

# **Saint Patrick School**

## **Consultative Board Minutes**

### **May 24, 2010**

**Members Present:** Arthur Swanson, Father Bill, Kiara Keohane, Giselle Leary, Maureen Soley, Donna Secondini, Mary Driscoll, Bob Hueston, Karl Liwo, Denise Kelly, Jean Landers, Pam Daye, Tracy Mello and Susan Hetu.

**Non Members Present:** Erin Tracy, Angela Leo, Matt Bialock, Stephen DeCrescenzo and Renee Keegan.

#### **Opening Prayer by Maureen Soley.**

Maureen Soley:

- Adjustment to meeting agenda, a member of the Finance Committee would be giving report.

**Motion to Accept the April Consultative Board Minutes** (Karl Liwo); Second (Tracy Mello). April Consultative Board Minutes were accepted. Maureen Soley gave the guidelines for non-member participation.

#### **Principal's Review (by Mr. Swanson):**

- The Science Fair was a remarkable event. The quality of the students' work was stupendous.
- The National Honor Society members were inducted. There was standing room only.
- Enrollments for next year are increasing. Our numbers continue to climb. Grades 6, 7 and 8<sup>th</sup> are capped.
- The June calendar will be going out. We have a number of staff that are moving on next year. Several people are retiring or moving on. There will be a letter going home this week. Mrs. Nowlan and Mrs. Hunter are retiring. Joanna Driscoll is moving. Miss. Correia the 3<sup>rd</sup> grade teacher will be a substitute teacher. The new 6<sup>th</sup> grade teacher will be Mrs. Bailey Maggazzo, who is presently our Spanish and Reading teacher.
- After the End of School Mass, there will be a presentation for Mrs. Nowlan and Mrs. Hunter in the Our Lady of Providence Hall. Parishioners and family members are invited to attend and after dismissal, the children can visit.
- The new 6<sup>th</sup> grade class location is going to be the center room.
- The new 6<sup>th</sup> grade and pre-k teacher are getting funding for smart boards.
- Mr. Swanson reviewed the grade level enrollments for next year. In those grades in which we have 2 classrooms, our goal is not to exceed 25 students. The grade level enrollments continue to change on a weekly basis
- The new basketball hoops have been well received by the students. We are most appreciative to the PTO and the Silvestro/Pizzarello family.

### **Financial Report (Matt Bialock):**

- Matt Bialock presented the Financial Report as of April 30, 2010. This Financial Report is available every month in Mrs. Kelly's office. If anyone has any questions, they can contact Matt Bialock, Susanne Bromander, Stephen Ahern or Tim Moynihan.
- *Fr. Bill reported results from a recently completed outside audit is that everything is in good order.*
- 90+% of the budget they have no control over, it is the cost of salaries.
- Extended Day Program is now self-sufficient.
- There was discussion about having the \$1000 Club have two \$500 prizes instead of one \$1000 prize. This may be put on the June agenda.
- Basketball practices and games are now at the Greater Boston Academy. This is a savings over previous venues (Nazareth and the Americal Civic Center in Wakefield). We now break even by using the Greater Boston Academy. We are hoping to have more basketball teams next year.
- St. Patrick School is on a zero based budget. This means that each year the Parish either covers any overages or absorbs any surplus from the school budget. There was discussion about a potential end of the year surplus. Typically, a surplus is funneled back into school projects first and then if there is still any surplus, it gets absorbed by the parish.

### **PTO (Kiara Keohane):**

- Last month the PTO had a fundraiser organized by Laurie Hayes. It was the Bag to School and that netted \$250 which will be put toward the AED.
- The walkathon was May 7 and that raised almost \$1,700.
- The PTO purchased new blinds for the Nurse's Office.
- The PTO will be selling slush on May 25, 2010.
- The PTO is organizing with Book Oasis to sell the summer reading lists. They will give us 10-15% back. They will have order forms to order new books via backpacks.
- Ann Hueston is working on the spring newsletter which will be on the school website.
- The PTO reps are preparing the end of school projects.
- Rob, the Caterer, is going to have a cookout for the school to thank the school for the school lunch program. That will be on June 10. PTO has offered to help.
- The PTO is preparing for the 8<sup>th</sup> grade breakfast, the Pre-K and K graduations.
- Field Day is June 4.
- June 3 will be the end of the year breakfast.
- The PTO is preparing a retirement party for Mrs. Nowlan and Mrs. Hunter.

### **Mothers' Club (Angelo Leo):**

- Pajama Day, the Mothers' Club sold spirit wear
- The Mothers' Club is now doing a Mabel's Labels fundraiser.
- The Mothers' Club is helping PTO with Field Day, Graduations and the breakfasts.
- Mr. Swanson stated that the following people have offered to fill the Mothers' Club positions for next year: Renee Keegan, President; Peg Moynihan, 1<sup>st</sup> Vice President; Michelle Nuzzo, 2<sup>nd</sup> Vice President; Laurie Hayes, Secretary; and Angela Leo, Treasurer. The Mothers' Club will have an Executive Board Meeting to elect these individuals to fill the positions.

### **1000 Club (Sue Hetu):**

- The April drawing had one school parent win.
- There are 106 openings. They are available as gift cards.
- The 1000 Club could use some help.

### **Centennial Update (Donna Secondini):**

- 95% certain that Cathy St. George will be able to perform on November 6, 2010. There will be two performances, The Wizard of Oz and Late Night Catechism. There will be a matinee show that will serve lunch and an evening performance which will serve dinner. They are still waiting for the producers of a Late Night Catechism to sign off.
- The Capital Campaign will be for new roofs and windows on both school buildings. We are working on marketing materials and brochures. We are looking to ask families for a three year commitment.
- Father Bill mentioned that the school will have a billboard ad. Some discussion occurred about using the billboard on Rt. 93 versus the billboard on Main Street, Stoneham.
- There was a discussion about having banners made for the outside of the school buildings.
- Additional centennial capital campaign donations could be a window in the Church of St. Theodore Garren who is the founder of Sisters of Providence. The window will be near the choir loft in remembrance of the Sisters of Providence. Other suggestions could include redesigning the entrance of the school.
- Stephen DeCrescenzo mentioned having t-shirts made up for the centennial as a fundraiser.

### **Maureen Soley:**

- June Meeting was rescheduled to June 21<sup>st</sup> at 7:00pm. It is an executive session. New Board Members will join us. A new chairperson and secretary will be assigned.
- The appointed members currently have a six year maximum.

Parent requested school notices to come out earlier citing difficulty for working parents when there are last minute changes to the schedule. Suggested website could be utilized more instead of relying on the notices in the backpacks.

8:20 pm Motion to adjourn by Kiara Keohane and second by Karl Liwo.

**The next meeting will be held on June 21, 2010, at 7:00 p.m. It is an Executive Session.**