

June 13, 2011 St. Giles Board of Specified Jurisdiction Meeting

Present: Dwight Atchley, Jennifer Butler, Dan Hefner, Lee Leibig, Jean L'Heureux, Theresa Lipo, Kerri McBride, Julianne Nery, Colleen Reardon, Cathy Rhomberg, Sandra Ruiz, Barb Schulz, Rich Toll, Don Vogel, Sue Poetzel, Father Carl Morello

Absent: Steve Kastenholz, Erick Soderberg

The meeting was called to order at 7:20 PM. The opening prayer was offered by Theresa Lipo. The minutes of the May meeting were approved as written. Incoming BSJ members Dwight Atchley, Jennifer Butler, Jean L'Heureux, and Julianne Nery were introduced and welcomed to the BSJ.

PTO

PTO president Nancy Leibig could not attend the meeting, so Mr. Leibig gave the PTO report in her place. PTO has been working on getting chairs for all committees, and this process should be complete within the next two weeks. PTO is ending Market Day fundraisin efforts, although people who buy Market Day products in stores can have the purchases credited to St. Giles. Gift wrap sales, which have been profitable, will continue. There is interest in continuing Cabi Clothing fundraising.

Mrs. Leibig is interested in focusing on the mission and charter for PTO in order to better define and target effective fundraising and development efforts. PTO has been instrumental in financing numerous projects at St. Giles, and a sharper focus will be important in continuing PTO's success. Mrs. Poetzel met with the PTO treasurer June 13 as a first step in this process. She will also meet with Mrs. Leibig regarding the PTO mission and charter, and to prioritize needs. The preschool and technology will be two areas where PTO funds are needed. An update will be provided at the August BSJ meeting.

Principal's Report

Sue Poetzel reviewed the Principal's Report, which had been e-mailed prior to the meeting. Under the heading of Catholic Identity, St. Giles School will continue the Building the Kingdom of God theme, planning for which will take place over the summer. Five additional teachers have or soon will become certified catechists, bringing the school total to twelve.

Under the heading of Academic Excellence, BSJ members were updated on staffing and textbook changes, and continuing staff education. Terra Nova results have been mailed to families, and were reviewed by BSJ members. Plans are being developed to add a play area behind the Gleeson Building. Purchases of laptops, a projector, and an additional

Smart Board were also noted. Thanks to PTO, synchronized clocks have now been installed throughout the St. Giles campus.

Under the heading of Vitality, Mrs. Poetzel reported that enrollment for the 2011-12 school year now stands at 497, and will probably reach 500 soon. Discussion ensued regarding the higher than usual number of students registered for first grade (27 in each classroom). There will be a full-time aide in each first grade classroom, and bringing in additional teaching help during reading and math classes was discussed. Barb Schulz volunteered to be a liaison between the first grade families and the school, making sure that any concerns are addressed promptly.

The issue of hiring a traffic guard at the corner of Columbian and Division was addressed, and several different approaches to the problem were discussed. It was decided that we would have a guard this year, determine the extent of the need for a guard, and review the situation again next year.

Development

Dan Hefner reviewed the Development Report, which had been e-mailed prior to the meeting. The Lion's Pride wrap-up meeting was held June 6, and net profit for the event will be around \$75,000. Mr. Hefner felt that increasing the goal for the event is not realistic. The Sister Marie Imelda Giving Society plaque honoring charter members was dedicated at a June 4 reception, which was also attended by four new prospective members. An annual event for the Sister Imelda Society will be planned for January in the future, freeing up fall for Lion's Leap and spring for Lion's Pride. A St. Giles restaurant benefit night will be announced, and Clean Kids detergent is still available. St. Giles has already earned about \$1,500 from the sale of the detergent.

Marketing

Cathy Rhomberg reviewed the Marketing/Communications Committee Report, which had been e-mailed prior to the meeting. Yard signs will be distributed on curriculum night, and it was noted that additional stakes are needed. A revised parent satisfaction survey was distributed in May, with a 45% response rate. The surveys will be reviewed and analyzed this summer, and an action plan for fall will be based on the feedback. The church portion of curriculum night will be enhanced this upcoming school year to better showcase the "specials." Hard copies of handbooks will be distributed, and the social media policy will be introduced. It was suggested that E-news be displayed on a projector on curriculum night in order to better acquaint parents with the benefits of attention to this mode of communication. It was also suggested that a table of contents would make E-news more useful. Grade guides will be available the first day of school. Regarding communications, a person is being sought to update the website this summer, along with a person to serve as communications manager. Jennifer Butler offered to assist in these efforts.

Technology

Lee Leibig reviewed the Technology Update, which had been e-mailed prior to the meeting. The Technology Committee gave ALIS a “B” overall, and a contract for their services next year should be signed by 8/1/11. It was suggested that ALIS service be reviewed with an eye toward an RFQ to coordinate with parish service. The Technology Plan is almost ready for distribution to the BSJ. Mrs. Poetzel is preparing a priority list for technology expenditures (there is an \$87,000 budget for this). Discussion ensued. A technology back-up plan is needed. E-mail service and the archiving of e-mail should be reviewed. John Hayden has been asked to review current software.

Finance

The Parish Finance Committee will meet in July. The agenda for the October BSJ meeting will include time for a discussion of long-term financial planning.

Old Business

Kerri McBride reviewed the social media plan, which had been e-mailed prior to the meeting. The plan would be binding for all school employees. Social networking sites and texting were discussed at length. Sites tailored for communication in educational settings would be used as opposed to Facebook. It was decided to ban texting entirely. It was agreed that the policy would need to be reviewed often in light of continually emerging technology.

A motion was made and seconded to accept the social media policy statement. The vote was unanimous in favor.

The plan will be presented on curriculum night, and it will be included in the handbook. Mrs. McBride will meet with Matt Kelly to update him regarding the plan, and she will attend the coaches’ meeting to convey the pertinent social media policy information.

Mrs. Rhomberg distributed the list of BSJ members, including their roles in the BSJ. She also distributed goals for the 2011-12 school year, which will be discussed at the August meeting.

It was suggested that the BSJ explore ways to streamline payment of various fees. Rolling all fees into the tuition was suggested, as well as making a once-a-quarter payment.

The meeting was adjourned at 9:00 PM.

Respectfully submitted,

Kathy Capone