

ST. JOSEPH SCHOOL BOARD MINUTES

August 31, 2009

A meeting of the St. Joseph School Board was held at 1740 Lake Avenue, Wilmette, Illinois on Monday, August 31, 2009... The meeting was convened at 7:02 p.m. and adjourned at 9pm.

Present: Fr. John Pollard, Pastor, Laura Clark, Principal, Mike Kerrigan, President, Denise Kenny, Vice President, Bob Daly, Gary Delaney, Megan Floyd, Mike Gervasio, Fran Seymour, Alison Silk and Andy Walberer.

There being a quorum established in accordance with the School Board Constitution, School Board President Kerrigan called the meeting to order at 7:04 p.m.

Mrs. Clark led the meeting with a prayer.

OLD BUSINESS

- I. President Mike Kerrigan announced the official seating of Bob Daly as a new board member.**
- II. Approval of minutes from June meeting – A review of the June minutes occurred with one amendment noted (the names of 2009-10 School Board officers were not listed properly). The minutes were then voted on and approved.**
- III. Security – President Kerrigan announced that the basement kitchen door will be locked at 7:05pm at future school board meetings to ensure that the building is secure during our evening meetings.**

PRINCIPAL'S REPORT

A. Registration

Currently there are 356 students registered.

B. Exit Interviews

Mrs. Clark will supply a list of families to President Kerrigan. President Kerrigan will route a list of names to each School Board member. The School Board members will make exit interview phone calls with a set script given by President Kerrigan. Each school board member shall send a summary of responses to Mrs. Clark by email.

NEW BUSINESS

PRINCIPAL'S REPORT

Principal Laura Clark highlighted the following areas concerning School Management:

A. Technology Committee – Mrs. Clark requested that a Technology Committee be formed to handle upcoming issues involving: licensing, software updates, hardware and a five year plan.

1. President Kerrigan asked that anyone interested in being on the Technology Ad Hoc Committee email him.

B. Professional Development –Teacher professional development plans are ongoing. Preschool through Kindergarten teachers have performed Response to Intervention ("RTI") training. Grades 4-8 will have RTI training next week. Kindergarten through 3rd Grade teachers are being trained in *Dibble*. The reading specialist, Sandy Namovicz, is being trained on *Slant*. Grades 4-8 will be trained in cross critical literacy. The preschool program will have training in social, emotional and sensory processing for early learning and language. Mrs. Clark will have training at Countryside Montessori in Northbrook.

C. PBIS Program – "You've been called" – Teachers have already been trained in our new PBIS program. An assembly for students will be forthcoming. Parents will be introduced to the plan at curriculum night and information will be posted on the school website.

D. In-Staff Training Days – The staff has completed the first phase of FEMA training. There will be two more phases of this

training. Training days will also be used for transitioning to online report cards better tailored towards state standards.

- E. H1N1-** A letter to parents will be drafted on this subject. There will also be recommendations for teachers on keeping the classroom clean and educating students on cleaning.
- F. Substitute Teacher Pool –** Mrs. Clark discussed the option of joining Faith, Hope & Charity (FHC) in a substitute teacher pool. It will cost \$5 more per day (SJS currently pays \$80/day; FHC pays \$85). Denise raised the issue of examining how many substitute teachers were used last year.
- G. Terra Nova Testing Results –** Mrs. Clark reported that there was room for improvement in some grade levels and that the results were strong in other areas. Mrs. Clark is going to check the curriculum in weaker areas.
- H. Illinois Textbook Loans –** Mrs. Clark reported that the State of Illinois is cutting this program as part of state budget cuts. This will affect next year's budget.
- I. Linda Sorensen -** Mrs. Clark commended Mrs. Sorensen for her hard work and raised the issue that she is over-worked. It was discussed that a part-time assistant would be greatly helpful. Members of the finance committee offered to check and see what is in the budget to pay for such an assistant. It was also discussed that the office layout could be improved to make Mrs. Sorensen's job easier (i.e. the door buzzer could be moved to her desk; furniture could be rearranged, etc.)
- J. Space Issues –** Mrs. Clark raised the issue of short term solutions for our space issues. Discussion centered on the possibility of using rooms in the convent for the Reading Specialist and the District 39 aide. It was also discussed whether the loft above the gym could be turned into a resource room.

PASTOR'S REPORT

- A. Tuck pointing –** Father Pollard announced that \$75,000 has been spent in tuck pointing for the school.

B. Emergency Assistance Fund – Father Pollard announced that \$19,000 was raised in the EAF and that it has been disbursed to 15 children from seven families. (\$2,950 was raised at the Auction). There are currently requests from three families for \$6,100. The former PSO presidents have committed to raising that amount this year.

C. Moms and Tots Group – A group of preschool mothers have refurbished the “Moms and Tots Room” – Room 1B – with funds from the Women’s club. They have done an outstanding job.

D. Parent Survey - The survey was completed by the School Board this year, and the report prepared by Alison was very useful.

E. Convent Use Task Force Report – Two groups of real estate agents have met with Father Pollard and confirmed that there is not a lot of interest in the building. Major (and expensive) renovations would need to be implemented to make the convent a more useful rental property. The Sisters will be vacating the convent next July, and we will lose their rental income (approximately \$4,200/month).

PRESIDENT’S REPORT/Committee Reports

1. Village of Wilmette – Nurse (Bob) – On August 25th, Bob attended a Village of Wilmette Finance Committee meeting which had on its agenda Village financing of our school nurse. Bob reported favorable results. Mike Basil, the Chair of the Finance Committee, spoke in support of our school, stating that it was a public health issue that the Village should cover the costs of our nurse. A vote was taken, and it was unanimous in favor of covering the costs of our nurse.

2. 2009-10 St. Joseph School Board Goals (Denise) - Denise presented the 2009-10 St. Joseph School Board goals established on August 29th for approval by the board. It was agreed that the School Board would write up a statement concerning these goals to be read on parent night and published

in both the school newsletter and the bulletin. Denise and Alison offered to write up this statement.

3. Emergency Notification (Megan) -

A. In conjunction with Mrs. Clark, Megan has researched emergency notification systems evaluating such issues as: cost; emergency information provided by parents; tech support; and centralizing our database. It was concluded that "School Reach," a system supported by the Archdiocese, would be very good for our school. School Reach costs \$2500/year to startup and then charges \$10/student annually (the Archdiocese has already negotiated contract pricing that is good for four years 2009-2013). School Reach includes seven modules (more than we need) and can be used for: homework, attendance, report cards, calendars, registration, and an alumni database. Approximately 30 schools use School Notes. Laura Clark said that ideally we would adopt such a program in January and launch it in August.

B. The Finance Committee is to report back to Mrs. Clark about the exact budget limitations for obtaining an emergency notification system this year. It was suggested that the cost of an emergency notification system be listed as a line item in the fee portion of the tuition schedule next year.

4. October Faculty-Board Dinner (Denise) - Denise announced that our next School Board meeting (October 5th) will begin at 5pm with a Faculty Board Dinner. Megan offered to coordinate food for the meeting.

5. Marketing (Megan) - Megan reported that she will be sponsoring a "new family" mass and reception after a 10:15 mass early this fall - possibly September 27th. It was recommended that she talk to Barb Bevenour who ran this last year and Helen Considine (PSO person in charge of welcoming new families).

6. LRP (Gary) -

A. A draft of the SJS 2009-14 Long Range Plan was reviewed. Gary reported that it will be formalized and adopted in

November. Gary asked that all Board Members email him with comments. Gary pointed out that the LRP will need to be revised, updated and renewed annually.

B. Technology updates discussed at this meeting need to be incorporated into the LRP, including an assessment of hardware laptop buyout in the technology section.

C. Andy and Bob will join this committee.

7. PSO Enrichment (Gary) – Gary mentioned that there was an interest in after school Tae Kwon Do. Alison mentioned that this is a PSO Enrichment issue.

8. Matching Donations (Megan) – Megan offered to coordinate Matching Donations for the school. It was discussed that there may be an issue of the school and church sharing the same tax identification number that may be causing matching donation requests to be rejected. President Kerrigan told Megan to pursue her research on this.

The meeting adjourned around 9pm.

Respectfully submitted by Alison Silk.