more transparency in the budget. They are in the early stages of breaking down the details.
 - There is a need to reserve about 6-12 months operating costs; a sense of security will come through strategic planning.
 - There is a need for clear documentation of the use of donations. Donations should be earmarked "Guardian Angel" or "Facilities."
 - A 3-5 year financial plan is being developed and will be built around the goals of all the other committees. Kathy asked each team to submit their 3-5 year goals to the the Finance Committee, which will work on an Annual Appeal and also some building fundraisers.
 - The Fundraising Committee needs a chairperson.
3. **Recruitment and Enrollment** (Kathy McNulty)
 - The committee met on October 3, 2023 and focused on the Open House. Mr. Gormley is gathering portfolios to give to parents. Informational tables will be set up. The Board will provide a dinner for teachers and volunteers at 4:00 PM.
 - The next meeting will be November 14, 2023.

4. Buildings and Grounds (Mary Tully)

- Rosario Gallo and Mary Tully walked through school with Phil Jensen (the electrician). It was determined that the electrical issues are more important than the plumbing issues.
- There is a need for more emergency lighting in the hallways.
- More electrical outlets are being added to the classrooms.
- They are getting an estimate for at least one custodial closet on each floor.
- Thank you to Rosario Gallo for his work on this.
- One water fountain has been installed.

5. PTSA (Theresa Aslin)

- The Panera fundraiser brought in \$150.00, which is double from last year.
- November 8, 2023 will be the Jersey Mike's fundraiser.
- November 3rd and 4th will be the *Million Dollar Quartet* in the Great Hall.
- November 21, 2023 is the Thanksgiving Breakfast.
- December 16, 2023 Adirondack Thunder game is Firefighter Night. Tickets are \$20.00. the school will receive \$4.00 for each ticket sold and half of the 50/50 raffle.

6. Grant Task Force (Janet Curley)

- While awaiting the finalized architect's report, the GTF continues to search for suitable grants for the school's accessibility project.
- Also awaiting approval to proceed with a grant request for a school program.

Sub-Committee

a. Lunch (Rachel Dutra)

- September 29, 2023 - lunch program began with Pizza Day.
- Ashley Wood is doing well as Cafeteria Manager.
- Kitchen facilities are coming along nicely: sink drains have been cleared, dishwasher is now being used without flooding issues.
- Menu planning is being done to insure little waste.
- Several a la carte items (chips and cookies, etc.) are now being offered.
- Most families are all set with ordering through FACTS. Although there have been challenges with this program, staff is efficiently helping parents through the process.
- Now that we have regular volunteers, Ashley and Rachel can work in other areas to make the kitchen run more smoothly.
- Thank you to Kathy McNulty, who is helping with assisting in the scheduling of the volunteers.
- Concerns:
 - Lowering food costs. Staff is working with companies that don't have a minimum order amount. We are switching back to Stewart's for milk, due to quality and cost. We received a generous donation of \$5000. to cover student milk for the year.
 - We need a few commercial freezers. The Grant Task Force is looking into grants to help with this.
 - If 40-50 families participated in the lunch program, it would pay for labor and food costs associated with the program. Currently, pizza, pasta and picnic days meet this quota. On other days, about 20 families participate.
- Goals:
 - To provide the most balanced, nutritious meals that the students will enjoy. Student participation will encourage them to try foods they may not have seen or tried before. The act of going through the cafeteria line encourages manners, responsibility, and communication.
 - To determine through research (and by asking students) what foods they would like.
 - To utilize computer software, especially to obtain the nutritional facts of our meals, in order to prove that lunches meet federal guidelines. Ultimately, it might result in St. Mary's participating in the federal free lunch program, but only if the federal guidelines don't diminish the nutrition of our existing meals.
 - To become a scratch kitchen.

Kathy McNulty thanked Rachel Dutra, Ashley Wood, John Scrivo, and Kristine Henel for a great job getting the cafeteria up and running.

Old Business

- Vj g'St. Mary's School'Dqctf 'Eqf g'qh'Eqpf wevj cu'dggp'ceegr vgf 0

Pgy 'Dwulpgui'

- Mcyj { 'O eP wmw { 'tgr qt vgf 'vj cv'4'b qtg'gz gewkxg'o ggkpi u'j cxg'dggp'cf f gf "
- Dqcrd in-service should take place 2-3 times per year.

The meeting adjourned at 7:22 PM.
The next meeting will be Monday, December 4, 2023.

Respectfully submitted,
Kate Fowler, Secretary