

St Patrick's Elementary School Board

08/04/2021

7:00 PM – Zoom Platform

Attendance:

President	Rebecca vanLieshout	Present via Zoom
Vice President	Pat Powers	Present via Zoom
Secretary/Treasurer	Julie Netzband	Present via Zoom
Board Member	John Jones	Present via Zoom
Board Member	Melissa Gwilt	Present Via Zoom
Board Member	Jennifer Cossette	Absent
Board Member	Christine Cavanaugh	Absent
PTC/Parent Representative	Rachel Pace	Present Via Zoom
Teacher Representative	Katherine Wright	Absent
School Principal	Kristin Healt	Present Via Zoom

Opening of the Meeting: At 7:01pm EST Becky vanLieshout opened the meeting with a prayer via Zoom platform.

Introduction of the Participants: Board members/participants acknowledged.

Acknowledgment of Principal: Kristin Healt

Confirmation of Quorum: 6 voting board members were present.

Agenda Approval:

Agenda reviewed with no additions or corrections.

A motion to approve the meeting agenda was made by John Jones, second by Pat Powers, vote taken, membership approved/motion carried.

Approval of Minutes from 05/05/2021 Meeting:

Minutes of the previous meeting were reviewed. There were no additions or corrections. Motion to accept the 05/05/21 meeting minutes made by John Jones, seconded by Pat Powers, vote taken, motion carried.

The August 4, Board meeting was held via Zoom due to the COVID-19.

Public comments:

There were no public comments at this time.

Financial Report:

Report given by Pat Powers:

Income Statement review:

Financials from June received 8/3/21, preliminary net income for the year is \$94,323.00. In March it was reported our net income was \$137,000.00. This decrease is a result of 5 payrolls in the month of April and an increased technology expense of approximately \$10,000.00.

This \$94,000.00 profit does include the Paycheck Protection Loan of \$119,000.00.

John Jones noted the EIDL loan has been expanded to \$500,000.00. Pat Powers agreed to look into this.

Pat advised our revenues were up about \$105,000.00 mostly due to tuition enrollment increase. Father Ballard has requested a projected enrollment by Church. Kristin Healt will supply the projected numbers. Our assessment from the Diocese has dropped to \$137,000.00. This may require an increase in enrollment and tuition. As a result we'll need to increase scholarship to families. To fund this increase in scholarships we'll need an endowment to assist.

We have received a \$5,000.00 annual charge for firewall protection from the Diocese. This will be removed from the \$80,000.00 loan repayment to the Diocese.

A discussion was held regarding student to staff ratio, and social distancing requirements, as it related to enrollment.

Our \$96,000.00 the second PPP loan is anticipated to be forgiven.

Father Ballard will review the lease between the Church and St. Patrick's School for the upcoming year.

This concludes the Financial Report by Pat Powers.

Motion to accept the Financial Report made by John Jones, second by Becky vanLieshout, vote taken – motion carried.

EIDL loan discussion held for future emergency improvements. Becky vanLieshout and Pat Powers have discussed with Father Ballard and Father Brooks.

Old Business:

Committee to compose by laws for the PTC duties and obligations – Rachel Pace, Becky vanLieshout, Kristin Healt. Further to be reported next meeting. This requires only an amendment.

New Business:

Marketing:

Pointed marketing campaign: Digital sign discussion.

Request for the Guardians of St. Patrick's School to pledge \$5,000.00 to market with Victory Signs. Discussion held regarding the marketing firm of Kearns and associates. Father Ballard and Father Brooks supportive of digital advertising. Further to be reported as it develops.

Alumni:

Father Brooks suggested hiring someone part-time 10-15 hours a week to assist in locating alumni and alumni relations.

100th Anniversary:

Plans for the 100th year anniversary were discussed. John Jones suggested to develop an incentive for the event Chairman to reduce their tuition. Further discussion regarding the development of a committee was conducted. We will see if PTC will lead the committee for the event. Further to be added as it becomes available.

Building and Grounds Improvements:

Discussion of improvements was had by members.

Estimates received for blacktop and sidewalk improvements in front of the school.

Maintenance Man: \$14,000.00 for paving only in the front of the school - without sidewalk repair.

Adam Behr – about the same cost as Maintenance Man, but included sidewalk replacement along with paving.

Scott Rapasadi – was less expensive doing the project in stages. Replacing the blacktop with grass. Written estimates were turned over to Pat Powers and exact estimates were not readily available during the meeting.

Kristin Healt had approached the City of Oneida regarding the sidewalk repairs requesting matching funds, but was told the project could not be funded at this time.

Becky vanLieshout advised the new Parish Groundskeeper, Scott Rapasadi had revisited the issue with the City and may be able to work something out.

A suggestion came in on the Zoom meeting chat about reaching out to families for connections on blacktop work. Kristin Healt will follow up on this, as she had previously reached out to alumni for assistance.

Painting: Father Ballard requested the area around the school building windows be painted. Cavanaugh Painting in Oneida was suggested for painting improvements or to assist by providing a lift for the work.

Furnace: working well as Zack Kotwica our School Facilities/Maintenance is tending to it regularly.

Pat Powers suggested grass in the front of the school be transformed into a centennial rosary where individuals could purchase beads.

No further comment at this time.

Principal's Report:

Kristin Healt reported that interviews were held this week for a 3rd Grade teacher, 6th Grade teacher, part time Music teacher, and part time staff for the before school program. Interviews were held by K. Healt, Patricia Pennise and Melissa Marris. More information on the new faculty and staff members as it becomes available.

Registration: There are 115 students registered between PreK3 – 6th Grade.

12 new Acer Spin Chromebooks have been ordered and are expected to be here in mid-late August.

2 Elmo document camera/projectors need to be replaced. Kristin Healt will order.

In July a creative writing program was held by Betsy Netzband. The program was for 4th, 5th, and 6th graders and was well received.

The School Counselor has left the Diocese and they will be looking for a replacement.

Oneida School District is looking for a part time AIS teacher for St. Patrick's School.

Comments/Questions: None

This concludes the Principal's Report.

Teachers Report: None this meeting

Parent Teacher Committee Update:

PTC President Rachel Pace reported:

Fundraiser and expense document created by Rachel Pace and Kristin Healt.

The annual gift of \$30,000.00 to the operating fund was discussed.

Anticipated fundraisers 2021/2022 were discussed.

Erie Canal Candles – is a new fundraiser this year.

Basket Bonanza was discussed and how to safely have one during Covid restrictions.

Making BB a large outdoor event to include a food truck rally is the planning stages.

Pace reports more participation is needed for the planning stage of this event.

This concludes the PTC Report.

Final concerns/comments/questions:

There were no other comments, questions, or concerns at this time.

Schedule of 2021/2022 School Board Meetings

St. Patrick's School Board	Location to be announced/Virtual Component to be included
Nov 3, 2021	7:00pm
Feb 3, 2022	7:00pm
May 4, 2022	7:00pm
Aug 3, 2022	7:00pm

Next meeting is scheduled for November 3, 2021, 7:00pm. This meeting will be virtual, and perhaps in person if conditions allow.

Adjournment:

Motion to adjourn made by John Jones, second by Pat Powers, vote taken, membership approved – meeting adjourned at 8:07pm.

