

Saint Peter Catholic School Advisory Council

Meeting Minutes

9/27/2018

I. Call to order

Alicia Delamere called the regular meeting of the SPCSAC to order at 1800 in the SPCS Media Center.

II. Roll call

Vanessa Workman conducted a roll call. The following persons were present: Nick White, Vanessa Workman, Doug Jones, Alicia Delamere, Christine Fogarty, James Zambardino, Charles Alford, Dana Gauland, Julie McCaffrey, Christine Kowalczyk, Rubi Merino.

III. Approval of minutes from last meeting

Board members read the minutes from the last meeting and were approved.

IV. Reports

- a) Finance Report: Jeannie Von Lehmden attended the meeting and submitted a balance sheet for SPCS August 2018. She summarized that the budget is meeting projections and that expense control is going well. It was decided that Jeannie will enhance this report by adding historic data (last year's MTD, YTD, and YTD budget) in order to provide a "snapshot in time" of school finances and allow for better analysis.
- b) Administrator's Report: Doug Jones submitted a written report. Current enrollment is currently at 433 drop-off and pick up procedures continue to be tweaked. He also reported that both Science and Spanish textbooks are now available to students as eTextbooks and that Math and Language Arts will be available soon as well. "Coffee and Chat with the Principal" went well with 36 attendees and many positive suggestions/ideas were shared. Mr. Jones proposed that a "Parent Pledge" be distributed to parents after reports of condoned drinking and vaping in some homes have surfaced. All agreed for this to move forward and suggestions were made for how to

accomplish this online as part of a database for cross-referencing. Finally, Mr. Jones announced that he is gathering ideas on how to develop a successful ESL program at SPCS.

- c) **Advancement Report:** Susan Jone’s report was delivered by Alicia Delamere and Christine Fogarty. The Annual Fund’s definition and purpose was discussed and it will officially be kicked off on November 1. There are two events per year, the first being “Giving Tuesday” which is on November 22. The board discussed that marketing communications will need to be used to reach target audiences to promote participation. In addition, the board voted unanimously to move forward with the proposed “Raffle/Hoe Down/Pig Cook Off” spring event to take place on May 4. The board members were asked to present ideas for event product donations at next month’s meeting.
- d) **Athletics Report:** The new gym is 99% complete (Phase 1) with only “punch list” items remaining. EIC tournament is underway and will be hosted by SPCS. Parent volunteers will be an important part of the success of this event.
- e) **Enrollment Management and Marketing Report:** Heather Brockway submitted a written submitted a written report listing tasks accomplished, ongoing tasks, and upcoming projects. In addition, Heather provided a detailed spreadsheet calendar outlining major SPCS event dates for the 2018-2019 school year. The board decided that no new events could be added to the full calendar and voted unanimously that a proposed school Valentine’s Dance not be approved.

V. Old Business

- a) Board members volunteered to serve on the following committees:
 - Nominating: Dana Gauland
 - Marketing: Julie McCaffrey, Christine Kowalczyk (Alicia Delamere and Christine Fogarty already on committee)
 - Advancement: Nick White, Julie McCaffrey, Dana Gauland, Rubi Merino (Alicia Delamere and Christine already on)

Facilities: Charles Alford
Academics: Jim Zambardino
Catholic Identity: Rubi Merino

VI. New Business

- a) The board discussed whether a “Retention Committee” be added to operate under the Marketing Committee in order to gain knowledge about why families leave SPCS and to retain these families.
- b) Christine Kowalczyk will research the possibility of getting an ECU marketing intern to assist Heather Brockway.
- c) As of this date, make up school days for Hurricane Florence missed days have not yet been declared by the Diocese.

VII. Announcements

- a) The next meeting will be held on 10/16/2018 at 1800 in the Media Center

VIII. Adjournment/Closing Prayer

Alicia Delamere adjourned the meeting at 1945. Doug Jones led the closing prayer.