

St. Christopher School Advisory Board Minutes

November 13, 2018

Members Present: Fr. David Harris, Cindy Clarke, principal, Fred Daniels, chair, Heather Griebel, Tom Nardone, Todd DeRego, George Torosian

Members Missing: Mark Roy, Corrine Zeman, Patrick O'Mara, Tom McCarthy

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.

The Board welcomed George Torosian as a new member.

Finance Committee:

- Murrayann continues to monitor the actuals vs budget carefully and make necessary adjustments.
- Murrayann will begin developing the 2019-2020 budget soon. Developing the budget is complicated as it is based on actual enrollment numbers at the time the budget is due, not anticipated numbers. The Board discussed the importance of reminding parents to enroll on time so that we can develop a realistic budget and set tuition as low as possible. Parents enroll late force us to raise tuition and therefore cost themselves, and other families, more money.
- The Board discussed the importance of keeping a close eye on finances while also doing those things that keep the school strong and viable.

Principal's News:

- Mrs. Clarke led the Board in a discussion of changing enrollment habits by parents. As we have noted over the past couple of years, many parents are researching the school online and are applying for admission before visiting the school. Therefore, the Fall Open Houses were primarily attended by those who had already applied and been accepted and were simply looking at the facility to be sure they were happy with their choice. We will be looking closely at this change in habit and how we can continue to attract new students to the school.
- Mrs. Clarke recently held a meeting with 5th grade parents regarding student behavior. The meeting was well attended and generated a great deal of constructive conversation. In particular, the topic of positive communication between school and parents was discussed. Parents were encouraged to reach out to teachers and Mrs. Clarke about issues rather than discussing them amongst themselves.
- Mrs. Clarke plans on holding similar meetings with the 3rd and 4th grade parents in the near future.

Advancement:

- A Calendar Raffle wrap-up meeting is scheduled for December 4. We will receive our proceeds for the raffle at that time.
- Annual Fund letters have gone out to parents, faculty/staff, alumni, and past supporters. We need to continue to remind people to donate to the Annual Fund in support of our school's mission. In addition, parents should be reminded that since our cost to education each student is less than the tuition we charge, all students receive financial aid.
- Marta and Carol are planning on having the school participate in the NCEA's "Many Gifts, One Nation" Day of Giving on January 29-30, 2019. More information on that effort will be forthcoming.

The Board entered Executive Session at 8:45 AM.

The meeting adjourned at 9:10 AM.

The next meeting will take place on Wednesday, December 12 at the Pine Street Eatery.