

STM  
School Advisory Board Meeting Minutes

**Meeting Date:** January 23, 2007 7:00 p.m.  
**Location:** STM Lower School Library

**Attendees:** Sr. Catherine Fee, Beth Gunn, Natalie Dekle, Gwen Eldred, , Sue Ann Glower, Mathew Sullivan, Norbert Schneider, Scott Remmy, Mary Ann Fallon, Dennis Egan

**Regrets:** Carlos Lima, Doug Zinn

**Additional Community Attendees:** None

- Minutes of November 28, 2006 Meeting – **APPROVED**
- **Summary of Action Taken at Joint SAB/Parish Finance Council Meeting on 2/19/06**
  - Joint meeting of SAB and Parish Finance Council in December of 2006 resulted in a decision to increase tuition.
  - Letters were submitted to parents by school administration
  - FACTS supplies a projected amount of tuition assistance for Sr. Catherine and School to consider.
  - An independent committee inclusive of an accountant, local business person among others assists Sr. Catherine with determination of appropriate amounts for tuition assistance
  - During school year 2005/2006 accounted for approximately \$2000/requested child
- **Follow Up to Classroom Size Discussion**
  - Approximately 7-8 students are rotated out of the KA classroom to the aftercare area for ~45 minutes for a prepared lesson with teacher volunteers.
  - Volunteers will be selected from possible upper school parents, upper school teachers and KA parents
  - Gwen Elred and Natalie Deckle also graciously volunteered their time
- **Exit Interviews – SAB involvement**
  - SAB offered to assist Sr Catherine with conducting exit interviews for families who have decided to leave the school
  - Jane Kyle has contacted the individual who had developed a brief survey/questionnaire eliciting information about their decisions
  - SAB will assist with compilation of the survey results
  - To date, four families are not returning to the school
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- **Progress Reports**

- **Phone System**
  - Received proposal from Bell South
  - Drew Melvin (parishioner experienced w. Bell South is involved)
  - Controller on the phone system is failing
  - \$25,000 includes new server (covered by reserve funds)
  - Parish Administrator and IT Committee are currently reviewing the Bell South Proposal
  - Timeline for decision and installation currently unknown
  - Parents have expressed an interest in having an automated phone contact system with pre-recorded messages (i.e. if there is inclement weather)
  - Inclement Weather operating procedures
    - Sr. Catherine, Judy Foster, Mike Throm communicate decision through teacher phone tree
    - If parent phone tree is utilized it is initiated by teachers
    - Utilize the H S A general announcements email distribution list
    - Sr. Catherine, Gwen Eldred and Natalie Dekle have codes to call into WCHL
  
- **STM Brochure**
  - No update available
  - Realty companies requesting updated information from school to give to potential property owners
  
- Treasurers Report
  - December 2006 School Financials
  - Tuition Income –
    - 65K positive variance YTD secondary to actual enrollment
    - Aftercare tuition is down for the year
    - Drawing interest each quarter from school endowment and gifts are not higher this year secondary to the Capital Campaign
    - Total income 45K positive variance
  - Expenses
    - Largest expenses in categories of salaries and benefits
      - Pension and health care
    - Utilities – 27K variance secondary to milder temperatures
  - Reported per Dennis Eagan on behalf of C. Lima, a letter to parishioners on school financials will go into next bulletin
  
- **Dennis Egan – Parish Director of Development Report**
  - February 2, 2007 advertising STM open house Carolina Parent and web sites
  - Capital Campaign – surpassed the 6M goal
    - 6.72 M pledged w/ 46% of STM community
    - Of that STM school pledged 1M with > 80% participation
  - Bishop Burbidge visits STM on January 24, 2007
  - Goal for BAA campaign for STM will be \$225,000

- **H S A Presidents Report**
  - Pasta Night kicks off Catholic Schools Week
  - H S A hosting a luncheon during Bishops visit
  - Auction to be held on March 23, 2007 at Fearrington Barn – tickets on sale
  - Christmas Tree Sales – covered costs but profits down significantly this year- net was only \$4000
    - ? secondary to proliferation of Christmas tree lots
    - Chipped 150 trees
  - H S A will be looking hard at fund raising and volunteer activities with a focus group
  - Gift wrap – most successful fundraiser so far this year \$13,000 plus on line ordering through spring 2007
    - Halloween carnival covered costs then some
    - Christmas Craft Fair - \$4000
  - SAB offered additional ideas like a fair, bingo night, sponsored speaker events
  - Sue Ann Glower has accepted the presidents position for H S A next year
  
- **Sister Catherine's Report**
  - First reconciliation 1/27/07 – Approximately 200 children expected
  - Catholic Schools Week – “Good News in Catholic Education” from each classroom
  - During Bishop's mass children will conduct readings and petitions
  - Development Director and Sr. Catherine to spend a day in Greensboro re: ideas for development to continue to make Catholic Schools affordable for all Catholics
  - March 9, 2007 – additional meeting at Falon Center 9- 2, SAB members invited to attend
  - Teacher / Coaches BBall game on Friday evening of Catholic Schools Week at Smith Middle School
  - Make up Day for Snow – February 16
  - Currently received 9 applications for Pre K, 5 applications for 1<sup>st</sup> Grade and 9 applications for K
  
- **Closing Prayer and Next Meeting – Tuesday, February 27, 2007 7:00 p.m. Lower School Library**