

# St. Christopher School Advisory Board Minutes

October 9, 2018

**Members Present:** Cindy Clarke, principal, Fred Daniels, chair, Heather Griebel, Corrine Zeman, Patrick O'Mara, Tom Nardone, Tom McCarthy

**Members Missing:** Fr. David Harris, Todd DeRego, David Savino, Mark Roy

**Others Attending:** Marta Nissen, Director of Advancement, Carol Fiore, Advancement Associate

We began the meeting at 8:00 AM with the opening prayer and school mission statement. Minutes from the prior month were approved.

## Finance Committee:

- Enrollment is up against the 2018-2019 budget. Therefore, Murray has updated anticipated expenditures in the budget to include items that had been previously cut.
- With some additional monies re-allocated to marketing, the Board discussed marketing opportunities in high visibility areas. Ideas included a banner across downtown, a large lawn sign on the corner by the church, a sign in St. Joseph Hospital's lobby, and signage/support of the BG Craft Fair. Marta, Carol, and Mrs. Clarke will follow up.
- The Board discussed ways to work with Diocesan requirements to build a budget based on actual registrations in early February and how to urge parents to enroll/re-register earlier. Other discussion about boosting enrollment included:
  - Registration for 2019-2020 for new students to the school opened October 1 and those students are being accepted immediately.
  - The Board discussed methods to reach out to the strong Vietnamese community at St. Christopher Parish. Mrs. Clarke, Marta, and Carol will discuss with Fr. David. Tom Nardone will discuss with Fr. Thien.
  - Patrick offered to work on developing an alumni scholarship program with Marta and Carol.
  - Heather will be coordinating a parish appreciation program with parishes in our Deanery. We hope to begin by delivering cookies/candies at Christmas to our local priests. We may offer to put on coffee/donut events after masses at parishes after the first of the year.

## Principal's News:

- Mrs. Clarke reports that the school has a very positive climate. She thanks families, students, and teachers for their hard work and great attitude.
- After a bit of challenge in finding a director, Mrs. Clarke is pleased to note that Drama Club is underway. The group will present Peter Pan, Jr. on Friday, November 30.

## Advancement:

- The Calendar Raffle was quite successful, surpassing the budgeted goal of \$22,000.
- Marta and Carol are currently drafting the Annual Fund materials.
- Planning for the 2019 Auction is underway. Jenn Torosian is the Auction Chairperson with a large and enthusiastic committee. Marta is working on the Auction invitations and website.

The Board entered Executive Session at 9:15 AM.

The meeting adjourned at 9:30 AM.

The next meeting will take place on Tuesday, November 14 at 8:00 AM in the library.