

**Saint John the Apostle Catholic School
Interim School Advisory Board
Minutes of the April 15, 2008 Meeting**

- Chairman 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, Jennifer Edwards, Davy Andrews, Terry Kane, Bob Storms, Karen Fittler, Susan Skoczynski, Rob Parker and Jim Terracino. In addition to the members of the Board, George Sorrentino, School Business Manager, and Joe Badali, upcoming principal, attended the meeting.
- The minutes of the March 18th meeting were approved with no changes.

George Sorrentino reported the following:

- The 2008-09 budget will be presented to the SAB and the Parish Finance Council. The approved budget must be submitted to the Diocese by May 1st. The budget must be approved by the SAB Finance Committee, Ralph Mizelle and Father Biber. The enrollment numbers used for the budget remain at 205, although we are hopeful that the number will climb to 210-215. Currently the enrollment for next year is at 189.
- Fieldwork has been completed for the audit and it is under partner review. A draft is forthcoming.
- The Gala is on target compared to the budget, although it may come in slightly higher. The budgeted net income is \$50K.
- Financial aid is available through both the Parish and the Diocese. Timing is key as the Diocese must have the School awards by May 15th. The Financial Aid committee must meet during the first 2 weeks of May to make determinations to meet this deadline. 3 families, representing 5 children, have applied for this aid. If a member of the Parish, the family must first apply to the Parish prior to applying to the Diocese. Sources of this financial aid are the Knights of Columbus and individuals. One family that donated in the past no longer has children in the school. The school can realistically only offer tuition reductions in classes that would not cause the school to incur additional costs by adding students. The financial aid committee will consist of George, Rob, Larry and Sue.
- Presented the March financial statements. He noted that the tuition deficit is anticipated to increase to \$30K. He anticipates that all debts and expenses will be met this year, due in part of the money market balance of \$90-90K. Summer expenses are already covered.

Principal's Report – Jennifer Edwards reported the following on behalf of Ralph Mizelle:

- 17% of the students achieved Principal's List recognition at the celebration earlier today. Principal's List is for students that achieve straight "A's" during a quarter.

- Terra Nova testing is occurring this week.
- Communication folders are available for all SAB members. These folders include the items that are sent home weekly to each family.
- Thank you to all who participated in the Gala.
- Ralph is absent due to his mother's illness.

Chairman Dave Smith reported the following:

- He attended a town hall meeting with Bishop DiLorenzo, Annette Parsons and John Barrett (Diocesan Director of Finance). It was noted that Richmond was the first Diocese that received accreditation from SACS. There was also discussion of the increased giving campaign for Catholic education. Among the concerns raised in the meeting was increasing tuition, which is up by more than 31% since 2001. Tuition assistance is not keeping pace. As a result, the Bishop is instituting an increased offertory program, which will be analyzed and marketed by the Moran Company. 50% of the increased giving will go to the diocese for Catholic education. The other 50% will remain in the parish and be used for religious education. This company has realized 20-40% increases where a recent campaign has not been in place. \$500K of the diocesan amount will go into tuition assistance. The increased offertories will be measured over 5 years and funds are anticipated to be received in the schools within the first year. Moran Company will be coming into the Parish in October or November of this year, in order to meet the Bishop's mandate of completion by March 2009. In order to tap into the Diocesan pool of funds, the Parish must give at least 12.5% of the baseline parish income to the school. Next year's subsidy, exclusive of the facility charges, is \$100K. At Rob's request for a copy of the materials, Father directed him to Bill Hitchings. Father stated that he wants the Board to have input into customizing the materials.

Pastor's Report

- Father reported that the Parish has contracted with Vanco to work on electronic funds giving and anticipates it will be ramped up at the end of May.
- There will be a time and talent fair on June 1st and this will be noted in the next newsletter.

Strategic Planning Committee reported:

- No report given.

Development & Grants Committee reported:

- Rob suggested marketing at other parishes, particularly at Holy Spirit and St. Like's. This should probably be an annual thing, using Joe Badali's leadership and familiarity. Primary targets should be Kindergarten and 1st grade, along with 6th grade. Jim Terracino suggested that we bring our children to Holy Spirit and

St. Luke's on Sunday or Friday morning masses to demonstrate that our children are excelling.

The Physical Plant & Building Committee reported:

- The committee is still working with the other committees regarding the office move. Recommendations are all but finalized.

Legislative & Advocacy Committee reported:

- Bob reported on St. Joseph's School in Petersburg. The school has been given 1 week to raise an additional \$750K or they will be closed. It was noted that the school is in a failing area, with only 150 students and several hundred thousand dollars in debt.

Public Relations & Marketing Committee reported:

- Joe Badali talked about what the challenges are in moving to middle school, along with the advantages offered by the public schools.
- Veronica suggested adding parish children to various activities, such as dances, etc.
- Karen reported that Cathi will be issuing the survey as soon as the contact info is received from the Parish Office.

The Finance Committee reported:

- No report given.

No Technology Committee report was provided.

New Business:

- A special session will need to be held later this month to approve the budget.
- The next meeting will be on Tuesday, May 20th, at 6:30 p.m.

There were prayer requests made for the family of Ralph Mizelle, Cathi Reade, Larry Piper, Carter Ridgeway, the Jackson family, the Blessed Father, the soul of Jerome Terracino and Vivian Uthe.

The meeting was adjourned with prayer at 8:22 p.m.