

## **ST. JOSEPH SCHOOL BOARD MINUTES**

**March 9, 2010**

**A meeting of the St. Joseph School Board was held at 1740 Lake Avenue, Wilmette, Illinois on Tuesday, March 9, 2010... The meeting was convened at 7:08 p.m. and adjourned at 8:57pm.**

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

**There being a quorum established in accordance with the School Board Constitution, School Board Vice President Kenny called the meeting to order at 7:08 p.m.**

**Mrs. Clark led the meeting with a prayer.**

### **OLD BUSINESS**

- 1. Approval of minutes from the February 1 meeting. Subject to Mike Gervasio's minor edits concerning the Ridgeview Grill presentation, the minutes were then voted on and approved. It was agreed that the edited February minutes will be posted on our website in their entirety.**

### **PRINCIPAL'S REPORT**

#### **A. Registration**

**Currently there are 344 students registered for the 2009-10 school year.**

### **NEW BUSINESS**

### **PRINCIPAL'S REPORT**

**Principal Laura Clark highlighted the following areas concerning School Management:**

#### **A. Registration for 2010-11 School Year**

**Mrs. Clark reported that we have 323 students enrolled for next year (245 for K-8, and 78 in preschool).**

**B. Tuition**

**Mrs. Clark reported that there is currently \$8,000 in tuition delinquencies from four families.**

**C. Scholarship Applications**

**Mrs. Clark reported upcoming March and April deadlines for scholarship applications. SJS has one application process for three different scholarship funds. TMS processes the applications and makes recommendations on the scholarship recipients, but final determinations are made by the Pastor and Principal.**

**D. Curriculum Change**

**Mrs. Clark announced that parents will be invited into the K-8 classrooms on Fridays in May to say the rosary with classes.**

**E. Junior Kindergarten Program**

**Mrs. Clark announced that SJS will be offering an all-day Junior Kindergarten for the 2010-11 school year. Based on the survey that was sent out to school families, we have received interest from 23 families. The program will ideally have 16 children: 8 slots for 5 full days; 8 slots for M,W,F; and 8 slots for T,Th. At this point, Mrs. Clark intends to house the JK program in the current Kindergarten classrooms and move the Kindergarten to room 111 and 112. It was discussed that the Marketing Committee will assist Mrs. Clark in preparing JK marketing materials.**

**F. SJS Website**

**Mrs. Clark is working towards getting bids from Edline and a few others to revamp the SJS website. Ellen Fox is assisting Mrs. Clark in creating a RFP for website proposals. Megan Floyd reported that Sylvia McGreal is willing to assist in editing website content.**

**G. Blinds for 2<sup>nd</sup> and 3<sup>rd</sup> Grade Classrooms**

**Megan Floyd reported that new blinds will be hung in the classrooms this week.**

## **H. RTI**

**Mrs. Clark reported that Lynn Clark is retiring and will not be returning next year. Mrs. Clark also stated that District 39 is concerned about finding a new qualified person to service SJS and SFX because of changes in RTI requirements. Together SJS and SFX have asked that District 39 find someone with experience.**

## **I. Calendar**

**Mrs. Clark reported that she has a preliminary school calendar for the 2010-11 school year. Father Pollard mentioned that the School Board needs to submit dates for next year's meetings to him in advance of the March 27<sup>th</sup> parish calendar meeting. Mike Kerrigan and Laura will review and submit same.**

## **PASTOR'S REPORT**

### **A. Father Pollard's Departure**

**Father Pollard reported that Cardinal George has written a letter to the SJS parish community reporting why he has decided to move Father Pollard to Queen of All Saints parish. This letter will be published on the cover of the parish bulletin and will be sent to school families. Father Pollard also reported that Father Robert Tonelli of St. John the Evangelist in Streamwood will be our new pastor. The School Board wishes to acknowledge Father Pollard's hard work and dedication to our school and parish. He will be missed, and we wish him well at his new parish.**

### **B. Emergency Assistance Fund**

**Father Pollard reported that there is \$22,000 remaining in our EAF. This amount will carry over to the next school year. SJS has already received EAF applications for next year. Father Pollard is considering when to start taking collections for next year.**

### **C. Parish Database Conversion**

**St. Joseph parish is participating in an ongoing parish database conversion because our old system is no longer supported. This is a major conversion being outsourced to a conversion company with parish volunteer assistance.**

## **PRESIDENT'S REPORT/Committee Reports**

### **A. Finance Committee**

The Proposed Budget for the 2010-11 School Year was discussed in the School Board's Executive Session.

### **B. PSO Benefit**

PSO President, Catherine Sullivan, reported to the Board that the PSO's recent Funktion event was a social and financial success. The PSO easily met its goal of raising \$75,000 with 20-30 less people attending the event. The School Board wishes to acknowledge special thanks to Julie Butler, Catherine Sullivan, Patty Seymour, Jenny Mosher and all of the many other parents that contributed to the success of Funktion.

### **C. Parent and Teacher Surveys**

Alison Silk will prepare Parent and Teacher surveys for this school year. She

hopes to have both surveys ready to go after spring break.

She mentioned that

we need to have a person outside of the school to receive the teacher surveys. It

was suggested that Andy Elbert could be asked if he would be willing to serve as that person.

### **D. Notices for Board Applications**

Gary Delaney reported that we have received six applications for the School Board openings for next school year, and he is expecting one more. Interviews will take place on April 17<sup>th</sup> according to School Board by-laws.

### **E. LRP**

Gary Delaney reported that final revisions are being made to the LRP including testing information. Gary asked for input concerning financial projections, capital expenditures and capital fundraising requirements. Gary hopes to have the final document completed by May.

### **F. Facilities**

**Fran Seymour circulated architect drawings for transformation of the basement storage area into a new art and music classroom.**

#### **G. Marketing**

**Megan Floyd reported that SJS will be hosting a TV tuneout event for the first time this year. It will be a cookie decorating program on March 10<sup>th</sup>. Also, Denise Kenny reported that the Kindergarten Readiness program is scheduled on April 14<sup>th</sup> with Dr. Mary Hall and our Kindergarten faculty. New this year will be a presentation on what to do over the summer to prepare your child for Kindergarten. Also, Laurie Jones will be running an open house in the preschool that same evening.**

#### **H. Technology**

**Mike Gervasio reported that along with his Technology Committee he is working on assessing an inventory of what technology SJS currently has and a list of future needs. He is also looking into eligible technology grants.**

**The meeting adjourned at 8:57pm.**

**Respectfully submitted by Alison Silk.**