

School Advisory Council Meeting Minutes
Tuesday, January 10, 2011 6:00p.m. - St. Francis School Library

Members Present - Julie Roberts, Toni Peters, Christina Otterbach, Father Radloff, Father D'Sa, Sister Sabina, Ryan Peters, Sue Rosa, John Schimoller, and Troy Reinhart

Guests Present - Julie Manion, Maureen Berry, Gael Rivera, Cheryl Morgen, Donna Hodson and Tracy Anderman

I. Meeting called to order at 6:00 p.m. by Troy Reinhart. Opening prayer.

II. Minutes approved.

III. Old/ Continued Business

Enrollment/ Budget Issues: Maureen Berry stated that the financials were revised. She was asked to provide a forecast for a year-end revenue statement.

There are currently 207 students now. The school was audited by the Parish and it was found that the major concerns are cash receivables and cash reserves as there are no longer any reserves at this time.

The following audit recommendations were therefore made:

- The school administration needs to diligently focus on the Accounts Receivable balance as it is crucial for maintaining cash flows. Policies and procedures need to be clearly defined on how best to deal with the situation of overdue accounts. Finally, annual write offs of uncollectible accounts should continue. However, it was agreed in this SAC meeting that annual write-offs of uncollectibles should be pursued.
- The Pastor must seek written permission from the Bishop in order to enter into contracts which either exceed \$6,000 or which bind the Parish for more than one year.
- It is recommended that Sister Dorothy's costs be removed from the school budget and her actual costs be recorded in the parish financials.
- A review of facility costs should be completed to ensure that the allocation of costs to the school are accurate and reasonable.
- Given the tight cash flow, an analysis should be completed to ensure there is adequate cash flow during the July-September time frame for op-

erations. It is possible that the Annual Foundation allocation may need to be moved up in order to provide enough cash flow for the school to pay its summer expenses.

-It is recommended that the school administration and the SAC review the Tiered Tuition model to determine if this method is the most equitable way to determine the allocation of financial-aid.

Maureen stated that the recommendations given by the auditors will be implemented and that financial controls are in place.

Concerning aging Accounts Receivables Father Radloff stated he would like to meet with the school families that have outstanding accounts to better understand their delay in payment and to decide what to do concerning their outstanding accounts. It was discussed that the tuition contract should specify that families who have payments that are 30 days over due should be contacted by phone and if payments have reached 60 days past due then Father Radloff would have a meeting with those families.

Allocations concerning building and grounds were also discussed. Father Radloff stated that the use of a fair-share program between the parish and school over personnel, building and grounds needs to be implemented. Father Radloff also discussed the need for job descriptions of the school staff. As of now Sister Dorothy will be employed by the parish and Father Ben will work at the school with the parish paying his salary.

The 2012/2013 school year budget was discussed based on an enrollment of 209. Increasing tuition by 5% and changing tuition so that the fourth child is charged half tuition is being considered. Insurance costs will increase 18%. Maureen stated that the estimated revenue for the 2012/2013 is about \$1,6M including SCRIP. Maureen further stated that the only change in future expense would be the increase in insurance and an increase in pay for Michelle Waters and Lorenzo. The expense of financial-aid and teacher discounts was not discussed at length at this time but tiered tuition breaks and staff discounts for 2011/2012 equaled approximately \$180,000. Father Radloff stated he wants families to know the actual cost of educating a child which is estimated to be about \$6,100 according to Maureen. He also stated he favors the tiered tuition program that is being used this year (Fair Share next school year) and wants fami-

lies receiving financial-aid to know exactly how much they need to do to make up the difference of what it costs to educate a child verses what they actually pay. It was discussed that those receiving financial assistance should work PIP hours that would equate to what they are receiving in assistance and do jobs that are needed for both the school and parish (winterizing pipes, painting curbs, tutoring students).

It was also discussed that the Development director needs to go beyond parishioners and to the community to raise money as the parishioners need to pay for the needs of the parish. The sale of Scrip is a great revenue producer but the school needs to educate everyone how the Scrip program works including parish families. Christina O. stated that the program requires a tracking and data base. John S. asked if it can't be stated in the monthly statements how much a family has bought in Scrip.

Committee Reports:

Marketing: Toni Peters explained that there is \$4,000 left in the marketing budget for the remainder of this school year. \$2,000 of this money will be used to advertise upcoming open houses and registration, the other \$2,000 will be used to advertise the 75th Jubilee. Non-paid media will be utilized through the parish bulletin and flyers as well as e-mail for religious education. Other public media resources that our free will also be used. Paid media will include the radio and possibly publications such as True North. Father Radloff said one page of the Parish Bulletin will start being dedicated to the school for use.

Development: Gale Rivera presented what she is doing as development director and plans for the school's 75th Jubilee which tentatively will be held on June 9,10,11. Gale stated she has written a grant for technology and plans to write more grants. She is also planning an art show in the Feb/March time frame.

Education: Julie Roberts stated that three teachers will be using Title II A funds to attend a conference for National Common Core Standards next week. Father Radloff stated he would like Father Ben to attend this conference as well.

Technology: Ryan Peters stated that a new internet system has been installed. John Schimoller met with Lorenzo to discuss concerns he had with the school's computer system. John recommended that we maintain what we have in order to avoid expenditures. Gale shared that there is a 99% possibility that Nokia will donate laptops - about 100 - for middle school students to use.

Finance: Christina stated that the finance committee and administration did not agree on the suggested expense level for the 2012/2013 budget. If the school wants to increase tuition only by 5% and still allow for some tuition assistance, expenses have to be reduced. The Finance Committee is currently working on a year-end estimate, anticipating the expenses for the next 6 months (Jan - June) to anticipate the state of finances prior to the end of the school year. A big concern and unknown is the majority of the development director funds to come in at the very end of the school year. If the year-end estimate indicates a loss, measures would have to be taken now to avoid it. Christina stated that if the school receives any checks of any amount, they need to deposit them asap. A formalized procedure should be established to deposit checks above a certain amount (individual or in aggregate above \$500) daily, if below, at least once per week. Input by Roger Richmond on budget time-lines has been received and needs to be formalized for SFS, so budgets can be prepared in a timely manner.

IV. New Business:

Action Items - How does the school make up the difference of what it charges in tuition and what the cost is to educate a student? What is the change of the discount to be given to a family? There is a need to keep in mind that there are no cash reserves left to pay for future expenses that would be incurred with Fair Share or teacher discounts at this time. The cost of tiered tuition and teacher discounts cost the school approximately \$180,000 this school year.

The finance committee will meet to discuss these action items as well as staff job descriptions and expenses including development. A suggested charge to registration of \$25 for a yearbook will also be addressed.

V. Communication

1. Father Radloff comments - Father Radloff stated he would like to work on increased communication and decreased rumors. He stated he would not renew the contract for Julie Roberts at the end of January because it is poorly written. He will rewrite the contract. He also stated he would like everyone to think outside the box and use their talents where they are best suited. It was mentioned that there needs to be a Town Hall meeting in the near future to address parent concerns and answer questions.

2. Mrs. Roberts' comments - the kindergarten through fifth grades will start an Indian Iroquois story-line on the People of the Longhouse. The virtue of unity is being taught. Catholic schools week will be celebrated January 30 - February 3rd. A school Open House will be held in conjunction with the K of C breakfast after the 7:30 and 10:00 a.m. Masses on Sunday, Feb 5th.

VI. Public Comment - Tracy Anderman asked for a job description of Roger Richmond and if he costs the school anything. Father Radloff explained that the school does not pay his salary. Cheryl Morgen suggested we think outside the box and try to make it a policy not turn any families away even if a class may appear to be full. This concern was addressed as there have been several families this year who were told there was not room available in certain classes. Donna Hodson brought up the concern of the cost of the development director and if this position would be better filled by a parent at a less expensive rate. The need to log PIP hours even after reaching ones required hours was also discussed and it was decided this needs to be done as there are possible grants available based on parent volunteer hours.

VII. Future Business - Discuss Budget for 2012/13. Need to know what will be the charge for next year's tuition. Action Items need to be addressed.

VIII. Closing prayer.