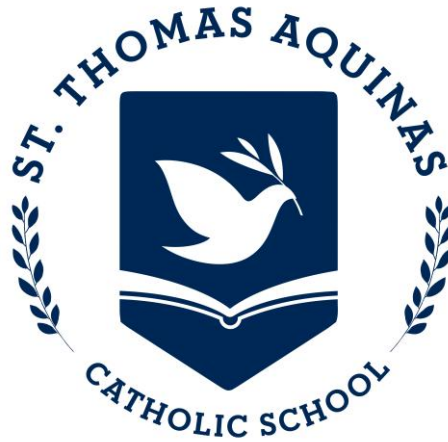


Understanding the Board



Processes and Committees

Roles and Responsibilities

The Board is focused on strategic direction and allocation of financial resources

- **Board oversight will include among other things:**
 - Fiscal operating budget, audit results and balance sheet health
 - Strategic planning and investments, incl. academics and co-curriculars
 - Marketing strategy and brand management
 - Fundraising, grants and endowment funds as well as donor relationships
 - Facility improvements (hard and soft costs)
 - Benchmarking across all areas (financial, operating, academic. etc.)
 - Head of School performance
- **Head of School retains full responsibility for:**
 - Day to day operations
 - Faculty hiring, evaluation and development
 - **ALL** student and family interactions
 - Co-curricular and academic programming
- **Diocese of Bridgeport / Bishop Caggiano**
 - Catholic identity
 - Final authority over the appointment/removal of the Head of School
 - Ratification of the strategic plan of the School
 - Appointment of all Directors



Board Composition

The Board is constructed in partnership with the Bishop with a goal of representing a diversity of functional skills and relationships with St. Thomas

- **Functional Capabilities**

- Academics
- Marketing
- Finance
- Governance / Board Experience
- Development
- Catholicity

- **Relationships Sought**

- Alumni – target one (1) spot for a young alum
- Parent Alumni – variety of classes and experiences; known volunteers
- Grandparents
- Committed and active current parents

- **Other Parameters**

- 30% of the Board seats (incl. ex officio) can be made up of current parents
 - HSA president(s) are invited Board guests; don't count against parent cap

Board Nominating Process

Organic process creating opportunities each year

- **Board Structure**

- 3-year term with a maximum of three (3) terms
- Staggered terms to create consistency

- **Board Member Qualifications**

- Demonstrated commitment to the School via leading activities, programs and other initiatives and/or working on a committee of the Board
- Board level or management level experience (particularly for non-parents)
- Target individuals to fill existing functional gaps/needs on the current Board (e.g., finance, marketing, academics)

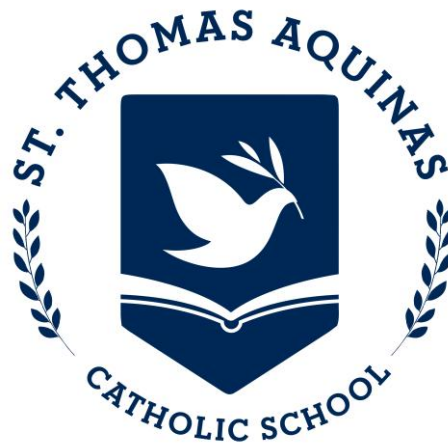
- **Nomination Referrals**

- Nominations sought from the Board, Diocese and Administration
- Provided to the Executive Committee no later than May 1st of each year
- Committees will help to continually build the bench

- **Vetting Process**

- Initial vetting to be completed by the Executive Committee
- Complete review of referred names (including interview) and official appointment conducted by the Bishop /Diocese of Bridgeport

Board Committees



Committees of the Board

- Executive – Governance & Finance
- Academics
- Advancement
- Catholic Identity
- Facilities and Technology
- Marketing and Enrollment
- Strategic Planning
- Student Life

Executive Committee

Objective – Ensure a well functioning Board; produce annual budgets and monitor financial performance

Expectations – Frequent meetings; strict confidentiality

Members from the Board – Chair, Vice-Chair, Treasurer, Head of School

- **Provide governance leadership**

- Develop procedures for Board meetings
- Set Board calendar and agenda for meetings
- Form committee roles and responsibilities; oversee committee performance
- Review Bylaws and other Governance documents

- **Support the financial growth and stability of the School**

- Manage the Annual Budget
- Monitor financial performance
- Oversee investment and other financial policies; as well as financial assistance programs and committees
- Present resource / capital allocation decisions to the Board

- **Strengthen the Board**

- Oversee nomination process and onboarding of Directors
- Propose Board nominations to the Bishop

Academics

Objective – Evaluate and enhance the academic programming, professional development and associated resources

Expectations – Meet 4-5x a year

Members from the Board – Dr. Ronan (Chair), Head of School

Other Members – Two (2) Parents, Alison Barry, Fairfield Prep appointee

- **Assist in development of education philosophy and policies**
 - Serve as a liaison to parents as it relates to academics
- **Conduct an audit of academic program annually**
 - Review standardized testing, placement tests, high school feedback and other performance measurements against benchmarks
 - Understand curriculum and mapping
- **Assess professional development plans, budget and results**
 - Understand professional growth and evaluation programs, including short-term and longer-term development initiatives
 - Support onboarding, mentoring, retention and community building initiatives among the faculty; stay abreast of open positions and staffing changes
 - Lead analysis of new programs, new academic resources and major curriculum adjustments, including special academic events

Advancement

Objective – Ensure at least \$250,000 is raised annually; grow base of donors

Expectations – Meet 4-5x a year

Members from the Board – Erin Russell (Chair), John Gnibus

Other Members – Three (3) Parents, Spring to Auction Representative, HSA Representative, Head of Enrollment, Marketing & Communications

- **Maximize philanthropic giving**
 - Oversee all development initiatives, including the annual School events
 - Expand base of donors and cultivate existing relationships
 - Maximize major gift successes; implement an ongoing special gifts program
 - Lead longer-term funding opportunities and planning, including the establishment of an endowment
- **Broaden community engagement**
 - Create opportunities for greater alumni, parent alumni and grandparent engagement
 - Explore grants, community partnerships and other sources of funds



Catholic Identity

Objective – Further enrich St Thomas' Catholic Identity and spirit of generosity

Expectations – Meet 4x a year

Members from Board – Joan Driggs (Chair), Head of School

Other Members – Two or Three (3) Parents

- **Oversee explicit instruction related to Catholic Identity**
 - Uphold the mission, values and traditions of the School
 - Form relationship with St. Thomas Aquinas Parish, other local parishes and relevant organizations (e.g., Knights of Columbus)
 - Remain abreast of programs and developments at the Diocese
 - Engage in special religious programs and sacraments
- **Develop implicit culture to build Catholic Identity**
 - Work on culture building events related to Faith, values, kindness and generosity
 - Assist in the programming for Catholic Schools week
- **Develop and promote service opportunities for our School community**
 - Design annual service calendar; develop and oversee all School service events, activities and groups

Facilities and Technology

Objective – Monitor the use of the School property and technology for programming needs and opportunities as well as for students' safety and enjoyment

Expectations – Meet 3-4x a year

Members from the Board – Greg Sargent (Chair), Katie Scinto

Other Members – Two (2) Parents

- **Conduct master facility and technological planning**
 - Develop and execute on short-term and long-range facility and technology planning; reassess annually or in relation to urgent priorities
 - Assess facility and technology needs in regard to curriculum and enrollment goals
- **Manage the operating infrastructure**
 - Oversee the daily maintenance, annual upkeep and special projects related to the facility and grounds of the School
 - Review all operating procedures, policies and agreements related to technology and the School facilities and grounds, including security
- **Collaborate and communicate with the Parish on all facility needs and efforts**
 - Administer the Facility Use Agreement
 - Assist with rental opportunities

Marketing and Enrollment

Objective – Strive to meet optimal enrollment and build the School's brand identity in the community

Expectations – Meet 4-5x a year

Members from the Board – Sarah Nocerino (Chair), Chris Gidez

Other Members – Two (2) Parents, Head of Enrollment, Marketing & Communications, HSA Representative

- **Achieve optimal enrollment**
 - Assist in all enrollment events and activities
 - Explore new initiatives to enhance enrollment and retention
 - Oversee the recruitment, admission and onboarding processes
- **Promote the School's identity within its core constituencies**
 - Develop a comprehensive communication/public relations program including oversight of all marketing and social media initiatives
 - Oversee the School's branding and messaging
- **Identify and develop key strategic relationships for the School**
 - Engage and partner with key community groups and leaders

Strategic Planning

Objective – Serve as stewards of the School's long-term vision

Expectations – Meet 5-6x a year

Members from the Board – Paul Halas (Chair), Erin Russell, Head of School

Other Members – Three (3) Parents in plan year; Two (2) Parents otherwise

- **Strategic Planning**

- Develop and update the School's strategic plan (typically, every 5 years)
- Identify long-term goals and critical initiatives that support the School's operational vitality, academic success, and value proposition
- Analyze internal and external trends that may impact the School; develop proactive strategies in response to challenges and opportunities

- **Performance Monitoring**

- Establish indicators to monitor progress toward strategic goals
- Assist School leadership in evaluating institutional effectiveness and School improvement plans

- **Community Engagement**

- Engage stakeholders to understand community needs and aspirations



Student Life

Objective – Enhance the overall student experience and foster positive relationships among students, faculty and families

Expectations – Meet 4-5x a year

Members from the Board – Chris Gidez (Chair), Sarah Nocerino

Other Members – Two (2) Parents, Athletics Director (AD), HSA Chairperson, Sports Committee Representative

- **Create opportunity for positive student interactions**
 - Build supports and reinforcements to foster social and emotional growth, a positive connected community and consistent expectations
 - Remain abreast of classroom management and positive learning tools
- **Ensure a well-rounded school experience**
 - Monitor all school programming and events to evaluate the impact on student life
 - Recommend enhancements to co-curricular programming including those in sports, education, music/arts, clubs and after-school programs
 - Support student events
 - Explore new enrichment programs

Committee Formation

- Seeking participation of 2-3 non-Board parents on each committee; additional non-Board parents may serve due to automatic appointments or committee workload.
- Candidate emails Board@stasonline.net to confirm interest by May 15th
 - Provide area of expertise relevant to committee
 - Affirm availability to serve and any restrictions on meeting times or dates
 - Attach resume or another qualification document
- Committee members serve for two (2) year terms; appointments of parents are staggered to create consistency
- No official limit on number of terms although goal is for two terms of two years each
- Names submitted to the Bishop / Diocese for formal approval no later than June 1st
- For efficiency, committees are sized to be 5-8 people; number and make-up may be changed at the discretion of the Executive Committee of the Board
- Work will begin July 1st of each year

Non-Board Parent Members

Year indicates term start date

- **Academics**
 - Marissa Haddad – 2025
 - Jeanine Pocoski – 2026
- **Advancement**
 - Erin Redgate – 2025
 - Kat Powers – 2026
 - Kelly Scinto – 2026
- **Catholic Identity**
 - Morgan Mooney – 2025
 - Kathleen Curran – 2025
 - Pam Rausch – 2026
- **Facilities and Technology**
 - Jason Landon – 2025
 - Patrick Polster - 2026
- **Marketing and Enrollment**
 - Peter McSherry – 2025
 - Rachel Pegnataro – 2026
- **Strategic Planning**
 - Matt Gombos – 2025
 - Betsy Kremiski – 2026
- **Student Life**
 - Caroline Rice – 2025
 - Ndidi Moses - 2026