

**Saint John the Apostle Catholic School
School Advisory Board
Minutes of the October 7, 2008 Meeting**

- Dave Smith called the meeting to order at 6:30 p.m. and led the assembled group in an opening prayer.
- Members in attendance were: Dave Smith, Father Biber, Jennifer Edwards, Terry Kane, Karen Fittler, Susan Skoczynski, Davy Andrews and Vivian Uthe. In addition to the members of the Board, George Sorrentino, School Business Manager, and a guest attended the meeting.
- The minutes of the May and September meetings were presented and approved.

Pastor's Report – Father Biber reported the following:

- Father is waiting for an all-in dollar amount for the site preparation, etc. regarding the recommendation for the Church offices. The options will be displayed and distributed the Parish membership; however, Father will make the final decision.
- A mailing will be going out this weekend regarding the increased giving campaign, as mandated by Bishop DiLorenzo. Father requested that the children attend masses this weekend in their school uniforms. At the same time that the Parish was conducting its survey, the Bishop conducted a survey of Catholic education in our Diocese. We will use the Diocesan-mandated program to dovetail with the results of our survey and what has been identified as our Parish needs.
- Each Parish member will be asked to commit to a funding level, increased from the current level of giving. Half of the increase will be used by the Diocese to fund Catholic education throughout the Diocese, primarily through tuition assistance. The remaining half will stay in the Parish and used in 3 areas: youth and teen programs, ongoing beautification of the church and grounds and start-up costs for a permanent facility for Parish usage on the Church and School grounds. These usages will be from the increased giving from the first collection. Increases in the second collection will be used to establish a fund for expanded commons, parish offices, CLOW, nursery, meeting spaces, etc., along with an entrance from the north parking lot. Anything over and above the mortgage payment will benefit the entire parish and no new debt will be incurred. Everyone is encouraged to make an annual commitment on October 26th and it can be handled either through EFT or collection envelopes.

Chairman Dave Smith reported the following:

- Welcome Sundays will be expanded in the new year, with the goal of offering a welcome table every weekend. Additional manpower will be needed and the Parish Council, finance Council and School Advisory Board will be involved.

When this is implemented, Bob Brooks will provide training to the members. Dave will attempt to get us trained as a group.

- October 30, 7 pm at St. Gregory's, there will be a presentation of the Diocesan pastoral plan. Among the topics to be discussed are the decrease in the number of priests, potential clustering of parishes, and the shared view of parishes in geographic regions. Father reported that Beth Neu is overseeing this planning for the Diocese.
- School Advisory Board training – While the Diocesan Board has adopted the split of the Marketing and Development Committees, we will keep ours combined this year. Confidentiality agreements are required for school staffs and are recommended to be signed by volunteers. This protects both the School and the volunteers. Dave asked each Board member to sign one.
- Dave noted that we can designate a particular school as a beneficiary of the Bishop's Appeal, which will occur in the spring. Karen agreed to include this as a notification item for the parents through the PTO at the appropriate time. Father also reminded the Board that contributions through the Combined Federal Campaign (CFC) can be designated to the School. George noted that the new CFC application comes out in December and must be submitted no later than March to be accepted as a designee of the CFC.
- The legislative arm of the Virginia Catholic Conference, whose past successes include textbook purchasing power and share-the-ride permission, is pursuing the Blaine amendment this year. This amendment to the Virginia Constitution, dating from the 1870's, disallows funding of public money for private schools. Dave reminded the group that in addition to signing up for the email alerts, there is a very handy way to email legislators through the website and email alerts.
- Exit interviews are a holdover item from last year and were mentioned in the Annual training. The Diocese is working to develop a uniform process for conducting such exit interviews.
- Dave provided contact names for each of the Diocesan committees to be used by SAB committees as resources. No individual is responsible for Strategic Planning at the Diocesan level; instead, this committee is made up of the heads of each other committee.

Principal's Report – Jennifer Edwards reported the following:

- First quarter progress reports were issued on September 25th, followed soon thereafter by parent-teacher meetings.
- An All Saints Day celebration will be held at the School on October 31st.
- Jennifer provided the most current enrollment numbers by class.

Finance Report

- George Sorrentino reported that he has not yet met with Rob Parker, but there are no changes to the budget since the last meeting. Budgets have been submitted to the Diocese. To date, actual financial results are tracking very close to budget. Operating funds have been moved among three banks (Gateway, Bank of the Commonwealth and BB&T) to ensure that we are not too heavily weighted in any one bank, particularly in light of the current banking industry crisis.

Strategic Planning Committee reported:

- No report given.

Development & Grants Committee reported:

- No report given.

The Physical Plant & Building Committee reported:

- No report given.

Legislative & Advocacy Committee reported:

- Vivian reported that she is checking to see where the Diocese is on share-the-ride.

Finance Committee reported:

- No report given.

Old Business

- No old business.

New Business:

- Assignment of tasks from last year:
 - Marketing to non-Catholic population – best handled by Cathi, who will work with Marilyn Ertel
 - Exit interviews – this was taken on by the Executive Committee last year. School year to-date, 3 families have left the school. Dave agreed to draft a cover letter to go with the form sent by the school. Dave suggested that the administration check with the Diocese on the status of the Diocesan effort regarding exit interviews.
 - Marketing & tuition assistance – George noted that several emails, letters, brochures, etc. went out to incoming and current families. Our guest

noted that he had received some communication in his welcome packet for new families. George suggested that we establish a financial aid committee earlier this year than last.

- Parental requests have included a Media Specialist, Reading Specialist and Resource Teacher. This will be a Strategic Planning Committee study issue.
- Registration estimates and tuition estimates will be handled by the Finance Committee, along with the initial budget.
- Family financial assistance – George noted that decisions are needed in April. It was agreed that a committee will be formed in the winter.
- Capital Improvements Budget – needed for future year submissions. The Finance Committee will work on this.
- Transportation coordination with Sullivan House – the Facilities Committee will work on this.
- Karen briefly discussed the upcoming Harvest Festival and requested assistance of the SAB members, both in terms of procurement and manpower during the event.
- Dave reviewed the list of deliverables. He requested that we respond to him with dates that we are not available for welcome training. The by-laws will be circulated electronically on Wednesday, October 10th and comments are due back to Karen by October 12th.

There were prayer requests made for Cathi Reade, the family of Joseph Badali and the families of the recently deceased parish teens.

The next meeting will be held on November 4th at 6:30 p.m.

The meeting was adjourned with prayer at 7:58 p.m.