

AMDCS Consultative Board Meeting

November 10, 2014

5:30 – 8:00

St Finn Barr School

419 Hearst Avenue

San Francisco, CA 94112

Absent: Mr. Greg Myall, Ms. Lisa Graham

5:30 p.m. Board Dinner

6:05 p.m. Martha Adriasola, board chair, welcomed the board members and thanked Mele Mortonson, St Finn Barr principal, for hosting the meeting

Joe Leach led the board members in prayer

6:10 p.m. The evening Agenda was reviewed and approved. Motion to approve was made by Janet Shapiro and seconded by Joe Leach.

6:15 p.m. **Financial Update** - Annette Brown provided the Board with an in-depth financial update on all of the Alliance Schools. She noted that we are now 33% into the current school year so this a good time for us and the schools to see if they are on track to meet their financial goals/obligations for the year. Questions that Annette proposed that the schools and board should think about while looking at the longitudinal report for each school included: How much each school was relying on development? Cost per pupil vs. tuition? And how each school was utilizing their resources? Annette also suggested that schools need to look at the disparities in enrollment between the lower and upper grades and discuss how this will impact their future budgets as the larger classes begin to graduate.

6:35 p.m. **Development** - Grant writer, Gustavo Torres, presented his Development Update for November.

Christmas Cards - Gustavo informed the Board that all of the schools had already approved their Christmas card photos which had been taken earlier in the year and the photos have been sent to Margaret Keller who will help coordinate with the graphic designer. The Christmas Cards will be ready to go out by December 1st. There was a discussion around the number of cards needed by each school, as noted by St. Finn Barr School and St. James School principals the number provided last year exceeded their actual needs. It was decided that each school would receive 300 Christmas Cards each to distribute this year.

Tuition Assistance - Gustavo was still waiting for St. Charles Borromeo School and St. Finn Barr School to submit their allocation request lists so that he could distribute their tuition assistance funds of \$17,166 each. All of the other Alliance Schools have received their tuition assistance funds.

Grants - \$18,225 of the \$60,000 *Matching Grant* has been raised. Each Alliance School will contribute \$5,000 each, totaling \$30,000. This leaves only \$11,775 left to be raised by Dec 5, 2014. Gustavo will be sending out request letters to past donors to help raise the remaining funds. *Step Up to the Plate Grants*

of \$5,000 each were awarded to St. Charles Borromeo School (PE/yard equipment), St. James School (arts), and Epiphany School (school yard). Many of the schools also have pending grants out through the Gellert Foundation.

6:50 p.m. **Superintendent's Report** - Ms. Maureen Huntington reported that Fr. Garcia's promise to SAIC School of \$60,000 in funds will be met. The Archbishop has directed the new pastor that the obligation should be fulfilled, so the school will be receiving those funds that they were promised last year.

6:55 p.m. **Finance and Marketing Committee Meetings**

7:20 p.m. **Community Resources and Strategic Planning Committee Meetings**

7:55 p.m. **Committee Reports**

Finance – Joe Leach reported that he and Greg Myall have been working with the Superintendent to schedule a meeting with all of the Alliance School principals to discuss the next phase of their finance template and to get any feedback. The goal is to get the schools to start thinking about saving, something that not all of the schools have been able to do in the past years. St. James School was able to set aside \$10,000 from their Breakfast at Tiffany' Fundraiser to help save for the future, which is a great example of how schools can begin to plan and save.

Marketing – Alex Datoc shared that the Marketing Committee was also looking at dates to meet with the Alliance principals to discuss marketing items such as adding Alliance logos on their websites, school sweaters, and various school publications. In addition, the Marketing Committee was interested in possibly providing a short presentation during an upcoming parent meeting at each school site with the hopes of informing the parent/school populations on what the Board does and the benefits the schools are receiving.

Strategic Planning – Janet Shapiro reported that the committee wanted to give the Archbishop a specific proposal asking that since the parishes help support the Archdiocese some of that money should be used to help the Alliance and any other schools needing support. It was discussed that the letter should indicate that originally part of the money collected by the Archdiocese through an 18.5% tax on rental property and other investments was to be set aside for inner city schools/parishes in need. Yet, the funds had not been provided to the superintendent for this purpose in years. Ms. Huntington said that she would look for the Priest Council Meeting Minutes where the funds were originally allocated to the schools.

Community Resources – The updated Resource List will be available in January. In addition, Angel-Max has presented to St. James School and Epiphany School regarding High School and College preparation.

8:15 p.m. **Final Notes**

Mele Mortonson, St. Finn Barr principal, invited board members to their Catholic Schools Week Peace Parade on Thursday January 29th. The students will be making floats around the theme social justice and the Riordan High School Band will be leading the parade.

Next Meeting – December 8 Sacred Heart Cathedral Prep

8:25 p.m. Meeting adjourned