

**Saint Dunstan School Advisory Board
Meeting Notes - December 10, 2019**

Opening Prayer

- Led by Mr. Spray
- Fr. Brendan, Jill, Trina, Mariane, Maria, and Arnold were not present

Principal's Report

- Facility Update
 - Expense to repair recent flooding damage totalled \$2700
 - Heater is firing OK
 - Roof lines are holding (hasn't been raining and windy at the same time)
 - 8th grade window upgrades worked, so the rest of the windows will be getting done
- Cashless Payment System - No response yet from the Archdiocese
- Admissions Calendar Update
 - Working on this for Kindergarten
 - Recent Kindergarten Open Houses not well attended
 - Putting together letter for preschools
- Annual Fee Schedule Update - Mrs. Caluanan working on this, but she has been overwhelmed lately
- Charleston Wrap 2019 Report - raised 11% more this year from previous year
- Teacher Wishlist Update - two document cameras already purchased for the school; Mrs. Caluanan will be getting this out as soon as possible
- Preschool Outreach - Letter going out to invite people to Breakfast with Santa and Open House ; flyers for upcoming events are being included in Tour packets

Knights Unite Debrief

- Lots of positive feedback and interest in having this event on an annual basis

Parent Service Hours Audit Report

- Committee reviewed their [report and proposals](#) with the Board
- Mr. Spray will consider the proposals and report back to the Board

Finance Committee Report on Athletics

- Committee Report
 - Program currently running at a 67% deficit over the past 5-10 years; shortfall covered with finds from reserve fund

- Q1 Facility Expenses = \$28,093 (83% of total expenditures)
- Comparative Fees
 - St. Dunstan - \$350 annual
 - St. Veronica - \$75 plus \$110 per sport participation
 - St. Matthew - included in \$375 registration fee (has two gyms)
- Recommendations to Consider
 - Limit facility rentals to games only
 - Limit facility rentals to low-cost options only
 - Increase Athletic Fee to cover facility costs
 - Charge students per seasonal participation based on actual cost of program (eliminate universal fee)
 - Increase fundraising for Athletics (e.g. snack bar at games)
- Mr. Spray will speak with the Admin team about this issue, then go to the Athletic Board with recommendations and report back at the next Board meeting

Next Meeting - January 14, 2020

1. Opening Prayer
2. Principal's Report
 - a. Facility Update (if applicable)
 - b. Cashless Payment System Update
 - c. Admissions Calendar Update
 - d. Annual Fee Update
 - e. Marketing Efforts
 - i. Open House 2020 Ideas
 - ii. Preschool Outreach
 - f. Report back on Parent Service Hours Proposals
 - g. Report back on Athletic Budget concerns
3. Parish Report
4. Board Business
 - a. [New Technology Initiative Options](#) (prepare for parent feedback)
 - b. Fall Festival 2019 Report (January)
 - c. Lobster Feed 2020 Report (January)
 - d. Marketing efforts
 - i. Branded SWAG (pens, bags, bottles, phone wallets, calendar, etc?)
 - ii. Graduate Success Stories
 - e. Strategic Plan Update (January)
 - i. Admissions Calendar
 - ii. Fee Schedule
 - f. Calendar Raffle 2019 Report (February)
 - g. Thank-you "gift" for O'Neil Family (January)
 - h. Knights Unite Event - spring (January)
 - i. Next Parent Work Day Date for library/incomplete summer tasks (January)

- j. Financial Report (January/May)
 - k. Facility Maintenance Schedule
 - l. Pre-Paid Friday Hot Lunch Pass (annual? monthly?)
 - m. Finance Committee Review of Office Management and Education Fees/Expenses (following review of Athletics)
5. Parent Organization Reports