

School Advisory Board of St. Stephen Catholic School

Tuesday, September 13, 2022

St. Stephen School Church Conference Room

10424 St. Stephen Circle

Riverview, FL 33569

Mission

St. Stephen Catholic School is devoted to inspiring students to achieve their full academic potential while demonstrating a desire to continue Jesus' mission by applying Catholic morals, beliefs, values, and practices in their everyday lives. We are committed to motivating students to sustain a lifelong love of learning.

Vision

St. Stephen Catholic School is a diverse and inclusive Catholic school community. In partnership with our families, church, and community, we provide excellence in Catholic education, focusing on faith, academics, and service in a caring, spiritual, and safe learning environment. Through person development and acquired knowledge within our school, students will influence a rapidly changing world with integrity and distinction.

- A. Call to Order: The September 13, 2022 St. Stephen Catholic School Advisory Board Meeting was called to order at 6:29 pm by Al Larson.
- B. Prayer: Opening prayer was led by Father Antony. Scripture Reading was read by Linda Umoh. Discussion by all present followed.
- C. Approval of Minutes: May 10, 22 was the last time the board met. The minutes were approved.
- D. Roll Call: The following members were present:
 - a. Board Members: Tom Danahy, Dawn Dyer, Jackie Higginbottom, Al Larson, Roy Palomo, Austin Simon, Gloria St. Armant
 - b. Ex-Officio Members: Linda Umoh (School Principal), Mary Gurley (School Assistant Principal), Fr. Anthony Ustick (Parochial Vicar), Tom Dolye (Parish Manager), Ted Russell (Pastoral Council Liaison), Hendrik Cloete (Finance Council Liason)
- E. Principal's Reports (Linda Umoh)
 - a. Enrollment:
 - i. End of 2022 school year with 255 enrolled; now 277 enrolled with 6th grade at capacity.
 - ii. Goal class size 25-30 students
 - iii. Increase in number of those eligible for scholarship may have been helpful in growth
 - iv. School has turned away a few students with Exceptional Ability Needs
 - b. Revised Budget
 - i. Statemen of Activities provided and reviewed
 - ii. Original budget amended due to increased enrollment
 - iii. Facilities:
 - 1. Lightning strike in May incurred expenses after July 1

2. New PA System: contract initiated by Diocese due to cost, money from last year's budget to cover expense
3. Fire Alarm: awaiting parts due to supply chain issues
4. PPE loans forgiven

5. Advisory Board approved Revised Budget for 2022-2023.

- c. Middle School Wing
 - i. Current estimate \$2.5 million to build new wing
 - ii. Goal of \$1.5 million to start planning for new wing
 - iii. Linda meeting with Dr. Mark Majeski to create a proposal for the Diocese to start Capital Campaign
- d. ERC Grant
 - i. New tax credit for non-profits as part of the CARES Act
 - ii. Estimated value \$600,000 to \$1 million with 7% contingency fee
 - iii. Could be applied to efforts for Middle School Wing
- e. Accreditation Self-study Calendar
 - i. Accreditation through FL Catholic Conference, every 7th year
 - ii. SSCS currently in 6th year, which is a self-study year
 - iii. Linda working on a 3 to 5 year Financial Plan
 - iv. Austin, Tom Danahy, Hendrik, Parish Finance Committee to lend support
- f. Scrip
 - i. Previously utilized by SSCS as a passive fundraiser
 - ii. Linda in ongoing planning with Scrip- currently Scrip uses physical gift cards; goal is to offer electronic options as well
- F. Parish Council Reports
 - a. Finance (Hendrick Cloete)
 - i. PPE loans for school forgiven
 - ii. Last school year's parish support for school approximately \$100,000; they have not discussed this year's contribution yet
 - b. School (Ted Russell)
 - i. Ongoing reviewing goals and objectives of ministries
 - ii. School and Angels Among Us sponsoring Men's Club Nov. Golf Tournament
 - iii. Electives have restarted in school this year after several years on hold due to COVID restrictions
 - c. Parish Update (Tom Doyle)
 - i. Recent Parish retreat went very well
 - ii. Uniform Sundays continue to be important for visibility of SSCS students in the Parish community
 - iii. New yard work company up and running
 - iv. New hire for Parish Communications
 - v. Ongoing efforts to contribute to Church debt relief
- G. Old Business: There was no old business to discuss.
- H. New Business
 - a. Officers for 2022-2023 Term

- i. Al Larson will continue in role as Chairperson, agreed by all present
 - ii. Jackie Higginbottom will take on role of Secretary, agreed by all present
- b. Reflections of school board members shared with new members
 - i. Discussed accomplishments in the prior year and how they assisted the school (creating the vision for the media center)
 - ii. It was mentioned that they wish to be more active in helping the school
 - iii. Board members will assist in creating a 3-5 year financial plan
- c. Jackie shared information on PTCO upcoming General Meeting on Tues. Oct. 11 at 5 pm in school Media Center
- d. Linda opened discussion regarding tuition rate for active-practicing Catholics vs. Non-Catholics; she will discuss further with Fr. Dermont (Reference Parent/Student Handbook)
- e. Proposed that next meeting move from 2nd to 3rd Tuesday in November due to election day; Linda to confirm new day (Tuesday, November 15)
- I. Adjournment/Closing Prayer: Meeting was closed in prayer by Father Anthony and adjourned at 8:10 pm

The next School Advisory Board meeting is currently planned for Tuesday, November 15th, 2022 at 6:30pm. Linda will confirm room availability and inform the board.

Meetings for 2022-2023 School Year:

November 15 (proposed change d/t election day on Nov. 11)
January 10
March 14
May 9