

## **February 7, 2011 St. Giles Board of Specified Jurisdiction Meeting**

**Present: Dan Hefner, Steve Kastenholz, Theresa Lipo, Kerri McBride, Colleen Reardon, Cathy Rhomberg, Sandra Ruiz, Barb Schulz, Rich Toll, Don Vogel, Janet Coffey, Sue Poetzel, Father Carl Morello**

**Absent: Erick Soderberg**

The meeting was called to order at 7:05 PM. The opening prayer was offered by Kerri McBride. The minutes of the December meeting were approved as written.

### **PTO**

PTO president Janet Coffey reviewed the PTO report, which had been e-mailed prior to the meeting. The Teacher Appreciation Fund was very successful, bringing in about \$30,000. While the same percentage of families gave this year as last year, the average gift was higher. Mrs. Coffey detailed security procedures that are being considered for implementation for PTO members who are in the school buildings after hours. Mrs. Coffey also thanked Catholic Schools Week co-chairmen Carrie VanErmen and Mary Bodlak for all their work in organizing the events of CSW. Mrs. Coffey noted that there are several open positions for next year's PTO, including executive committee and committee chairmen. Market Day is being reviewed for continued viability. Timing of PTO meetings for next year will be dependent on who takes over as chairperson.

### **Principal's Report**

Sue Poetzel reviewed the February Principal's Report, which had been e-mailed prior to the meeting. Under the heading Catholic Identity, activities surrounding the Building the Kingdom of God—Blessed Be the Peacemakers theme were detailed. The theme was also incorporated into Catholic Schools Week liturgy. Mrs. Poetzel thanked everyone who participated in organizing all the events during Catholic Schools Week.

Under the heading Academic Excellence, Mrs. Poetzel reviewed staff participation in Gifted Education Workshops, the 7<sup>th</sup> and 8<sup>th</sup> grades Curriculum Fair, 7<sup>th</sup> grade science fair project progression to regionals, and 8<sup>th</sup> grade history fair project progression to regionals. Mrs. Poetzel also detailed plans to focus on reading skills for students with lower Terra Nova test scores, which was a school goal for this year.

Under the heading of Vitality, Mrs. Poetzel reviewed Archdiocesan policy regarding continuing education for teachers and corresponding pay increases. Teacher contracts for next year will be offered on May 1.

Mrs. Poetzel also reviewed the status of contributing parishioner tuition policy, whereby families who are not contributing parishioners are expected to pay full tuition. An

attempt has been made to communicate with all families who are not in compliance with the policy, and appropriate adjustments will be made to tuition payment schedules. BSJ member Rich Toll has been leading the effort to collect necessary information regarding contributing parishioner status, but he will be leaving the BSJ at the end of this school year. Joanne Saparito will take over for him, and Mr. Toll advised that he would remain available to consult with her.

Registration for continuing families will be available online this week. Parents will be e-mailed to let them know this service is available. Although the credit card option for payment will not be operational, payment can be made with e-checks.

An e-mail address for Matt Kelly will be available on the St. Giles website.

## **Development Committee**

Dan Hefner reviewed the Development Committee Report, which had been e-mailed prior to the meeting. Planning for the May 7, 2011 Lion's Pride event is underway, with the welcome addition of new volunteers with young children at St. Giles. Mr. Hefner also reviewed the status of the Sister Imelda Giving Society, which to date has raised \$58,700. A plaque recognizing donors is being made, and will be hung near the kindergarten room. Another restaurant benefit night is being considered for March or April. Mr. Hefner also reported on the Clean Kids Detergent fundraiser, which returns \$7 to St. Giles for each \$18 bottle of biodegradable detergent purchased. Twenty-five cases of detergent will soon be arriving in Oak Park, courtesy of Mr. Hefner. Mr. Hefner suggested that the profits from this drive be used for a crossing guard.

## **Marketing**

Cathy Rhomberg distributed the Marketing and Communications report to BSJ members and reviewed it with them. Two open houses were held in January, at which 36 students were registered. Mrs. Rhomberg noted which marketing efforts drove attendance, word-of-mouth being the most effective. Thank-you notes to attendees will be sent out this week. Current families will be able to enroll online this week, and new families will be notified of admission the week of February 15. Newly admitted families will be invited to the Lions Pride auction free of charge. The 2009-10 Annual Report Card will be distributed after mass to parishioners and to alumni via the Annual Fund mailing. The Marketing Committee applied for and was granted \$500 through the Archdiocese, which will be applied to the cost of Blue Ribbon lawn signs and/or street banners.

## **Technology**

Lee Leibig distributed the Technology Committee Update to BSJ members and reviewed it with them. In discussing the 5-year technology plan, Mr. Leibig noted that while it is essential to have teacher input, right now the teachers are more concerned about equipment in their rooms that does not work or is functionally obsolete. Mrs. Poetzel

noted that all the teachers need laptops. Leasing equipment instead of buying it was discussed. Smart boards and teacher training in their use will also be an expense to be met by the tech budget. Archiving e-mail was discussed and potential plans to do so outlined. ALIS will be offering teachers more technical support via a simplified process that could be live this week. Could PTO be a source for some of the funding for technology? Whatever the source, Mr. Leibig advised the BSJ to consider raising the tech budget for next year. Father Morello and BSJ members expressed full support for doing what is necessary to keep St. Giles School current with technological advancement.

Discussion ensued regarding including all fees in the tuition instead of charging them separately. Mr. Leibig attached to the technology update recommendations from ALIS for replacing iMAC computers and an ALIS proposal for e-mail hosting. The BSJ will also need to develop policy about what technology students will be allowed to bring into school, such as netbooks and iPads. This will be a part of the social media discussion.

## **Finance**

Steve Kastenholz distributed financial statements to BSJ members for their review. He noted St. Giles' improved financial position compared to other years. The amount and method of parish investment in the school was briefly discussed. The structure of tuition was also discussed, going back to the idea of folding all fees into the tuition. It would be comparable to a property tax bill, wherein the total amount owed is stated, and under that there is a breakout of the bill.

## **Old Business**

**Social Media.** The BSJ Executive Committee met on January 7 and February 3, in part to plan new policy on social media for staff and faculty. The policy will be drafted by committee members Kerri McBride, Don Vogel, and Lee Leibig. When finalized, the policy will be stated in an updated handbook. The Executive Committee Report was e-mailed to BSJ members prior to the meeting.

## **New Business**

The BSJ Executive Committee also discussed the necessity of filling upcoming vacancies in the BSJ, as 3 non-parents and 2 parents will be finishing their terms in June. Non-parents nominated are Jennifer Butler (Director of Marketing at Fenwick), and Jean Hefner (educator in District 97). Financial planner Dwight Atchley has been nominated as a parent member. Additional nominees with backgrounds in technology are being sought. Mrs. Lipo stressed the necessity of utilizing BSJ members effectively, and urged members to take on leadership roles.

Father Morello noted that the elevator installed by the Family Mass community has been completed, but has not yet been inspected. The BSJ expressed their gratitude to the Family Mass community for this much-needed improvement.

The meeting adjourned at 9:00 PM. The next meeting is scheduled for Monday, March 7.

Respectfully submitted,

Kathy Capone