

# St. Christopher School Advisory Board Minutes

January 15, 2019

**Members Present:** Fr. David Harris, Cindy Clarke, principal, Fred Daniels, chair, Heather Griebel, Tom Nardone, George Torosian, Mark Roy, Corrine Zeman, Patrick O'Mara

**Members Missing:** Tom McCarthy, Todd DeRego

**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 November were approved.

## Finance Committee:

- School finances continue to be in good shape. The Board thanked Murrayann for her diligence in monitoring the finances and making adjustments as needed.
- Murrayann is in the initial stages of the budget cycle for 2019-2020. The budget is due to the Diocese by March 15.
- The Board looked at current registration numbers for next year. In comparison with this time last year, registrations in the lower grades is slightly higher. Upper grades are currently registering, so those numbers will be reported at the next Board meeting.
- Because the budget is based on actual number of enrollments for 2019-2020 by February 1, the Board stressed the importance of early registration in keeping tuition low.
- The Finance Committee recommended that several administration computers be replaced as they are nearing life expectancy.

## Principal's News:

- Mrs. Clarke emphasized the need to focus on enrollment. She and her Admissions Committee are meeting regularly to work on enrollment strategies.
- Mrs. Clarke has continued the parent meetings regarding student behavior. She has recently met with both 3<sup>rd</sup> and 4<sup>th</sup> grades. Both meetings were very well attended and parent feedback has been very positive. Since she has begun the meetings, Mrs. Clarke has noticed better student behavior, as well as increased parent interaction and communication.
- Project Safeguard for the 6<sup>th</sup> grade students was very successful. Several new speakers were involved in the day and were well received.
- Mrs. Clarke noted that she will be having surgery on January 30 that will require her to be out of the building until after February vacation. She has made extensive arrangements with the Diocese and the teachers/staff for her absence and will be available via email. An explanation letter will go out to parents in the next paper Wednesday News.

## Advancement:

- Marta and Carol met with Patrick O'Mara and Kimberly Zambrello of the Nashua Chamber of Commerce. The Chamber offers many different ways to assist the school in marketing. Marta and Carol will be working to take advantage of the Chamber's assistance.
- The Annual Fund is continuing, with just over \$20,000 in donations received from the \$34,000 goal. Carol will be sending out the next News and Notes newsletter in February which will include another Annual Fund donation envelope.
- The school will be participating in the NCEA Day of Giving from noon on January 29 through noon on January 30. The day will include a number of special incentives and social media interactions.
- Plans for the 15<sup>th</sup> Annual Auction are well underway. Invitations will go out the first week of February. Donations are coming in well. The Committee is also focusing on sponsorships and advertising at this time.
- George noted that several parents have suggested we rearrange our annual fundraisers so that the Annual Fund occurs in the early Fall when parents are excited to have students back in school. The Calendar Raffle would take place in November, with drawings in December to add to the "holidays". Marta and Carol will reach out to Nashua Catholic and Infant Jesus to see if they are open to changing the timing of the Calendar Raffle.

The Board entered Executive Session at 8:35 AM.

The meeting adjourned at 9:00 AM.

The next meeting will take place on Tuesday, March 12 at 8:00 AM in the library. (No February meeting will take place as Mrs. Clarke will be out of the building.)