

MINUTES

SAINT MARY SCHOOL FINANCE ADVISORY COUNCIL

Date: February 7, 2024

Attendees: Fr. McShane, Peter Rodgers, Catharine O'Bannon, Sam Gusoff, Matt Coleman, and Illy Reiker, Noah Townsend, Fr. Halsema

- I. OPENING OF MEETING Time: 2:02 pm Opening Prayer by Father McShane, Mission statement by Mr. Rogers
- II. MINUTES APPROVED BY: Sam Gusoff and Matt Coleman
- III. FINANCIAL REPORTS:
 - a. Balance Sheet previous Year Comparison as of 12/31/2023
 - Operating account – the only money we get in is through FACTS and remaining balance of tuition. This will probably stay pretty low.
 - Scholarship checking is more like an operating account. Scholarship payments don't start until September. Part of the reason why we required renewing families to pay their fees up front is to make up for the lack of getting scholarship money over the summer.
 - b. Profit and Loss Previous Year Comparison as of 12/31/2023
 - 55703-7 IT: huge jump in one year. Was there something that changed? We hired a new person in the IT Department and it was roughly around \$550 per month.
 - c. Profit and Loss Budget v. actual Previous Year Comparison as of 12/31/2023
 - Middle school sports received a large donation for cross country.
 - 40005-4: Includes random donations for different things.
- IV. New Business
 - a. Enrollment Management Database
 - Since last meeting administration was introduced to a Jesuit Priest who has been working with the diocese schools for a fee to us of \$8,000.00 and he creates a big database so that he can target specific families who are not currently at SMS so that he can market to them specifically. He has identified Catholic school age students and we have begun to receive inquiries. Emails will not go to St. Rita families. The Bishop supports this.
 - b. Update on Fun Run/ Bus Funds
 - Netted 32K to go towards the bus and now have about 95k in total to go towards the bus.
 - c. Registration Fees

Peter Rodgers, Principal
Rebecca Halsema
Samantha Gusoff

- We last said we would raise fees to \$300 but have now gotten permission to drop that to \$250 due to increase in tuition. There is no family cap at this time, but willing to work with large families.
- d. New Playground Equipment
 - Safety inspection – pre-K and K needed new playground equipment due to safety and that cost was \$19,634.
- e. Classroom space: We are looking at the possibility of a pre-fab building for additional classroom space. We are looking to add an additional 6th grade. The PLC classroom buildings are off limits. Ideally would like to buy a building as opposed to lease. We are considering permanent modular classrooms. We are at 93% capacity. Enrollment projection is around 420 depending on classrooms.
- f. Do we have a capital improvement budget? With the roofs we have something like that. We have a building for the future account.
- g. Security – identified blind spots, getting more cameras, more radios. We have improved processes with police department. We are in the process of color coding buildings. Still working on windows.

V. Next Meeting: April 3, 2024 at 1:45 pm.

VI. ADJOURNMENT: Being no further business, the meeting was adjourned at: 2:40 pm

Dedicated to Catholic values, Saint Mary Catholic School is a Christ-centered educational community committed to academic excellence, spiritual growth, individual responsibility, and service to others.