

Nativity of Mary School Commission Meeting February 11, 2010

Members Present: Therese Cassidy, Barb Castagna, Sue Koplin, Lori Matlon, Katy McGrane, Corinne Thomson, and Tony Mailhot was our guest

7:35 Opening of Meeting

- Prayer
- Approved January minutes

Guest Speaker: Tony Mailhot

- Tony is Nativity of Mary's parish and school business administrator. He came to give us a general overview of how finances are acquired and used at the parish and school settings. He is very open to phone calls and e-mails regarding any questions people have as they come up throughout the year. He fielded some of our questions at the meeting providing the details below:
 - Tony uses a parish data system that helps him budget for the parish and school together as one entity. There are enrollment objectives that the budget is based on (this year it has been a base of 310 students) and 80% of the school budget goes towards salaries and benefits for staff. Last year there was no salary adjustment for employees.
 - Each year Tony starts with a realistic enrollment projection and looks at the aid needed to help set up the budget. This past year approximately 90 kids received aid from the parish general fund from Nativity of Mary Church as well as some from St. Edward's and St. Bonaventure. This year Nativity of Mary Church aided students in the amount of \$185,000.
 - Tony touched on where some of this aid comes from. School fundraising efforts are a big contributor. Unfortunately, the marathon fundraiser this year was down \$46,000 from past years. Other fundraising efforts were about the same as in years past. The school receives Title 1 funding and the Catholic Service Appeal does funnel a percent of what the parish gives directly back to the parish for its programs. The school and parish are becoming more active in their search for various grant opportunities as well.
 - The athletic budget for the programs offered through the school is not a money-making venture for the school, but rather is self-funding for just its programs. If there is any surplus, equipment is purchased or the surplus goes back into the general budget.
 - The parish and school has about a \$3 million budget. In the past 4 years, only one of these years has ended with a negative cash flow.

- The capital campaign continues to provide funding for various projects that benefit the Nativity of Mary campus. Some have already been completed and the staff is actively working on some others right now. A question was raised about where the playground planning is in all these projects yet to be tackled, and Tony informed us of a committee of staff and volunteers who are working on a new playground solution with a grant writing process in the works too.

Principal Updates

- Preschool Update: Registrations continue to come in for all the preschool programs. The committee is looking at the numbers and will move forward with structuring the school day based on this information.
- Technology Update: Within a 2 week time period, Rita Duerr and Rebecca Hartmann researched, wrote, and completed a grant writing process for technology. They learned a lot through this process and will continue to pursue various ways of funding continuing technology advancements within the school. The staff was really excited with the smart board demonstration that they were able to attend.

Sub-committee updates

- Composting update: The composting grant was signed and composting got off to a great start this past week with the KIDS Council overseeing the lunch room waste dumping process. The kids are excited to be doing this.
- Safety/Security update: The members present discussed the informative e-mail from Dan Murphy regarding security updates to consider for the Nativity school building. Barb will be checking with the deanery as to security measures being taken at other sites in the area. It was discussed that we should be working closely with the parish staff on the best security measures we can take for the entire building in order to make it the most secure site for all. It was suggested that we consider locking the outside door by the office and moving all traffic flow to one northern door location situated between the parish office hallway and the hallway leading down to the office and school building. A check-in station situated there is a possible solution. Dan Murphy and Kristi Rollwagen should continue to be consulted with their broad scope of knowledge in the area of security.

9:00 Meeting adjourned

