

ZELINDA LEBOUTILLIER CHARITABLE FOUNDATION REQUEST FOR PROPOSALS



I. SUMMARY SHEET

(One page only. This page will be shared with Grant Committee Members.)

Date: 03/16/2026

Contact Information:

Organization Name: Saints Philip and James School
Address: 721 E. Lincoln Highway
Exton, PA 19341
Phone: 610.363.6530 ext. 138
Web Address: <https://school.sspj.net/>

Contact Name: Dave Callan
Contact Title: School Business Manager
Contact E-mail: dcallan@sspj.net
Fax: n/a
Year Incorporated: 1960

Has your nonprofit previously applied to the Community Foundation: Yes X No ___

Field/s of Interest:

___ Arts, Culture and Humanities ___ Environment/Animal Welfare ___ Health
___ Human Services X Education X Religion

Organizational Information:

Geographic Area Served: Saints Philip and James School (SSPJ) serves the townships of West Pikeland, Charlestown, East Whiteland, West Whiteland, and Uwchlan. Additionally, the school and parish regions extend into the school districts of West Chester, Downingtown, and Great Valley.

Annual # of Clients & Description of Population Served: SSPJ is dedicated to the spiritual development of 205 full-time students, spanning from Pre-K 3 to eighth grade, including Catholic, Christian, Hindu, Jewish, and non-denominational families. We utilize the Archdiocese of Philadelphia curriculum, the expertise of passionate and skilled educators, and the active participation of parents to do so. Additionally, the school building is utilized by hundreds of CYO athletes as well as numerous evening religious education classes.

Mission Statement: Saints Philip and James Catholic School provides a Christ-centered, academically excellent education that empowers students to reach their full potential intellectually, physically, socially and morally. Collaboration and a spirit of community are the hallmarks of our school where Christian values are at the core of all we do.

Organization Description:

Annual Budget Approximately \$2 million	28 # of Full-Time Equivalent Paid Staff
68 % of budget for program expenses	10 # of Board Volunteers
31 % of budget for administrative* expenses	100s # of Active Non-Board Volunteers
<1 % of budget for fundraising expenses	1,000s # of Volunteer Hours
100 % total	(*admin incl. maintenance of property)

Top 3-5 funding sources: Family-paid tuition, Financial grants and aid (Foundation for Catholic Education, BLOCS, others), various SSPJ Parish Subsidies through contributions, Home & School Assoc.

Proposal Information:

Grant Amount Requested: \$2,000.00 (Scope of overall project is est. at approx. \$85-100K)

Summary Description of Grant Purpose: To assist in funding a modern Badge Access Control System that is designed to help improve school security and better regulate building access vs. physical keys.

ZELINDA LEBOUTILLIER CHARITABLE FOUNDATION

REQUEST FOR PROPOSALS

II. GRANT PROPOSAL NARRATIVE

1. Organization's history, goals, key achievements and distinctiveness

Founded in 1960 under the leadership of Founding Pastor Father John J. Martin, Saints Philip and James School quickly became a vibrant center of Catholic education, growing to 450 students within its first four years. Today, the school continues its tradition of excellence under the leadership of Principal Sister Teresa Ballisty, who brings more than 45 years of experience in Catholic elementary education. Accredited by the Middle States Association since 1985 (with accreditation through 2030), the school has long been recognized for academic excellence, first earning the National Blue Ribbon School of Excellence Award from the U.S. Department of Education in 1990.

In 2023, Saints Philip and James School was once again named a National Blue Ribbon School—one of only 40 non-public schools in the nation and the only school in Chester County to receive the honor that year. Sister Ballisty was also recognized nationally with the Terrel H. Bell Award, presented to just nine school leaders across the country. With the addition of its Pre-K 4 program in 1995 and Pre-K 3 program in 2017, the school continues to strengthen its mission of forming students in faith and academic excellence, a commitment also reflected in its repeated recognition as an Archdiocesan School of Distinction for outstanding academic growth.

2. Funding request

Specific Chester County needs and issues addressed: Even in a safe community like Chester County, property crimes such as burglary and vandalism remain the most frequently reported offenses. At the same time, Pennsylvania schools have experienced a growing number of threats in recent years, highlighting the need for proactive security measures. Implementing a controlled badged-access system will allow our school to better safeguard students and manage building access during the many programs and events held on our campus.

Project impact: Ensuring the safety of our students, staff, and visitors is a top priority at Saints Philip and James School. Because our campus is used throughout the day, evenings, and weekends for school programs, CYO athletics, parish activities, and community events, the widespread use of traditional keys makes it difficult to effectively control and monitor building access. Funding for a **modern badged-access system** will allow us to better manage entry points and know who is in the building at any given time. This initiative builds on our recent investment in expanded camera surveillance and represents the next important step in strengthening campus safety.

Overall strategies to implement the organization's mission (or project)

We plan to implement this initiative with two key pillars in mind:

1) Strengthen Campus Security Through Modern Access Infrastructure

Saints Philip and James School will implement a phased installation of a secure badged-access control system at key building entry points. This system will complement the enhanced camera surveillance network installed in recent years, creating a coordinated safety approach that allows school leadership to monitor entrances, review access activity when necessary, and respond quickly to potential concerns.

2) Improve Access Management Across a Highly Active Campus

Because the school facilities are used throughout the day, evenings, and weekends for school programs, CYO athletics, parish ministries, and community events, the project will introduce controlled, role-based access to replace the widespread use of physical keys. This will allow administrators to manage building access more responsibly ensuring that the right people have access to the right spaces at the appropriate times while maintaining the welcoming nature of our school community.

Why it is important to fund this now: Because Saints Philip and James School serves as a highly active educational and community facility, implementing controlled building access now—rather than later—ensures that our growing campus usage is matched by the security infrastructure needed to responsibly safeguard everyone who enters our doors.

3. Timetable, with anticipated outcomes and their relevance to the nonprofit's mission

- **Security & Access Audit** – Determine scope of project, Summer 2026
- **Implementation Phase** (Prioritized activities) – Primary security points, Faculty entrances, Cleaning and CYO, and integration with existing security systems, Fall 2026
- **Replacement of Keys and Badge Policy Established** along with broad communication, Spring 2027

4. How impact and results will be demonstrated

Saints Philip and James School is committed to providing a safe and secure environment for the students, families, staff, and community members who rely on our campus each day.

Funding this badged-access initiative will allow us to replace an outdated key-based system with modern access control that strengthens building security while supporting the many educational, athletic, parish, and community activities held on our campus.

The impact of this project will be demonstrated through improved control and documentation of building access, the ability to quickly grant or revoke permissions when needed, and stronger integration with our existing campus surveillance system. By investing in this initiative now, supporters will help ensure that our school remains both welcoming and responsibly protected for the hundreds of individuals who enter our doors each week.

III. ATTACHMENTS

Please attach the following support information:

1. Copy of 501 (c) (3) federal tax-exempt letter

Included with email as an attachment

2. List of Directors, with their affiliations

The Saints Philip and James School Board of Limited Jurisdiction is comprised of the Pastor, Principal, and nine members with various backgrounds and experiences. The Board fosters the highest possible standards of academic and religious education for all students, creating a culture of missionary discipleship that pervades all aspects of the school. In collaboration with the Pastor and Principal, the Board has provided policy direction to the school.

Saints Philip and James School Board of Limited Jurisdiction

- Father Anthony Hangholt, Pastor, Ex-Officio Member
- Sister Teresa Ballisty, IHM, Principal, Ex-Officio Member
- Andrew Loffredo, Board Chair
- Jackie Denning, Board Vice Chairwoman
- Kate Clair, School Board Finance Committee Chairwoman
- Philip Daubney, School Board Facilities Committee Chairman
- John Kelemen, School Board Enrollment Committee Chairman
- Nicholas Mattera, School Board Member
- Paige Renaud, SS Philip and James Home & School Board President
- Michael Shank, School Board Technology Committee Chairman
- Marianne Stack, School Board Member

3. Most recent annual report and financial statement, audited if available

Not available as SSPJ School does not produce a separate annual report. See next item.

4. Itemized organizational operating budget with actual results for prior fiscal year and current fiscal year to date

Included with email as an attachment

5. Itemized project budget (if applying for project-specific grant)

Key Cost Breakdown per Door:

- **Hardware & Labor:** \$1,200–\$2,500 for card readers, controllers, and installation.
- **Physical Key Cards/Fobs:** \$3–\$10 per card, with custom, high-security cards costing more.
- **Cloud/Software Subscriptions:** \$30–\$200 per month.
- **Cloud-Based/Mobile Systems:** Often higher initial cost (\$2,500–\$6,000 per door) but offer better remote management.

Saints Philip and James School has 18 external doors in addition to 4 internal doors in scope of this project.

With an estimated cost to fund this project of \$85-100,000 we are appreciative of any funding that may be made available through the Zelinda LeBoutillier Charitable Foundation.