

October 3, 2011 St. Giles Board of Specified Jurisdiction Meeting

Present: Dwight Atchley, Jennifer Butler, Jean L'Heureux, Kerri McBride, Lee Leibig, Julianne Nery, Colleen Reardon, Cathy Rhomberg, Barb Schulz, Don Vogel, Nancy Leibig, Sue Poetzel

Absent: Sandra Ruiz, Erick Soderberg, Father Carl Morello

The meeting was called to order at 6:45 PM. The opening prayer was offered by Cathy Rhomberg. There was a brief discussion regarding changing the meeting time from 7:00 to 6:30 on a regular basis. There was general consensus to start the meetings earlier.

The August minutes were approved with a correction, dropping the word "Archdiocesan" in paragraph 2 of the Principal's Report.

Principal's Report

Sue Poetzel distributed Principal Goals 2011-2012 and St. Giles Parish School Goals 2011-2012 to BSJ members and reviewed both documents. Under the Catholic heading in Principal Goals, Mrs. Poetzel reported that teachers will be completing theology courses, and four teachers will be completing catechist certification requirements. Also, students and teachers will continue the Building the Kingdom of God theme throughout the year. Under the Excellence heading, there will be a focus on raising reading scores for students scoring in the 50%-65% range of reading benchmarks on the Terra Nova test. Also, reading scores for grade three will be targeted, as the Archdiocesan goal is 90th national percentile. Inquiry based learning with integrated units across the curriculum will also be a focus for the upcoming school year. Under the Vitality heading, administrative task reorganization will be a priority.

In her review of the school goals, Mrs. Poetzel noted that they are synchronized with her own goals: continuing the Building the Kingdom theme, and more teachers completing Catechist courses and obtaining certification. In addition to the reading focus outlined in the Principal Goals, differentiated instruction for gifted students will be implemented. Professional growth for teachers will be provided through an institute on concept-based learning, and six training sessions scheduled for applying Smart Board Notebook software.

In the Principal's Report, under Catholic Identity Mrs. Poetzel noted that the changes to the Roman Missal have begun to be introduced. A Eucharistic Adoration for Peace October 7, a Catechetical Conference for teachers October 21, and a Red Ribbon Prayers service on October 24 are upcoming events.

Under Academic Excellence, inquiry based learning using integrated units is being developed with the assistance of Gwynn Joliff Blake, a trained facilitator in the teaching technique. The Athletic Handbook is now aligned with the Archdiocesan Athletic Handbook. Two alumni, Michael McCauley and Elizabeth Zelko, were recently recognized as National Merit Semi-Finalists. Seventh and eighth graders will have a program regarding safety in texting, led by

family therapist Marian Sasseti. They will also attend Cook County's anti-bullying program, which St. Giles has hosted previously. Cathy Rhomberg noted that parent and child components are helpful for these programs, and that if parents cannot be in attendance, a mailing covering the issues should be sent.

Under the Vitality heading, Mrs. Poetzel reported that contributing parishioner lists have been compiled and sent to the parish center for contribution accounting. Uncollected tuition is currently about \$26,000. Lion's Leap was held September 30.

Executive Committee Report

Mrs. Rhomberg reviewed the Executive Committee Report, which had been emailed prior to the meeting. Enrollment now stands at 496. Plans are finalized for the playground behind the Gleeson Building. The Athletic Handbook has been approved, and is now on the website. Mrs. Poetzel and Mrs. Reardon are in the process to renew NAEYC accreditation.

Information is being compiled by Sandra Ruiz and Dwight Atchley for long range financial planning in December. Sarah Arnett will be assisting. Mr. Atchley will manage the contributing / non-contributing parishioner tracking process. Mrs. Arnett will review the FACTS registration process for new and current families. Income and expenses in the athletic program will be reviewed, and PTO contributions to the school will be noted in the budget.

The committee discussed conducting qualitative strategic feedback sessions twice a year, as well as putting student and faculty achievements on the website. Kerri McBride will advise regarding a policy for attendance at BSJ meetings by non-members.

PTO

PTO president Nancy Leibig reported that there is a new electronic processing system for hot lunch payments, which will be linked with PayPal, and it may also be used for other PTO projects. The system will make payment and tracking easier for both PTO and parents. It could also simplify scheduling and programming. As it was decided that scheduling some PTO programs too frequently could disrupt the school day, Art Awareness and Great Books will now be scheduled once a trimester instead of once a month.

The recent survey showed that some school families are confused about the mission and activities of PTO. PTO leadership will address that issue second semester, letting families know that promoting community, raising funds, and giving back are at the center of the PTO mission. PTO is also working through past and present finances, and answering the question of how much money it should be raising. The teacher appreciation drive will commence in about six weeks, and the Halloween party is coming up.

Marketing

Cathy Rhomberg reviewed the Marketing/Communications Committee Report, which had been emailed prior to the meeting. She reported that the Curriculum Night handout highlighting the “specials” was well-received, and should be continued at subsequent Curriculum Nights. At the Marketing Committee meeting on September 29, it was noted that branding and communication initiatives have to be carried forward each year. During this school year the Annual Report will be ready for Fall conferences, parent feedback sessions based on surveys will be held, two open houses will be conducted during Catholic Schools Week, and new street banners will be developed.

Jennifer Butler shared Fenwick marketing and communications programs and materials. She will attend the next Development Committee meeting to discuss them further.

Development

Kerri McBride reviewed the Development Committee report, which had been emailed prior to the meeting. Lion’s Leap included two new strategies this year: student families were at masses the weekend before Lion’s Leap to raise awareness and receive donations, and families can obtain lists of previous donors in their neighborhoods. A second letter to members of the Sister Marie Imelda Society will go out soon, and the next reception for the Society is tentatively scheduled for January 22 after the 11:15 mass. A pew card and a live appeal are being considered for the Margaret Stewart Fund. Regarding Lion’s Pride, Julianne Nery will be sending out save the date cards. The date is May 5 and the theme is Cinco de Mayo. Tickets are \$50. Board and committee members can support the event by bringing guests or obtaining sponsors. If this type of participation is expected of board and committee members regularly, it was suggested that the expectation be made clear to candidates prior to becoming members. Two restaurant nights are being planned.

Technology Committee

Lee Leibig reviewed the Tech Report. A formal service RFQ will be sent out in the spring in order to compare ALIS to other support providers, in order to be certain that costs are being managed most efficiently. The Tech Committee plans to assess/estimate annual software support costs. Some Smart Board system purchases will be made in November for installation before students return from Christmas vacation. Quickbooks will be purchased for the office staff. Mrs. Poetzel will be meeting with Sue Bailey, Kathy Lofgren, and Lisa Reda to decide the future of the computer labs for grades 1 through 3 and 4 through 8. Agreements have been signed with ALIS for web hosting, content filtering, and remote management support.

The website calendar auto notification system is not working, but should be redesigned and running by next Monday. The school server and website are not backed up; backing them up will raise costs, but it is something that should be considered. Another possible expense is a development server which will prevent outages due to Microsoft issues.

The faculty's enthusiastic response to new technology was noted, as well as their reports that their time is used more effectively when technology takes over what used to be done manually.

Finance

Dwight Atchley reported for the Finance Committee, which sees the following as issues that need to be addressed:

1. Systems and spreadsheets should be standardized to facilitate ease in passing down from one board to the next.
2. The budget process should start earlier in the year.
3. An efficient system for tracking contributing and non-contributing parishioners should be developed. Privacy is a concern, so families should be identified by number rather than by name. Non-contributing parishioners should be given notice as early as October. The question was raised whether the school or parish office should be responsible for tuition collection.

In setting tuition, the reality that discounts negatively impact revenues must be considered, along with consideration of tuition at other area Catholic schools. What percentage of the budget should be generated by fundraising? A model to follow in budgeting based on the mission of the school is needed. Ms. Butler will bring budget models that she obtained at a DePaul workshop for consideration at a combined finance and executive committee meeting.

Project Reports

The full-time assistant now working with the first grade teachers is much appreciated.

Jean L'Heureux distributed handouts on Positive Behavioral Interventions and Support (PBIS), the office referral forms used in District 97, and the parent guide to the program. Mrs. Poetzel describe how St. Giles deals with bullying when it occurs. Discussion ensued.

The next BSJ meeting is scheduled on December 5.

Respectfully submitted,

Kathy Capone