

**Saint John the Apostle Catholic School
School Advisory Board
Minutes of the September 16, 2008 Meeting**

- Dave Smith called the meeting to order at 6:30 p.m., welcomed Joe Badali and led the assembled group in an opening prayer.
- Members in attendance were: Dave Smith, Jennifer Edwards, Terry Kane, Cathy Reade, Karen Fittler, Susan Skoczynski, Rob Parker and Vivian Uthe. In addition to the members of the Board, George Sorrentino, School Business Manager, Marilyn Ertel, Director of Development, and a guest attended the meeting.
- The minutes of the May meeting will be presented at the October meeting.

Principal's Report – Joe Badali reported the following:

- Joe has enjoyed the first 4 weeks at SJA! He offered his thanks to Jennifer Edwards for her leadership and to George Sorrentino for his tutelage in finance for schools.
- The children are absolutely delightful! Enrollment is at 222 students. Joe provided a breakdown in the numbers by class.
- Progress reports will be issued on 9/25 and parent-teacher conferences will be conducted on 9/26.
- Joe is really happy to be here and hopes that everything remains smooth.
- Joe also noted that his understanding is that he appoints the Board. He suspects that Father Biber would like to be a bit more removed from the day-to-day operations of the School and will rely on Joe.
- There will be a School Board training session held at Christ the King School on October 1 at 6:45 p.m. Dave encouraged all that can attend to do so. He attended such training last year and felt it was very worthwhile.

Development Report – Marilyn Ertel distributed packages from Development to the Board members. She offered her thank to Joe and noted that he is very supportive of the development efforts.

- Development newsletter - contains thanks to the sponsors and partners in education. She also thanked the volunteers, noting that they are a necessary part of the school. Important dates are on the back of the newsletter.
- Golf outing – this is the 5th annual event and has been a great success for the school, and a lot of fun! Hole sponsorship is \$100 for School families and \$150 for others. There will be a 50/50 raffle. Already, we have 10 sponsors and 10 teams signed up. The event has been delayed to accommodate one of our major sponsors – Outback Steakhouse.

- Business Directory – advertise your business or craft to all School families, in exchange for a contractual agreement to donate a portion of the proceeds or profit to the School.

Interim Chairman Dave Smith reported the following:

- The interim by-laws from the prior year were established by Father Biber. New by-laws have been circulated by comments and questions. The Diocesan guidelines call for serving for 3-year terms, at the pleasure of the appointer. There was a discussion of the 3-year term limit as it relates to the PTO president who is a member of the School Board as a result of the PTO by-laws. We need to think of replacements for ourselves for next year. Each member of the Board is a voting member, with the exception of the Principal and the Assistant Principal. The Board serves in an advisory role to the Principal. Suggested policies that are generated this year will go to the Principal for approval or disapproval. There are 3 officers – Chairman, Vice Chairman and Secretary. Officers have term limits of 2 years. Nominations for these positions will be made from the floor. We are required to fill 5 committees, so we may be only one deep on these committees. We are urged to recruit non-Board members to our committees to assist, with the Board member chairing their assigned committee. The committees are: Development, Finance, Strategic Planning, Facilities and Legislative. Note: the head of the Finance committee must also be a member of the Parish Finance Committee.
- Rob Parker queried what Joe would like the focus of the Board to be and if he feels we are at the right size. Joe responded that he is too new to determine, but looks to the Board to determine if we are at the right size and the proper mix of people. Joe would like to keep this as informal and friendly as possible to get the benefit from the Board's input and wisdom, but cautioned that he will not accept all suggestions, as he was hired to run the School and will make final decisions.
- Rob noted that last year some projects worked better than others. Particularly, he felt that some did not have the proper buy-in by the larger community or are not well suited as Board functions. He noted that we are more helpful as advisors in developing structure of personnel and job descriptions, assistance with budget and tuition research. Terry Kane and Davy Andrews did a lot of work regarding the relocation of the Parish offices. He would like to avoid time-consuming but low productivity duties. Rob recommended that we determine what committees we actually need and what our goals are as a School Advisory Board. Joe stated that some committees are required, but in certain years some committees will have more focus than in other years. One of his primary focuses is to enhance the footprint and recognition of SJA. He also wants to make the committees useful and meaningful and give them something to do.
- Dave and Joe agreed to meet to review the results from last year and determine what we will work on this year.

- Dave reported that he sits on the Hampton Roads Catholic School Board Association. They will be working on issues of common interest to the area's parochial schools.

Election of Officers – Each of the following was nominated and elected unanimously:

- Chairman – Dave Smith
- Vice Chairman – Terry Kane
- Secretary – Karen Fittler

By-Laws – In response to the suggested by-laws circulated by Dave prior to the meeting, Karen provided several suggested changes. Discussion ensued, including the need to address the meeting dates. Rob moved that we accept the by-laws as discussed and amended. The motion carried unanimously. Karen agreed to circulate the updated by-laws.

Committee Chairman Assignments:

- Development – Cathy Reade, assisted by Rob Parker
- Finance – Rob Parker
- Facilities – Davy Andrews, assisted by Terry Kane
- Strategic Planning – Sue Skoczynski
- Legislative – Vivian Uthe
- Dave noted that Veronica is a “floater” and may be utilized by other committees. Each committee head should feel free to contact her.
- Dave also noted that he will meet with Father Biber and Bill Hitchings to request Rob's appointment to the Parish Finance Council.

Finance Report

- George Sorrentino distributed a summary income statement comparing budget to actual for the prior fiscal year, showing a net loss of approximately \$12K. This loss was mainly due to the audit, backup of the main server, lower tuition, lower development income, coupled with savings in operations and maintenance.
- George described the budgeting process and noted that he tries to stay within line item budgets each year. Salaries are defined within specific Diocesan parameters.
- George also distributed a proposed budget for the current fiscal year. Fixed charges decreased, primarily due to a \$20K decrease in retirement expense. The capital outlay in the budget is the grant received, specifically for technology, including smart boards, laptops and computers. Instruction expense increased due to \$31K budgeted for new books, mostly for the Language Arts curriculum.

There is no padding in the budget. An inflationary factor was not included in developing this year's expenses, other than a small escalator in recognition of higher food prices.

Strategic Planning Committee reported:

- No report given.

Development & Grants Committee reported:

- No report given.

The Physical Plant & Building Committee reported:

- Terry reported that the campus layout was presented to the parish Finance Council, including options for modular buildings and offices within the School building. Cathy reported that both options will be drawn up and displayed in the Church Commons for voting by the Parish.

Legislative & Advocacy Committee reported:

- No report given.

Public Relations & Marketing Committee reported:

- No report given.

The Finance Committee reported:

- No report given.

No Technology Committee report was provided.

Pastor's Report:

- Father expressed his gratitude for the start of the school year. He is glad to hear that Catholic High is doing so well. He also mentioned that Holly Smith, Dave's wife, received a prestigious award at the Governor's School this summer as an outstanding educator.
- Father attended a Board meeting for Sullivan House and noted that they are trying to purchase a mini-bus. Dennis Price at Catholic High leased a bus to try to attract additional students. He needed to get 8 additional students to make it work. He experienced such success that he now has 2 buses per day. Father suggested to Sullivan House that they try to work out a sharing package with Catholic High. He offered this as a suggestion for the Board to think about, as a way to increase enrollment by attracting additional students that could not otherwise attend.

New Business:

- Meetings will be held on the first Tuesday of each month, at 6:30 p.m.
- Father Biber reported that Felicia Fisher will replace Larry Piper on the Board. Dave suggested that Rob also be included and Father indicated agreement.

- Dave noted that he needs to respond to a Parishioner's request regarding the award of scholarships by the Diocese. Cathy directed him to a recent article in The Catholic Virginian. SJA received a total of \$2500, covering 3 families and 5 children.
- Father discussed the upcoming increased offertory campaign and the McMahon-Pareter Foundation, with the goal of trying to establish an endowment of \$30 million for Catholic education.

There were prayer requests made for Larry Piper.

The next meeting will be held on October 7th at 6:30 p.m.

The meeting was adjourned with prayer at 8:23 p.m.