

ST. JOSEPH SCHOOL BOARD MINUTES

June 7, 2010

A meeting of the St. Joseph School Board was held at 1740 Lake Avenue, Wilmette, Illinois on Monday, June 7, 2010 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, Fiona Barach, Bob Daly, Gary Delaney, Megan Floyd, Mike Gervasio, Sally Robey, 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 May 3 meeting. The minutes were then voted on and approved. It was agreed that the May minutes will be posted on our website with no further revisions.**

NEW BUSINESS

- 1. In accordance with the School Board By-laws, Fiona Barach, Sally Robey and Mary White were officially seated as members of the St. Joseph School Board.**
- 2. In accordance with the School Board By-laws, the new Executive Board was elected for the St. Joseph School Board: Gary Delaney, President; Mike Gervasio, Vice President; and Sally Robey, Secretary.**

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 351 students enrolled for next year.

B. Tuition

Mrs. Clark reported that there are currently five families overdue 90 days in the amount of \$10,970.20. She has spoken to all of these families and confirmed their intent to pay these outstanding amounts. Mrs. Clark will send the School Board an update on outstanding tuition collection for June 30th.

C. Fourth Grade

Mrs. Clark reported that she will be hiring a new fourth grade teacher because our enrollment for the incoming fourth grade has increased, and she now feels it is in the best interest of our students to create two fourth grade classrooms.

PASTOR'S REPORT

A. Emergency Assistance Fund

Father Pollard reported that all Emergency Assistance Funds have been disbursed.

B. Archdiocesan School Board

Father Pollard recently attended a meeting of the Archdiocesan School Board. He reported that a lot of interesting system-wide data was shared at the meeting. He said that Vicariate enrollment continues to trend down as it has done for the past 10-12 years and that 70% of the parishes in the Archdiocese are operating at a deficit this year. Our Deanery, however, is not losing enrollment. He said the hardest hit areas were parishes southeast of Chicago. Father will forward the complete report to the Board.

PRESIDENT'S REPORT/Committee Reports

A. 2009-10 School Board Survey Responses

Alison Silk reported that 35 preschool and 82 K-8 families took the time to write thoughtful responses to our recent survey. The results show that our parents are very happy with the school, teachers and administration. Nonetheless, parents offered many suggestions for improvement and constructive criticism which the Board will review carefully. Our Teacher Survey results showed that our teachers are happy working at SJS, and they too offered thoughtful suggestions for improvement which the Board and Administration will also carefully consider. The Board will run an end-of-the-year update on the survey results and other matters in the final school newsletter. This update will also be published in the parish bulletin. Last, Father Pollard encouraged the Board to carefully assess parent survey responses in the context of any areas where there would be an overlap with LRP and technology issues.

B. Exit Interviews

As is custom at the end of the year, the School Board will conduct exit interviews of current families that are not registered for the 2010-11 school year. Laura Clark will send a letter to these families telling them that they can expect a follow-up telephone call from a School Board member. School Board members will be assigned families to contact and be given an Archdiocese form with questions to ask in their phone calls. To maintain confidentiality, Mike Kerrigan asked that School Board members report their results only to Mrs. Clark.

C. Father Pollard and Laura Clark

The School Board wishes to thank Father Pollard for his years of dedication to our school and wish him much success at his new parish. The School Board also wishes to thank Laura Clark for her hard work and efforts this year for a successful first year as Principal of St. Joseph School.

D. Internal Affairs

The Board discussed the possibility of making some amendments to its By-Laws in terms of which committees are Standing and which are Ad-hoc. Gary suggested that the Board create a Standing LRP Committee. After discussion on this issue, the Board concluded that it would review the matter before the next meeting and would vote on it then.

E. Marketing

Megan Floyd reported that the Marketing Committee has been hard at work formulating a new look for the advertising campaign for our school. She has run two of three scheduled brainstorming meetings where she has had a cross-section of school families, as well as professional marketing personnel, assess our marketing campaign. So far, they have adopted the following position statement to build the campaign around: "St. Joseph is the right-sized school—and uniquely welcoming Catholic community—that is devoted to developing the whole child, from 2 to 14, to be well prepared for life." The Marketing Committee will continue to build a cohesive marketing message of the school around this theme at their next meeting scheduled for later this week. Megan stated additionally that the new marketing campaign will be directed at our existing families and our parish, as well as new families. Word of mouth is driving our enrollment, so another goal is to provide current families with more positive information for them to share about our school. Father Pollard stated that he had written an article in recent years about ten reasons to go to St. Joseph School which he will forward to Megan for review.

F. LRP

The Board formally adopted the 2010-2015 Long Range Plan for St. Joseph School. The Board offered thanks to Gary, Chris Murphy and the entire Long Range Committee for their hard work on this project. Gary Delaney will follow up with Ellen Fox to put a copy of the LRP on our school website.

G. Facilities

Fran Seymour reported that he was able to secure a \$65,000 bid for the new Art and Music room. It took a bit of work on his part to get the bid that low since there are water issues that need mitigation in addition to the building of the room. Fran used some creative methods to get bids down, including

offering free advertising in our SJS materials to some of the subcontractors. Also, Fran has graciously offered to serve as General Contractor of the job at no fee. The Board thanks Fran for all of his efforts in this regard. Fran also reported that he is attempting to schedule subcontractor work but will be slowed down a little by Archdiocese procedures.

H. Technology

Mike Gervasio and Bob Daly presented a report on the work of our new Technology Committee which has been hard at work defining its goals and objectives, as well as researching competitive intelligence regarding technology at other schools. The committee's current areas of focus are: software; hardware; network infrastructure; school management systems; use of technology in education; technology support; grants; and development of a plan to assess the success of technology implemented for all of the above. The Technology Committee worked with SJS to introduce laptops for the teachers; Think Pad netbooks for the sixth, seventh and eighth grades; and two new Smartboards to our school that are on trial until November, 2010. Mike Gervasio also reported that a school parent has generously offered to contribute all of the necessary Microsoft products needed for the school. It was also reported that Mrs. Clark has worked with Comcast to determine wireless needs; as such, the school system has improved and has worked with no major distractions in the last three months. Last, the Technology Committee offered compliments for our consultant, Dave Braunschweig.

I. August Meeting

The Board's annual goal setting meeting is tentatively scheduled for August 7th at 8am.

The meeting adjourned at 9:06pm.

Respectfully submitted by Alison Silk.