

St. Cletus School Board Meeting
February 6, 2018

- Present: Eileen Dorchinecz, Board President, Tom Chinske – Principal, P Townsend, Kevin Hogan, J Rossmiller, S Aulinskis, P O’Toole, C McLean, Valerie Sosne, Ron Skrip, Bob Havelka, Nick McKeehan
- Absent: C Mhley
- **First Order of Business** – Fund raising
 - Spring Auction has generated \$15 K in donations thus far
 - Idea of Parish Center being used / rented by outside entity
 - Father Bob and Debbie looking to keep St. Cletus only activities for this first year
 - In future will gear toward renting for children’s activities
 - Simultaneous income generator and enrollment tool
 - Golf Outing Date: June 22, 1:30 PM
 - 9K is budgeted
 - \$1000 has been spent on down payment to reserve golf course
 - Discussed idea to hire a teacher to organize the event
 - Consider asking Jacoby and Zuber family
 - List of who played last year will be accessed
 - Additional Fund Raising Ideas:
 - Walk-a-thon has been held in the past
 - Consider as a potential event
 - 358 students expected to raise \$30 each
 - Consider holding the event the morning of the end of school picnic
 - Another similar idea is a Dance-a-Thon
 - Consider each grade with a different colored shirt
- **Second Order of Business** – Enrollment
 - Administration is reaching out to parents who are undecided
 - Thus far 10 undecideds and 10 not returning
 - Consider having a board member reach out to these families to discuss their thoughts
 - Several of these students are in kindergarten

- **Third Order of Business: Summer Camp**
 - Dan Galvin was at the open house
 - Looking at June 18-July 13 (considering shortening to July 4 end date)
 - No registration yet
 - 9-2 will be hours
 - Mr. Galvin does not want to limit age range for camp, he wants K-8
 - Likely to focus on K - 4
 - Fee of \$495

- **Fourth Order of Business – Open House**
 - Successful, 20 families visited, surpassed 2017 attendance
 - Ideas for next year:
 - Move table closer to door so that families are properly directed
 - Capture families as they enter with proper signage
 - Familiarize tour guides with names of the pre K and K teachers
 - More formal training of 7th and 8th grade tour guides
 - Fill Morrissey hall with visuals (looked too empty)
 - Consider the idea of a reception in the Parish Center to show off the new space
 - Web site should have more specific information about where to enter / meet for prospective families
 - Board members will be assigned to contact/follow up with the families who they toured through the school
 - Cookies were appreciated by the families

- **Fifth Order of Business – Finance Update**
 - Fund raising income is 47 K (30 K of this is Fall Fest)
 - Salary / Benefits - under budget
 - Health insurance – under budget
 - Books / supplies – at budget
 - Administrative Expenses - under budget
 - Utilities – at budget
 - Technology – under budget
 - A one time contribution of 6000K does not fall into the fund
 - 2 biggest revenue generators are tuition and fund raising
 - Multiple fund raising campaigns happening simultaneously
 - Annual Fund kick off in January plus the capital and auction campaigns
 - Pat O’Toole update on Annual Fund:
 - Letter have been sent to Mrs. Schaffer
 - 4 letters: family, Staff, Alumni, Parishioners
 - Approximately 250 letters will be sent

- Looking ahead at enrollment the 2 largest classes are 7th and 8th grade with 49 students, current Kindergarten has 29 students
- Focus needs to be on increasing enrollment in the early education years
- A PLAN MUST BE DEVELOPED

- **Sixth Order of Business** – Increased activity for elevating sense of community at St. Cletus
 - Buddy System notes
 - Art Fair – kids bring in their families
 - Personal contact with new families from established families
 - This will be a main topic at the next meeting

- **Seventh Order of Business** – Physical Plant
 - Bob H met with Father Bob and will do a walkthrough of the physical plant
 - Discussed ideas for decreasing energy costs and getting free lighting updates
 - Scheduled future walkthrough for school, church and parish center

- Birthday Card Update
 - Valerie working with Mrs. Bentley to contact a printer to get addition / new cards
 - Working to develop a sustainable system