

ST. JOSEPH SCHOOL BOARD MINUTES

November 2, 2009

A meeting of the St. Joseph School Board was held at 1740 Lake Avenue, Wilmette, Illinois on Monday, November 2, 2009... The meeting was convened at 7:03 p.m. and adjourned at 9:06pm.

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 7:03 p.m.

Mrs. Clark led the meeting with a prayer.

OLD BUSINESS

- 1. Approval of minutes from the October 5 meeting, subject to two corrections: Mrs. Estkowski's name was improperly listed as Ms. DiBrito; and the finance committee's projected \$200,000 deficit was listed improperly as a \$300,000 deficit. The minutes were then voted on and approved. It was agreed that the October minutes will be posted on our website subject to removal of confidential executive sessions.**

PRINCIPAL'S REPORT

A. Registration

Currently there are 349 students registered.

NEW BUSINESS

PRINCIPAL'S REPORT

Principal Laura Clark highlighted the following areas concerning School Management:

A. Registration

Mrs. Clark announced that registration for the 2010-11 school year will be

moved to November. Any school families that do not register by February 12th may be waitlisted.

B. PBIS

Mrs. Clark stated that this new program is going very well. She has gotten much positive feedback. In accordance with the program, the students needed to reach a 2000 quota and exceeded it by reaching 2700.

C. Tuition

Eleven families are late in tuition payments totaling \$11,922.66. Letters have gone out to these families. One family has been dropped by TMS. Mrs. Clark is meeting with TMS to discuss maintaining such families in the TMS system rather than dropping them.

D. Security

This matter was discussed in the School Board's Executive Session.

E. School Tours

Mrs. Clark has toured three families recently. Megan Floyd and Helen Considine will assist with follow-up, as well as future tours.

F. PSAS Scholarships

SJS gives out approximately \$23,000 in PSAS scholarships. This year recipients will be informed before school lets out, rather than waiting until summer as has been done in the past.

G. 2 yr Preschool Program

Mrs. Clark reported that this program is not self-funded this year. Enrollment is down in the 2yr program, but the overall preschool is generating enough income to cover this loss. The 2yr old tuition could be raised next year?

H. 3-4-5 yr Preschool Program

Laura Clark raised the issue of transitioning the preschool from Montessori to a traditional preschool. She said that a limitation in our current program is that we can never be a proper Montessori program because we do not include 6 yr olds in the program.

Mrs. Clark has considered having one preschool room Montessori and the other room traditional, but the School Board discussed that it would be difficult to accomplish that before the next school year.

Mrs. Clark also raised this issue of turning the convent into an all-day traditional preschool for the 2011-12 school year. It was agreed that the facilities committee would research this possibility in terms of costs of retrofitting the building to suit a preschool. The School Board was very interested in this concept.

PASTOR'S REPORT

A. October Count

The Archdiocese requires that all parishes count the numbers of families attending weekend masses in October. This was done at our parish last month, and the average attendance (1340) was slightly higher than last year (1298). Fr. Pollard mentioned that he has an October count report that goes back to 1993 that is very interesting.

B. Emergency Assistance Fund

Fr. Pollard was pleased to announce that St. Joseph has been able to entirely match its \$10,000 matching fund for the EAF. A total of \$40,000 has been raised. Over 20 children have received assistance – with a few more requests likely to be coming. At this time, there is \$6,000-\$7,000 left in the EAF. It was discussed that the School Board will have to start thinking about extending the EAF into next year.

C. Parish Budget Deficit

Fr. Pollard reported that the Finance Committee has been hard at work in addressing our parish budget deficit situation. He passed out a September 29 memorandum from the Finance Council. Fr. Pollard reported that the parish has used savings

to cover last year's deficit and is currently analyzing ways to reduce expenses for this year. The finance committee will be speaking at upcoming Sunday masses to ask each family for an additional \$6 donation each Sunday.

Fr Pollard said that he recently spoke at the last PSO meeting to tell the PSO that any excess funds raised by the PSO can only be used by the school if the parish is solvent.

Last, Fr. Pollard said that the School Board should be aware that the salaries of both teachers and church employees may be frozen again this year. He also stated that we could expect a tuition increase, even though the salaries would remain the same.

D. School Family Annual Parish Contribution

Fr. Pollard reported that the subject of the school family \$500 annual contribution was discussed at the last PSO meeting. School families are required to make this contribution each year. In recent years, this has not been enforced (approximately 35-40 families have not met this requirement). It was discussed that the Board could start an awareness campaign about this issue and send a letter reminding school families of this requirement: i.e., that school families need to register in the parish; that school families are required to make this donation; and that this requirement is stated in the SJS handbook and the tuition contract.

PRESIDENT'S REPORT/Committee Reports

A. Marketing

Megan Floyd reported that SJS will host an Open House on November 12th.

B. Internal Affairs

School Board members were encouraged to think of possible new board members. Solicitation will occur in December, and applications will be received in January.

C. Finance Committee

The Finance Committee reviewed the budget in a recent conference call with Laura Clark, Mike Kerrigan, Andy

Walberer, Vince Kennedy, Bob Daly and Denise Kenny participating. There were able to reduce the budget by \$40,000 by finding areas with extra funds built in. They emphasized that the budget is very tight now.

D. LRP

Gary Delaney reported that the LRP is being finalized. President Kerrigan complimented Gary and Chris Murphy for their excellent work.

The meeting adjourned at 9:06pm.

Respectfully submitted by Alison Silk.