

# St. Patrick's Elementary Elementary School Foundation, Inc.

08/09/2023

7:00 PM via Zoom Video Conference

## Attendance:

President	Rebecca vanLieshout	Present via Zoom
Vice President	Patrick Powers	Absent
Board Member	John Jones	Present via Zoom
Board Member	Melissa Gwilt	Present via Zoom
Board Member	Jennifer Cossette	Absent
Board Member	Margaret (Meg) Tesmer	Absent
PTC/Parent Representative		Absent
Teacher Representative	Kathryn Wright	Absent
School Principal	Kristin Healt	Present via Zoom

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**Opening of the Meeting:** At 7:00 EST Rebecca vanLieshout opened the meeting with a prayer.

**Introduction of the Participants:** Each participant was acknowledged.

**Acknowledgement of Principal:** Kristin Healt

**Confirmation of Quorum:** **NO** - 3 - number of voting members were present was not a quorum, therefore meeting is for informational purposes only.

**Agenda Approval:** Approved/**Not Approved**. **No quorum**

**Approval of Minutes from 5/10/2022 Meeting:** Discussion of the key action items from the previous Board meeting. Approved/**Not Approved**. **No quorum**

***The May 10, 2023 Board Meeting was held via Zoom Video Conference.***

## **Public comments:**

No public comments at this time. John Jones did ask those in attendance if they saw the poster boards or LED boards advertising the school. One public commenter mentioned she saw the sign on Lenox Ave., Oneida. She added that she was able to read the sign and thought it was well done.

## **Principal's Report:**

The school has hired Aaron Browka as a Liturgical Music teacher to oversee the music sung at school masses. He is at the school only on Tuesdays. Mrs. Healt has reached out to Roselle Lynch and Teri Maciag at Holy Cross Academy to see if Mrs. Lynch and students would be in charge of the music for parish Masses occurring on days of the week. Mrs. Lynch was very interested and will follow-up with Mrs. Maciag upon her return from vacation.

Principal Healt has scheduled all the masses for the year. Fr. James Buttner has approved the schedule.

The school was used as the coordinated drop off point for donations for a school family who suffered a house fire this summer. There was a large outpouring of support.

Registration is under way. Currently 123 student are completely registered, 13 are partially registered and 3 are interested but have not yet begun the registration process. Principal Healt has been sending regular reminders. Many just need to select a tuition plan. Principal Healt expects they will complete registration, although probably closer to the start of school.

Principal Healt and Robyn Barbano have been interviewing candidates for special classes, including art and music. They like the most recent candidate interviewed for the art position and have hired a general music teacher for two days per week. The new music teacher also plays violin and Principal Healt advises that she plans to offer violin lessons to students in addition to the other music lessons. Principal Healt advises that they are working on the music teacher's new hire paperwork and background check.

Principal Healt participated in interviews with Oneida City School District for the open nurse position. The selected candidate will be at St. Patrick's 5 days a week, a total of 20 hours per week, which is significantly more than what the school has had in years past.

Principal Healt advised that sadly a teacher is not returning this school year. Interviews are scheduled for the week of August 21, 2023.

Principal Healt is also working on summer/back to school newsletter for families.

Principal Healt will welcome the teachers back the week of August 21, 2023, following the completion of the floor and carpet cleaning. The Guardians Foundation of St. Patrick's Elementary School is helping pay for the carpet cleaning. Mike Stearns is donating time to paint the bulletin boards next week.

New math textbooks using the Go Math curriculum from HMH, Houghton Mifflin Harcourt, have been ordered. Magnetic Reading from Curriculum Associates was selected for ELA for grades K-5 while Ready Reading was selected for grade 6 because it ties into the I-Ready benchmark exams. Savvas, formerly Pearson, was selected for the new social studies curriculum.

This concludes the Principal's report.  
Comments/Questions: None at this time.

### **Financial Report:**

Pat Powers was not available for the meeting. He prepared a report that was shared by President vanLieshout. Per the report the June 2023, end of school year financials, are not yet available. The school's cash position is sufficient for now. Vice-President Powers indicated that fund raising activities and donations will have to be a focus once school begins. We are working with Tom O'Connor with the Syracuse Diocese on the

ERC (Employee Retention Credit), which reimburses a portion staff salaries provided certain criteria are met during the period April 2020 to September 2021. Vice President Powers advised that receipts and other various details were submitted. He is not yet sure of the amount of the credit. Our payroll processor, ADP, will provide the details needed to complete the filing.

Vice President Powers suggested that a push for increase enrollment for Pre-K 3 and 4 and grade 6 be made. Mrs. Healt advises that Pre-K is now offered free in the public schools which has affected enrollment.

Financial aid to families had been completed for this school year, however, a few new requests have been received from new entrants. John Jones suggested a request be made at masses for parishioners to sponsor students.

Vice President has completed his review of the school financials ending June 2022. He now has three years of financials to deliver to the Catholic School Office as required by the Operating Agreement put in place when the new Board was installed three years ago. The financials show that the school is now operating in the 'black.'

This concludes the Financial Report.

**New Business:**

Principal Healt advised of some new safety measures being contemplated but did not yet have all the details available. There was no other new business.

**Teacher Report:**

There was no Teacher Report to share.

**PTC Report:**

There was no PTC Report to share.

**Final concerns/comments/questions:**

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

**Schedule of 2023/2024 School Board Meetings**

President vanLieshout advised that the schedule will be shared at a later time.

**Adjournment:**

**Meeting adjourned at 7:30 pm.**