



St. Joseph Advisory School Board Minutes

December 3, 2018

I. Opening Prayer

Msgr. Mayall opened the meeting with a prayer.

II. Welcome

Ann Hughes welcomed everyone to the meeting. Those in attendance were Ann Hughes, President; Jen McGinn, Vice President (via phone); Msgr. Mayall; Michael Kendrick, Principal; Cristina Zavattero, Vice Principal; Annie Dolan; Katie Schreiber; Chris Stephan; Mike LaRaviere, Grace Flatt; Chris Payne (guest); Anil Cherian (guest); Ellen Schermerhorn; Vince Kennedy; Jen Miller, PSO President; and Jean Robinson (PSO Co-President).

III. Approval of November 2018 Minutes

Ellen Schermerhorn moved to approve the November 2018 minutes. Annie Dolan seconded the motion.

IV. Pastor Report

- A.** Reminder that the combined Parish meeting regarding the selection of our new pastor will occur on December 10th. The participation of parishioners and school families is vital to this process, particularly because Bishop Bartosic is new and is eagerly wanting feedback.

V. PSO Report Presented by Jen Miller

- A.** The Book Fair ended on December 3rd. The final tally hasn't been computed, but initial numbers suggest that it was very successful. As per last year, our profit will be taken in "Scholastic Dollars" to purchase supplies for the school.
- B.** Reminder that all profits made from the current Boon fundraiser will be 50%.

- C.** Jean Robinson reported that the Annual Blazer Ball Benefit save the date materials were distributed last week. Invitations will be distributed via backpacks in January. Discussion was had about whether an Evite can be distributed to alumni and parishioners who may want to attend.

VI. School Board Committee Reports

A. Finance Committee Report Delivered by Ann Hughes

- i.** We are on track to meet our budgeted expenses in comparison to earned income.
- ii.** Last month, the Finance committee discussed determining how many families are meeting their financial goal to the Parish. The Faith and Service committee met with the Parish to examine this further, and plans to send letters to all families reminding them of this goal.
- iii.** Mike Kendrick said we are directed by the Diocese to establish tuition rates for 2019-2020 school year by the end of December 2018.
- iv.** Last year, many families qualified for tuition subsidy through the State of Illinois. Mike will be strongly encouraging the community to apply for these subsidies ASAP, as they are doled out on a first come, first serve basis, and families who could have received them missed out last year.

B. Facilities Committee Report Delivered by Chris Stephan

- i.** Vince Kennedy is meeting with third parties to collect bids regarding an overnight cleaning service contract. Another option is to do periodic deep cleanings on an as per needed basis.
- ii.** There are approximately 35 items on the School's general building maintenance "wish list." Chris asked whether the Board can assist in any of these matters.
- iii.** Vince Kennedy indicated that a temporary measure has been implemented to further prevent leaking in classrooms on the Lake Street side until the tuckpointing project can be completed this summer, which has already been fully funded by TTWCI program through the Parish. Tuckpointing cannot be completed until the summer because of weather conditions and associated noise and dust disrupting classrooms.

- iv. New blinds have been ordered for classrooms needing replacement window treatments.
- v. Mike LaRaviere is investigating bids to help redo the basement bathrooms, including re-glazing the tiles.
- vi. The facilities committee is still investigating the option of moving to a keyless entry system for the school building and individual classrooms.

C. Marketing Committee Reported Delivered by Jen McGinn

- i. Bring a Friend to School Day was very successful, and included 25 “friends” who attended. Handwritten letters and emails have been sent to families who attended.
- ii. The Speaker Series with Mr. McShane was held last Tuesday evening. Feedback on the presentation was very positive, and next time, we will advertise more to increase attendance.
- iii. Scott Dolan and Jen McGinn have created an impressive draft template for a new website. Feedback has been overwhelmingly positive.
- iv. Cristina Zavattero has personally followed up with families who attended the October Early Childhood Open House, which was very well attended.
- v. An action plan should be developed for the January 2019 Open House. Request should be made that families display their yard signs advertising the Open House after January 1. Ads will also be placed in The Wilmette Beacon.

D. Faith/Service Committee Report Delivered by Ellen Schermerhorn

- i. The Faith and Service Committee met with Vince Kennedy last week to determine percentage of participation among school families to Give Central. From July-November 2018, 37% of school families had contributed to the Parish. Gentle reminders will be sent to families in December from the Faith and Service committee. Idea also to also send a “Giving Statement” to families in February.

E. Internal Affairs Report Delivered by Katie Schreiber

- i. Plans are underway for a Board-sponsored breakfast for faculty members either before Catholic Schools week, or the Monday of Catholic Schools week.

- ii. Katie and Mike Kendrick are working to make the School Board application electronic so that Parish and School representatives may more easily apply. The application will be distributed to the community in January, and Katie will begin the interview process in early February through March.
- iii. Katie circulated a few emails sent by community members to the School Board email account. Many were sent in response to the Board's "State of the School" letter/email. She responded to all emails, some of which provided great constructive feedback and suggestions for better marketing our school community.

F. Steering Committee Presented by Ann Hughes

- i. The committee has been working on a 5-year strategic plan, including establishing financial goals. Suggestion was made to include the Blue Ribbon team to help with this process.
- ii. State of the School address that was distributed this week was generally well received. Suggestion was made to distribute this to the Parish this Sunday.
- iii. The Board will determine a date to meet with SFX school board members in January. Suggestion was made to make the event a social event to more easily make introductions
- iv. As indicated in the Board's State of the School, our Board is committed to maintaining a Parish-affiliated school and staying in our building. We do, however, remain open to welcoming any families from St. Joan of Arc or other communities who are seeking a Catholic education.

G. Principal Report

- i. Mike Kendrick thanked the Board for its role in facilitating his paternity leave and hiring the interim principal.
- ii. Mike is coordinating scheduling a school Mass with the new Bishop.

VII. New Business

- A. Apollo Aftercare has changed its pricing structure. The Board and the Administration will look into this and try to develop an alternative strategy.
- B. Enrichment options will be send to families before Christmas break.

VIII. Old Business

- A.** Directory Spot needs to be updated to reflect current enrollment information for each faculty member.
- B.** Dr. Haugen wrote a very kind letter to the Board and administrators regarding her time here at St. Joseph. She was particularly impressed with the talent of our teachers.

IX. Public Comment

No public comment was made.

X. Executive Session

Katie Schreiber moved to enter into Executive Session. Mike LaRaviere seconded the motion. A short Executive Session was held.

XI. Adjournment

Annie Dolan moved to adjourn the meeting. Katie Schreiber seconded the motion.