

ST. JOSEPH SCHOOL BOARD MINUTES

December 7, 2009

A meeting of the St. Joseph School Board was held at 1740 Lake Avenue, Wilmette, Illinois on Monday, December 7, 2009... The meeting was convened at 7:02 p.m. and adjourned at 8:53pm.

Present: Fr. John Pollard, Pastor, Mike Kerrigan, President, Bob Daly, Gary Delaney, Megan Floyd, Mike Gervasio, Fran Seymour and Alison Silk. Also attending were Beth Dunn; John and Annette Henick; Andy Kohl; and Catherine Sullivan.

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.

Fr. Pollard led the meeting with a prayer.

OLD BUSINESS

- 1. Approval of minutes from the November 2 meeting. The minutes were then voted on and approved. It was agreed that the November 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

President Mike Kerrigan read Principal Laura Clark's report highlighting the following areas concerning School Management:

A. Facilities

- 1. An analysis of the possible use of the convent as a preschool is to be submitted to the Buildings Committee on December 16th. Of note, there are only two local preschool providers that offer all day coverage: one is 7AM to 6PM, and one is 9 AM to 6 PM – their fees vary.**
- 2. SJS needs a larger room for art and music since class size in the middle school is increasing and students are larger and harder to squeeze in a smaller space. Gary Delaney said he would look into the costs of possibly converting the storage room under the office into a room for art and music.**

B. Enrollment

- 1. We have had four middle school shadows and one fourth grade shadow recently. We have another shadow scheduled for Wednesday and a possible second grade enrollment.**
- 2. After the New Year, we are losing three students in 2nd, Kindergarten and preschool and possibly two more.**

C. Registration for 2010-11

Of 197 families currently enrolled, we have 70 families registered for the 2010-11 school year.

D. H1N1 Clinic

The H1N1 clinic will be on December 17th. The clinic workers will arrive at 7AM. We will need four volunteers, which we have three confirmed.

E. 2 yr Preschool Program

Kaitlin Wells, Mrs. Hara's student teacher who recently completed her studies in education from Loyola University, has taken Mary Banaszak's position.

F. Snow Removal

Mrs. Clark has asked 8th Graders to help shovel the area near the west door in exchange for service hours. We have three weekly volunteers scheduled through the week of March 29th.

G. Tuition

61-90 Days Delinquent: \$1,816.08

9+Days Delinquent: Cancelled Accounts which we are having them reactivate (2nd request): \$21,150.02

PASTOR'S REPORT

A. Finances

The \$140,000 reductions outlined by the Finance Committee have been achieved (\$80,000 by the church; \$20,000 in the music program; and \$40,000 by the school). Hopefully, there will be no unexpected expenses this year. Fr. Pollard has not heard any information from the Archdiocese concerning employee salaries yet.

B. "Catholics Come Home"

In conjunction with the Evangelization Committee's presentation for the Board, Fr. Pollard encouraged School Board members to assist where they can. Fr. Pollard emphasized that the school is an important instrument of evangelization for the parish because the school serves as an outreach for bringing Catholics back to the Church.

C. Pictorial Directory of the Parish

Fr. Pollard emphasized that the School Board needs to be represented at the January meeting to be photographed for the Directory. President Kerrigan offered to organize the School Board picture.

D. School Family Annual Donation

A draft letter was circulated for Board review.

E. EAF

Fr. Pollard reported that one family that applied and received Emergency Assistance Funds returned the funds because their situation changed and they no longer needed the funds.

PRESIDENT'S REPORT/Committee Reports

A. Marketing

1. Megan Floyd presented a timeline and budget for the Marketing Committee.
2. Megan stated that Bridie Cavalier is assisting her in running a Winnetka Alliance TV tuneout activity for SJS.

3. Megan announced that the Marketing Committee will be taking over Spirit Wear from the PSO. She hopes to send SJS car magnets to families as they register.
4. Megan reported that 16 families came through our November 12th Open House. These families represented more of the upper grades than the preschool.
5. Megan hopes to initiate a marketing campaign in the future more based on grass-roots than advertising. She is considering marketing through parishioner yard signs and reviews on websites such as www.gradeschool.com.
6. Megan is working with Marianna Vranicar at a proposal for a new SJS website for somewhere in the range of \$1500-\$2000.
7. The School Board discussed running another Open House during Catholic Schools Week in January.

B. Facilities

Fran Seymour reported that the entire plan for the Fix-a-thon is being finalized. He has a list of prep-work items to be done ahead of time. His goal is for the Fix-a-thon to be held next summer on a Saturday.

C. Internal Affairs

Ads for solicitation of new Board members will be run in January in the newsletter and the bulletin. School Board members were encouraged to think of possible new board members. President Kerrigan added that it would be desirable to have a parishioner-at-large on the Board.

D. Technology

Mike Gervasio reported that the Technology Committee met on November 11th and is working on a list of their goals to: (1) work with school administration for SJS's tech infrastructure; and (2) have the necessary technology for the education needs of the school. Megan Floyd added that SJS is not going forward with Power School. It is on hold until the fall because of Archdiocese issues.

E. LRP

Gary Delaney reported that he will have a complete LRP document in January.

F. "Catholics Come Home"

On behalf of the Evangelization Committee, John and Annette Henick made a presentation to the Board concerning the Archdiocese's "Catholics Come Home" initiative. This initiative will run from December 20th through January 25th. TV ads will be run by the Archdiocese, and St. Joseph will have volunteers at all masses running Welcome Tables in the Community Room and greeting newcomers. Volunteers will be trained next weekend. The goal is to get the name and addresses of those at the masses who come to the Welcome Tables. The Evangelization Committee hopes to have 4-5 volunteers at each mass. Mr. and Mrs. Henick passed out flyers for the Board to review. President Kerrigan encouraged Board members to sign up to volunteer at masses.

G. Beth Dunn

SJS parent, Beth Dunn, made a presentation to the Board on behalf of some issues that she and her husband thought needed to be raised

- 1. Mrs. Dunn stated that she thought that the school was experiencing some problems with communication. She was unhappy with: (1) the notification to parents that the students could not start school in the fall until the student's emergency form was completed; (2) the use of the emergency notification system for a non-emergency, i.e. to alert parents that registration deadlines had been moved up; (3) the communication given to parents at the Parent Night: unhappy to hear about the "You've Been Called Program" rather than academics; and felt rushed in talking to teachers during the program; and (4) the information given at parent-teacher conferences was not detailed and useful. Mrs. Dunn has met with Mrs. Clark to discuss these issues, but felt that it was also important the Board hear them.**
- 2. Mrs. Dunn also raised the issue that she would like to see a Latin program return to SJS.**
- 3. Mrs. Dunn would like to see a town-hall format for the parents at SJS.**

4. Mrs. Dunn gave President Kerrigan a letter outlining these issues.

H. Andy Kohl

- 1. SJS parent, Andy Kohl, made a presentation to the Board concerning the cancellation of the school play. President Kerrigan referred the matter to Mrs. Clark and offered to follow-up on it.**
- 2. In response to a question by Mr. Kohl, President Kerrigan confirmed that the \$40,000 recently cut from the school budget had no material effects on the school. The amounts cut were budgeted amounts that were not necessary primarily due to lower salary costs than expected (due to a change in principal).**

The meeting adjourned at 8:53pm.

Respectfully submitted by Alison Silk.