



School Board Meeting Minutes

Wednesday, November 20, 2019

1. Call to Order (S. Mutarelli) at 7 PM
2. Opening Prayer (Fr. Matera)
3. Welcome / Opening comments (S. Mutarelli)
4. Review of minutes from September meeting - Approved
5. Claude Howard – Archdiocese School Board Presentation
 - Best Practices reviewed - <https://catholicedaohct.org/school-resources/archdiocesan-school-board>
 - Encouraged yearly SWAT analysis
 - Webinar is available on website
 - There are lots of resources tied to Latino outreach
 - Comments/Questions
 - All of the Catholic Schools would like to feel valued at the Diocesan level
 - New retirement plan rollout has been a challenge
 - It is nice to have a diocesan school board member sent to us
 - Suggestion: pool website provider costs with other schools
6. Principal's Report (M. Williamson)
 - The Parish Center boiler was replaced.
 - A conscious effort was made to implement changes based on the Spring Survey
 - Middle School demerit system
 - After school activities: Kids in Business; K-2 Math Club; Robotics; Chess Club (potential for Jan.); Running Club; Basketball Club
 - "Light Up the Knight" planning is well underway
 - Working on the 2-year NEASC report
 - Great Senior Luncheon on Nov. 20th & Veteran's Day was super
 - Charitable giving: Jack Bannon Turkey Trot; Believe Day; PJ Day
 - November Open House was successful – those who signed up came

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7. Committee Reports

- Finance (Lead – M. Sinopoli)
 - Keeping an eye on the new retirement plan in future planning
 - Census is currently 159
- Strategic Planning (Lead – R. Omar)
 - Strategic Plan – created draft of one aligned plan that is easier to update
 - Technology Plan – consolidated & updated
 - challenge: need to update to Windows 10 on computers which can no longer be upgraded
 - Retention & Enrollment – identified 3 audiences for postcard mailer campaigns:
 - Families with children going into Pre-K
 - Families with children going into Middle School
 - Latino families
 - Legislative Action – plug for Lessons & Carols, Dec. 17th
- Advancement (Lead- RM. Belo)
 - Excited to report that the partnership between Advancement and Family & School Association has been going wonderfully
 - Saturday, Dec. 7: “Light Up the Knight” Festival & Bazaar – tree for every class
 - Annual Fund Magazine – Toni has worked very hard on it and it is at the printers
- Facilities (Lead- T.Spak)
 - Dealt with lighting outside the main offices; Dishwasher fixed; Fence repaired
 - Main entrance door – waiting for parts
 - Parish Center boiler was replaced
 - St. Francis Garden – cement sidewalk needs to be addressed

8. Pastor’s Report (Fr. Matera)

- Fr. Matera asked Tom Potter to lead a committee to formalize the process of splitting the shared expenses between the Church & School.
- We hope to put a new directional sign for the school entrance

9. Discussion about 2 year follow up NEASC report (M. Williamson)

- Mrs. Work & Mrs. Janaskie chairing this

10. Executive Session

11. Closing Prayer (Fr. Matera)

12. Adjournment: Next meeting – January 15, 2020 at 7 PM

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