

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

12/13/2023

7:00 PM via Zoom Video Conference

## Attendance:

President	Patrica Powers	Present via Zoom
Board Member	John Jones	Present via Zoom
Board Member	Melissa Gwilt	Present via Zoom
Board Member	Jennifer Cossette	Present via Zoom
Board Member	Margaret (Meg) Tesmer	Absent
PTC/Parent Representative	Rachel Pace	Present via Zoom
Teacher Representative	Katelyn Boone	Present via Zoom
School Principal	Kristin Healt	Present via Zoom
Consultant	Rebecca vanLieshout	Present via Zoom

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**Opening of the Meeting:** At 7:00 EST Patrick Powers opened the meeting.

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

**Acknowledgement of Principal:** Kristin Healt

**Confirmation of Quorum:** YES - 4 - number of voting members were present.

**Agenda Approval:** Approved/Not Approved. (Motion made to approve agenda by John Jones, Seconded by Melissa Gwilt, vote taken, motion carried).

**Approval of Minutes from 8/9/2023 and 5/10/2023 Meetings:** Discussion of the key action items from the previous Board meetings. The May 10, 2023 minutes were not approved at the August 9, 2023 meeting because there not a Quorum of the Board members. Approved/Not Approved. (Motioned to approve both the 8/9/2023 and 5/10/2023 minutes by John Jones, Seconded by Melissa Gwilt, vote taken, motion carried).

***The December 13, 2023 Board Meeting was held via Zoom Video Conference.***

## **Public comments:**

No public comments at this time.

## **Principal's Report:**

The school's custodian accepted another position and his last day at the school was Friday, December 8, 2023. Mrs. Healt thought a former employee was going to return to fill the position, but he unfortunately chose to remain at his currently position at Rome Catholic. Mr. Stearns, the substitute custodian, has indicated his son may be interested. Going forward, the position will likely be part-time. Scott Rapasadi (Head of Maintenance with Spirt of Hope) has offered to help with any maintenance problems in the interim.

Mrs. Healt hired a part-time aid in the fifth grade classroom to support the teacher with some behavioral problems.

Currently enrollment is 127.

The school's Christmas Concert will be held on December 14, 2023. Christmas break begins next Friday.

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

### **Financial Report:**

Pat Powers presented the financial report. He advised that he just received the updated financials from Alice Nolan and was not able to distribute to all in advance. He indicated that it is difficult to look ahead with only two months of numbers. He did want to highlight a few key points from the financials. Net income shows a loss of \$52,000 compared to a loss of \$38,000 at the same time last year. Tuition is up approximately \$7,000 and parish support is up \$5000. Expenses are up including substitute teachers by \$5,500, health insurance by \$4,700 and textbooks by almost \$12,000. Reviewing the numbers it appears that the new textbooks are largely contributing to the net loss year to date. The Teachers' Account will be reimbursing a portion of the new textbooks purchased for this school year.

Turning to the Balance Sheet, Alice Nolan is concerned about cashflow and payroll. She isn't considering the PTC, Principal's, and Teachers Accounts, which all contribute to the school account during the school year. Mr. Powers feels that funds will need to be transferred from those accounts by February to cover shortages. This year the school does not have the benefit of the PPP loans and other credits as in the past years.

Pat has heard nothing from Diocese regarding the amount due as part of the bankruptcy settlement. He has heard from another non-profit that their amount due was \$25,000 and he sincerely hopes that the school's amount is similar. He is not sure what amount Alice Nolan used as our unrestricted cash that will play into the calculation.

The ERC Credit application was sent to the Diocese and Tom O'Connor advised that it was on the list to be reviewed and submitted. ADP prepared the amended 941 returns and provided the payroll records. Pat will follow-up on the status before Christmas. The ERC Credit was estimated at \$30,000 but that was very rough. He advised that part of the delay in the processing is the IRS hold on their review until they can update their processes to prevent fraudulent applications. He is still hopeful that funds will be received by year end.

John Jones pointed out that our tuition is the lowest in the Diocese and considering the financial report thus far, we may need to look at an increase. Pat concurred and noted that there were already discussions about an increase for next school year. Currently tuition is \$5,800 for Pre-K five full days, \$5,000 for Pre-K five half days, \$4,600 for Pre-K three full days, \$4,000 for Pre-K three half days, \$4,500 for first child K-6, \$3,800 for

second child K-6, \$3,400 for third child K-6 and fourth child free for K-6. Cost per pupil \$7,104 per Mrs. Healt. John Jones recommends all discussions regarding tuition be fully transparent and have the interests of parents in mind as well. Mrs. Healt will need tuition rates by the end of the calendar year as enrollment for next school begins in January. Pat Powers will do a survey of other schools. Our tuition is far below other schools in the Diocese.

This concludes the Financial Report.

**New Business:**

Pat Powers reminded the Board that Becky vanLieshout has officially stepped down from the Board so that she could teach full time at the school. He has asked her to still attend the Board meetings as a consultant/advisor. President Powers asked that everyone consider potential candidates for the Board. He suggested a parent from the school or an accountant.

Mr. Powers wanted everyone to consider a targeted mailing in January for donations, primarily scholarships with follow-up calls made during Catholic Schools Week in February. He is looking for 2-3 volunteers, maybe asking parents to assist with this effort. He has some lists he is reviewing and suggested the Board members also review the list.

There was no other new business.

**Teacher Report:**

Katie Boone presented the Teacher Report.

<p>PK 3</p>	<p>PK3 is working on letter sound recognition, letter identification, and writing letters and shapes in ELA. We have also been reading many picture books together. We are currently working on letters Aa-Hh. In math we are learning to count objects, number identification (1-4), and tracing numbers. We are also working on completing AB patterns, matching objects, and identifying shapes. In science we have been focusing on the five senses, the meaning of scientific observation, and the changing of the seasons. In social studies we have been reading about the history of saints who lived in different regions. Much time has been devoted to developing social skills needed in a school setting, such as how to be a good friend. In religion, we have been observing many specific feast days. We have been focusing on the meaning of advent and doing acts of kindness. Throughout the year we have been discussing our five senses and how we can use those to bring glory to God. All activities always point to the fact that they are made in the image of God and that they are deeply loved.</p>
<p>PK4</p>	<p>In ELA PK4 is working on Letter writing/sounds. We are using letter poems to help us to remember the correct way to write each letter. We have been working on writing letters to Santa. We are reading Santa's Stuck by Rhonda Gowler Greene and writing/making "If Santa were stuck in the chimney, I would...." craft for our bulletin board. In math we have been counting and writing numbers 0-7 in a variety of ways. We are exploring different patterns. In science we are working on the Dissolving Candy Cane. By dissolving candy canes in different solutions and jars, then recording the results. We are also having a Gumdrop Challenge. We are building towers with gumdrops and</p>

	toothpicks. In social studies we are learning all about family traditions. In religion we are learning the season of Advent in the church.
Kindergarten	Kindergarten is working on writing, representing, and solving subtraction problems in math. We are learning how to blend sounds to read words and are reading simple sentences. In science we are learning about weather patterns. In Social Studies we have been learning the difference between our country and state as well as symbols that represent our country. In Religion we are learning about the season of Advent in the church.
1	In First Grade we are working on writing complete sentences. Students are learning to sequence stories and find the main idea. In math we just finished learning about place value and started working on addition. We continue to practice reading daily and are working on independently sounding out all words. In science we just started a unit about plant superpowers and are learning what it is to be a good citizen in social studies.
2	In 2nd grade we had a lesson on the advent wreath and what the candles represent. We have also been practicing the Nativity Play for religion and understanding the story of Jesus' birth. We are just finishing up adding together 4 different addends to find a sum and we are continuously working on understanding time with our clocks! In ELA we are working on making contractions and spelling long I and long O words and using these skills to help us practice our fluency while in guided reading groups. While we are always working on our handwriting, we are also making sure we have proper punctuation and capitalization while writing. We are also exploring writing our own narrative and opinion writings. In science we have been looking at erosion and how that happens and what happens because of erosion and in Social Studies we have been talking about different family traditions in different cultures. We will be doing a Christmas around the world activity next week!
3	3rd graders are working on multiplication and telling time. We are studying life cycles in Science and reading informational texts in ELA. We are writing in our journals as well as responding to writing prompts in Google Classroom. In Social Studies we are learning about Economy with producers/consumers.
4	4th graders have started their longhouse projects in Social Studies. In math we have been learning about partial product multiplication. During reading/writing we have been working in small groups for guided reading time and writing responses about our stories. In science we have been learning about the nervous and skeletal system. 4th graders have begun learning more about the season of Advent.
5	SS and ELA: 5th grade is working on identifying and summarizing main ideas and supporting details as well as learning about Spanish explorers. Additionally, they are working on a "Christmas Around the World" project where they explore the cultural traditions of their country. They are also creating a snow globe that represents their countries cultural icons. Math & Science: Fifth Graders have been reviewing their multiplication and division facts, multiplying, and dividing multi-digit numbers, and working with decimals. Students also had fun learning about decomposers and studying worms and benefitted from a soil demonstration by Mrs. Langner.

6	<p>SS and ELA: 6th grade is working on describing how stories unfold in a series of events (plot) and learning about the formation of early civilizations. Additionally, they are working on a “Christmas Around the World” project where they explore the cultural traditions of their country. They are also creating a snow globe that represents their countries cultural icons.</p> <p>Math &amp; Science: Sixth Graders have been multiplying and dividing fractions and decimals, as well as comparing numbers. They are currently working on plotting coordinates on a coordinate plane. Sixth Graders have investigated static electricity and magnetism, as well as friction and gravity. We are currently discussing energy.</p>
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Teacher Report concluded.

**PTC Report:**

Rachel Pace presented the PTC Report. She reported that this year, after parent feedback, has consolidated their fundraising efforts organizing one fundraiser per quarter. She added that the teachers also run a fundraiser per quarter. To date they have run three fundraisers; the ‘Spirit’ wear fundraiser was so successful they ran another round of orders. The third marking period fundraiser will be the Basket Bonanza, which is scheduled in April and will be back at the Kallet. The plant sale will end the year. She was happy to report that the fundraisers this year have been more successful than they had planned. They do have several purchases already planned with the funds raised. Overall, she feels that this has been one of the ‘best years’ for PTC. Aside from the funds raised she has seen increased parent participation. She noted that they have been using Parent Square for most of their communication.

Becky vanLieshout confirmed details for the Basket Bonanza. The event is back at the Kallet but there are some new regulations. She believes you can still bring snacks but the Kallet will have a cash bar. John Jones suggested that advertising get underway for this event, adding that we could utilize the digital signs around Oneida. Rachel recalls that the owner of Coneheads offered a trade of advertising on their digital board for recognition in the program for a prior event. Rachel advised that Jen Neff is the committee chair and that she would reach out to share the suggestions with her. John Jones advised that the Guardians Foundation might be able to donate funds for the advertising campaign. Melissa Gwilt knows the owner of the ice cream shop by Glenwood Plaza and can reach out to him regarding advertising.

PTC Report concluded.

**Final concerns/comments/questions:**

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

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

President Powers advised that the next Board meeting will February 7, 2024 at 7:00pm rather than February 14, 2024 (due to Ash Wednesday and Valentine’s Day).

**Adjournment:**

Motion to adjourn made by John Jones, Seconded by Jennifer Cossette.

**Meeting adjourned at 7:51 pm.**