

**St. Dunstan School Advisory Board
Meeting Notes - May 14, 2019**

Opening Prayer

- Led by Fr. Brendan
- Mr. Spray and Trina were not present
- Dr. Sandoval was present for most of the meeting

Principal's Report

- Mr. Spray provided updates on the following items
 - The Spirit Store has until June 12th to set up the online store the way he wants it or he will search out another vendor.
 - The Hot Lunch company has already been asked about moving Papa John's Thursdays to another day in the week. Also, more options have been asked for the fall than the current three available.
- State of the School Letter
 - Mr. Spray asked the Board to provide ideas on what should be included in his upcoming State of the School letter (to replace the State of the School event from April that was postponed until November).
 - The Board thinks that the following information should be included in Mr. Spray's State of the School letter.
 - The fate of fundraising funds
 - Rationale behind tuition increase
 - Calendar Raffle was a "pilot" this spring; this fundraiser will take place in the fall moving forward (replacing Charleston Wrap)
 - Board News
 - New Strategic, Technology, Facility, and Marketing Plans (details to be provided in the fall)
 - Board information (including notes from meetings) available on the school's website
 - Include very clear expectations for what will actually be happening next school year (results and deliverables)
 - Acknowledge that communication and turn-around time on responding to questions or ideas has been a concern voiced by many parents
 - Overall tone should be positive but include details that parents are interested in hearing

Parish Report

- Recently, confirmations, first communions, and Easter Week all went well
- The parish has reached approximately 60% of its goal for the Annual Archdiocesan Appeal

Finance Review Report

- Kris and Maria met with the school's bookkeeper and prepared a report for the Board
- Highlights of the report include
 - Next year's enrollment is expected to be the same as this year's, though there are still a number of applications pending and prospective parents are still calling the school about setting up school tours
 - Approximately 90% of students come from "full-participating" families, though there is question whether or not these families are meeting all of the requirements to be considered "fully-participating"
 - Tuition revenue (minus registration and athletic fees) only covers the costs related to staffing the school; all other expenses must be covered through fees, fundraiser revenue, and money pulled from the school's "reserve" fund
 - Athletic Fees only cover approximately two-thirds of athletic expenses
 - The amount of money the school has pulled from "reserve" funds has decreased in the past few years
- The Board has requested that the school make available financial updates to the Board three times annually. Mr. Spray has approved that profit/loss statements be made available to the Board in September, January, and May.
- There were a number of other recommendations proposed in the report that were adopted by the Board (please see agenda items for upcoming meetings)
- The [full report](#) is available to the Board in its shared Google folder
- Board members asked why Lady Knights is a part of the school's budget but the Men's Club is not. According to Mr. Spray, the Lady Knights is a school-based organization. The Men's Club, however, is a parish-based organization and separate from the school.

Other Board Business

- Calendar Raffle Feedback
 - Administration of fundraiser was smooth
 - Bettina's co-worker was excited to win
 - Kris spoke with a Kindergarten parent who was happy to have a fundraiser where it was easy for grandparents to participate
 - Full report on this fundraiser will take place in September
- 8th grade locker update
 - Full expense of new lockers was covered with class, Men's Club, Lady Knights, and school funds
 - New lockers have arrived

- Old lockers are being picked up in the coming weeks
- Fall Festival Committee requests from April meeting
 - The Board has no objections to properly-supervised older students working in Festival booths to replace parent volunteers that can be hard to secure. Mr. Spray is still looking into this proposal.
 - The Board has no objections to increasing the number of hours parents are required to work at the Festival, just so long as the Handbook and Handbook Agreement Form accurately reflect whatever changes are made. Mr. Spray assures that any changes will make it into the new Handbook (which is currently getting updated for next year).
- Lobster Feed 2019 Report
 - Overall, the event profited approximately \$16,000, though the Raffle part of the event only generated \$850
 - Lower cost of supplies related to lobster and an earlier effort in collecting donations helped to increase the funds raised
- Lobster Feed 2020 - alternative ideas?
 - The Board agreed that the Lobster Feed should continue to be the school's primary spring fundraiser, but the parent "leads" for this event should look into additional food options for the event for those who don't prefer lobster
 - The parent "leads" would like to explore the possibility of students helping with the event's setup so that more parent volunteers are available for other needs
 - The Lobster Feed 2019 parent "leads" have agreed to "lead" the 2020 Lobster Feed, but a date in January or February (because lobster is cheaper) needs to be set as soon as possible (though the chance of rain should be a consideration when scheduling this event). Mr. Spray will look at the calendar for possible dates.
 - Alternatives to the current raffle setup should also be explored for 2020
- Fee Schedule Update
 - Mrs. Caluanan is still waiting for information from Room Parents
 - Kris will continue to follow up with Mrs. Caluanan
- Board meeting schedule for 2019-2020
 - September 10, October 8, November 12, December 10
 - January 14, February 11, March 10, April 7, May 12, June 2 (?)
- Facility Committee (chaired by Trina)
 - Mr. Spray gave approval to the Board's request that this committee not wait until the new school year to begin its work
 - Kris will put together an announcement for the Wednesday Bulletin and work with Trina on meeting times once volunteers for the committee are identified
 - Mr. Spray is also working with the Men's Club to have a school work day in August before the new school year starts. Kris and Trina will do a walk-through of campus in the next few weeks to help compile of to-do list. Mr. Spray and a representative of the Men's Club will join in on this.

- Members of the Board asked whether or not teachers can pack up their classrooms at the end of the year. Mr. Spray isn't comfortable asking teachers to do this due to so little time left in the school year, but he is open to making this request in the future.

Next Meeting - September 10, 2019

1. Opening Prayer
2. Principal's Report
 - a. Spirit Store/PE Uniform Update
 - b. Lobster Feed 2020 Date
 - c. Class Funds Roll-over?
3. Parish Report
4. Parent Organization Updates (from Chair)
5. Board Business
 - a. Marketing Committee Report (tours/Open House, too)
 - b. Fall Festival 2019 Update (festival hours requirement/student workers?)
 - c. State of the School Event in November (and springtime?)
 - d. Calendar Raffle Report/Preparation
 - e. Facilities Committee Report(review infrastructure/safety) - results for State of School event in November (need to/should to/want to)
 - f. Parent Service Hours Program Audit (how many? required events? buy out?) - Board Committee chaired by Monaz (October/report in November)
 - g. Teacher Wishlist (October for December?)
 - h. iPads/Chromebooks - family-supplied or fee? (October/November)
 - i. Financial Report (September/January/May)
 - j. Finance Committee Review of Athletic, Office Management, and Education Fees/Expenses budgets (includes maximizing technology for savings)
 - k. Fun Run 2019 Report
 - l. New "big" fundraiser ideas
 - i. Golf Tournament
 - ii. Casino Night
 - m. Cashless system for parents to make non-tuition payments to the school
6. Next Meeting - October 8, 2019