

## **School Advisory Board of St. Stephen Catholic School**

**January 10, 2023**

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: Jan. 10, 2023 St. Stephen Catholic School Advisory Board Meeting was called to order at 6:33 pm by Al Larson.
- B. Prayer: Opening prayer was led by Father Dermot. Scripture Reading was read by Ted Russell. Discussion by all present followed.
- C. Approval of Minutes: September 13, 2022 was the last time the board met. Tom Danahy moved to approved minutes, seconded by Dawn Dyer. The minutes were approved.
- D. Roll Call: The following members were present:
  - a. Board Members: Tom Danahy, Dawn Dyer, Jackie Higginbottom, Al Laron, Roy Palomo, Austin Simon
  - b. Ex-Officio Members: Linda Umoh (School Principal), Mary Gurley (School Assistant Principal), Fr. Dermot Dunne (Pastor), Fr. Izzie (Parochial Vicar), Lisa Lopez (Director of Parish Operations), Ted Russell (Pastoral Council Liaison), Hendrik Cloete (Finance Council Liaison)
- E. Principal's Reports (Linda Umoh)
  - a. 6:25 pm – Linda, Tom, Gloria, and Dawn met to discuss essay winner
  - b. Tuition for the new school year
    - i. Ms. Umoh has discussed with School Finance Committee, looked at salaries with plan to increase salary by 5%
    - ii. Plan for 5% tuition increase for 2023-2024 school year
    - iii. Increase registration fee by \$50
    - iv. Plan for all other commitments to remain the same, may consider increasing extended day in the future
  - c. Financial Statement Review/Budget for 2023-2024
    - i. 275 students currently, initial budget with current numbers, though growth expected
      - 1. Many kindergarteners on waitlist for next year

- 2. Full 6 grade (this year)
    - ii. Planned for increase in health benefits, electricity, etc.
    - iii. Most major improvements already covered
    - iv. Budget for the 2023-24 school year was approved.
- d. Financial Planning Committee progress
  - i. Self-study year for reaccreditation (year 6 of 7 year cycle); financial plan requirements have changed, committee in place to help develop budgets to meet benchmark
  - ii. Plan to consider strategic plans in the future, looking at trends in costs, fundraising goals, facilities, plan for major expenses, grants, investments, etc.
  - iii. Plan for follow up meetings and create packet
- e. Staffing updates:
  - i. Increase Art teacher to full time
  - ii. School Counselor leaving, planning to increase position to full time
- f. Update on a new Middle School Wing
  - i. Ms. Umoh and Team met with Diocese today
  - ii. Angels wings historical contract shows it has been in use for 15-16 years
  - iii. Previous estimate for building extension \$2-2.5 Million; with additional cost, more likely to be \$3 million +, 3 years to build
  - iv. Concern regarding monthly payments, seeking out large donors given current church obligations
  - v. Modular building options: "permanent" on cement slab which can be ready quickly vs. "portable"
  - vi. "new family building fund," endowment plan; thoughts to plan for the future for new build
- g. Update on Grants
  - i. Early Childhood Coalition grant for \$22,000; playground equipment for kindergarten, toilets in PK3
  - ii. ERC Grant \$500,000 (12 month wait for money), \$475,000 will be cash, remaining credit
- F. Parish Council Reports
  - a. Finance (Hendrick Cloete)- no updates
  - b. School (Ted Russell)
    - i. Feb. 24 is 1<sup>st</sup> Fish Fry: volunteers needed, sign up genius needed
      - 1. Men's Club planning for School Spirit Raffle sales
    - ii. Angels: Men's club gave 4some and gift card
    - iii. End of Year BBQ- May 26<sup>th</sup>
- G. Old Business- No updates
- H. New Business
  - a. Lisa Lopez is new Director of Parrish Operations
  - b. Next General PTCO Meeting on 1/26 at 5:30- Fr. Dermot not able to join, Fr. Izzie will join, will invite Fr. Anthony
  - c. Next meeting moved to Thurs., March 9<sup>th</sup>

- I. Adjournment/Closing Prayer: Meeting was closed in prayer by Father Izzie and adjourned at 8pm.

**The next School Advisory Board meeting is currently planned for Thursday,  
March 9th 2022 at 6:30pm.**

**Remaining Meetings for 2022-2023 School Year:**

March 9

May 9