



# St Mary's - St Alphonsus

Regional Catholic School

## St. Mary's-St. Alphonsus Regional Catholic School Regular Meeting of the School Board August 24, 2023

### Board Members

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

**Guests:** Jennifer Casolaro, Jennifer Leland , Amy Noonan, Joy Smith

### Meeting

- Kathy McNulty called the meeting to order at 5:49 PM.
- Kathy McNulty 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:** Anne Casola; **Second:** Janet Curley; Motion carried.
- July's meeting minutes were approved and sent out.

### Pastor's Report

Father Scott reported:

1. **Giant Promotional Banner** - We are moving forward. The banner will advertise the joyful learning environment at SMSA. It will hang on outside wall facing the roundabout at Fountain Square. This is a collaboration between Megan Seeley and parishioner Mike Cybulski, a professional graphic designer. It will be visible four seasons, especially clear when leaves are off the trees.
2. **School Spruce Up** - On Saturday, August 26th, forty parishioners will join the Spruce Up crew. Projects that day include: hauling away old desks and other unneeded items that can be turned into scrap metal. They will remove electronics and bring them to be recycled. New sheds will be assembled to store yard and playground equipment. Flower beds will be weeded, and bushes around playground will be trimmed. Other indoor projects will also be tackled.
3. **Thank you** - to Pat Gormley and the team for doing a tremendous job recruiting and hiring a talented group of new faculty members. Truly a team approach - the new faculty members came from the professional contacts and personal connections of parishioners, school parents, and our own faculty and staff. It is another example of the vital importance of the parish in the life of the school.
4. **Communication** - After researching options for a parent communication app for reminders and alerts, we have contracted with Bloomz, a platform that can be used by the parish as well (separately). This allows the parish and the school to split the expense. This will be unveiled as soon as possible.

## Principal's Report

Mr. Gormley reported:

### 1. **Hiring -**

Kindergarten: Mrs. Jessica Viger;  
Grade 1: Mrs. Jessica Trzaskos;  
Grade 3: Mrs. Jennifer Leland;  
Grade 5: Mrs. Michelle Waters;  
Grade 6-8 Science: Ms. Sue Sutherland;  
Grade 6-8 Math: Mrs. Mary Viviani;  
Grade 6-8 English/Social Studies: : Ms. Olivia Anderson;  
STREAM: Mrs. Amity Luce-Aurilio.

All positions have been filled except for the part-time art position. Amy Noonan is helping us look into temporary alternatives including a possible partnership with the Hyde. We are also looking for a teaching assistant for Kindergarten.

2. **Late Registration Concerns -** Going forward, we need to address the issue of late registrations. This situation makes it very difficult to hire teachers in a timely manner and to make sound budgetary decisions. We should be recruiting and networking throughout the year in order to attract teachers.

### 3. **Important Dates -**

8/26 School Spruce Up Day;

9/5 All teachers will be attending the diocesan workshop;

9/6 Teacher meeting at SMSA (morning); Welcome Back Ice Cream Social (4pm-6pm);

9/7 School Opens.

4. **Final Note -** Thank you to Dave Wilkinson and Gary Patton for building work. The floors have been re-waxed and look great. School will be in terrific shape for opening day. Mr. Gormley is looking forward to a great start and a terrific year!

## Committee/Team Reports

Kathy McNulty asked team members to review the primary function and responsibilities of their team. If possible, committee chairs are asked to get committee reports to the board before the Board meeting each month.

### 1. **Catholic Identity** (Kathy McNulty):

- a. Next meeting is 8/25/23. Jess Trzaskos is the chairperson.
- b. The committee is working on monthly theme Masses; prayer options related to each month's theme; school wide rosaries a few times during the year.

### 2. **Finance** (Nancy Underwood & Mark Olechowski):

- a. Fundraising was down this year; Guardian Angel donations were up.
- b. The annual letter appeal brought in \$50,000. less this year than last year.
- c. There was a \$59,000. budget deficit.
- d. Expenses varied: Maintenance costs were down, but utilities were up by \$8,000.
- e. Enrollment marketing was also up.
- f. Bad debt was lower than last year.
- g. A new business director has been hired but will not start until Nov. 1st. Deana White will stay on throughout the transition and will continue to lead the Fundraising Committee. (Mr. Gormley commended Mrs. White for postponing her retirement to help the school throughout the transition period).

### 3. Recruitment & Enrollment (Kathy McNulty)

- a. Our numbers are going up from last year at this time.
- b. Recruitment Suggestions:
  - Because there are only 4 boys in this year's Kindergarten, perhaps our ads should add more boys in the photos.
  - Mr. Gormley suggested we add events that will appeal to boys as well as girls, such as a Chess Club, a Hockey Club, a Father/Son Golf Tournament, etc.
- c. SMSA School Ambassadors are on hold for the time being.
- d. A discussion was held regarding the inviting outside parents to the Back-to-School Night (9/26/23) parent meeting. There will be informational tables set up and open 30 minutes prior to and 30 minutes after the event. Possible tables would be: PTSA; Arts; Camp Kerry; STREAM; Sports, Safe Environment; PBIS, etc.
- e. The tuition breakdown for the website looks great.
- f. Mr. Gormley is looking into addressing the idea of having parents in the building in a safe manner.
- g. A discussion was held regarding the possibility of placing informational/thank you notes as part of a receipt on the windshields of parking lot patrons at various events.

### 4. Buildings & Grounds (Mary Tully)

- a. Mary Tully, Rosario Gallo and Gary Patton met twice this summer. The 5-year plan document is almost complete. National Grid did a walk-through, and Rosario did a walk through with Jack Hall Plumbing.
- b. National Grid - we have been awarded a grant, which will provide \$27,000. worth of work to be completed on October 1st and 2nd. Harold S. Gooding will complete a steam trap replacement at no cost to SMSMA. This will save a great deal of money in the long run.
- c. Jack Hall - There are several plumbing issues.
  - One priority is replacing water fountains on the 1st and 2nd floor. The new fountains will allow water bottles to be filled. Both Jack Hall and FW Webb are giving the school discounts. Rosario has already received an alumni donation for \$2500. toward the project (one fountain). Mary is seeking another.
  - The non-working bathrooms are a concern. Jack Hall suggested we close those with major issues on the south side of the building and use any working fixtures to replace non-working ones in other bathrooms on the north side of the building. It was also suggested we replace some faucets with touch-less faucets, which would not be difficult.
  - The hot water tank has been decommissioned for a cost savings.
  - The slop-sinks in the custodial closets should be replaced in the next few years.
- d. Phillip Jantzen - is creating an estimate for adding 2 extra outlets in each classroom. He will do a work order to facilitate the process.
- e. School Spruce Up Day - Saturday 8/26 - we have 2 dumpsters. Old desks will be sold for scrap metal.
- f. Clean up of the locker rooms has begun.
- g. Mary Tully suggested increase our maintenance budget going forward to prepare for other maintenance issues that may arise.

## 5. PTSA (Theresa Aslin)

- a. 8/28 School Store Open 9:30 am - 1:30 pm;
- b. 8/29 Sprinkles Fundraiser - Joy Smith sent invitations to new families to "Meet and Greet."
- c. 9/26/23 Back-to-School Night

## 6. Grant Task Force (Janet Curley)

- a. Janet Curley reported that there is a new procedure for the Grant Task Force, which will meet regularly, as needed, with Gary Patton (Business & Operations Manager), Rosario Gallo (Co-chair of the Building & Grounds committee), Mr. Gormley and Deana White to ensure the Grant Task Force is pursuing and writing grants in accordance with the school's priorities.

## 5. Sub-Teams

### a. Lunch (Rachel Dutra)

- A cafeteria manager has been hired: Ashley Wood. Ashley is also a new SMSA parent. She has a food service management background.
- The plan is to have lunch M-W-F with volunteers helping on Tuesdays and Thursdays, if necessary.
- Pizza Friday will continue.
- Many volunteers have signed up to help
- 24 Families did not pay for food last year.
- The Auto Payment System needs to be fixed.

### b. Code of Conduct (Kathy McNulty)

- Rosario Gallo and Patti Siano are on the committee. Other members sought.
- The committee is looking at other schools' social media/code of conduct for board members.
- There will be an update at next meeting.

## New Business

- a. Board members have been asked to be present at school events whenever possible: Back-to-School Night 9/26/23; October Open House; Theme masses, etc.
- b. Kathy McNulty asked each committee to look at the committee goals. We will discuss at September's meeting and codify officially.
- c. An essential 3-5 year strategic plan will be created later in the year.
- d. Anne Casola asked if we should have staff members rotate as SMSA Board Representative. A suggestion was made to invite a new teacher each month starting with the October meeting.

## Guests Opportunity to be Heard

### a. Amy Noonan discussed:

- Painting the Food Pantry mural: it was a true community experience. Every student and several parishioners helped. She said "the community soul shined through this labor of love,"
- Thanks to Dave Wilkinson and the library volunteers for work in the library.
- Parking Fundraiser: Do we want a team to take over? Or should the Noonans continue? Amy has data about which events make money. More volunteers are needed. A discussion ensued regarding the distribution of the money brought in through parking.

- b. Joy Smith asked about Middle School enrollment. Although there is no 8th grade this year, next year's numbers are encouraging based on the size of this year's 6th and 7th grade.

The meeting was adjourned at 7:17 pm.

**Respectfully Submitted,**

*Kate Mahoney Fowler*, Secretary