

April 13, 2015 St. Giles Board of Specified Jurisdiction Meeting

Present: Ann Clements, Janet Coffey, Beth Fegan, Julia Harmon-Bell, Mike MacKinnon, Liz Moroney, Rachel Rettberg, Barb Schulz, Chris Verni, Sue Poetzel, Father Carl Morello

Absent: Doug Aller

The meeting was called to order at 7:05 PM. The opening prayer was offered by Barb Schulz.

Beth Fegan reported on the process involved in the principal search. A committee has been formed, including two BSJ members (Mrs. Fegan and Mike MacKinnon), three teachers, assistant principal Kathy Lofgren, and parishioner-at-large Flavia Morrissey. Notice of the position has been posted. The committee will review all applications and make a decision about whom to interview, and that committee will conduct the first round of interviews. When that initial group is narrowed down to two or three applicants, the BSJ will conduct a second round of interviews. Father Carl will contact references, and he will make the final decision.

Mrs. Fegan distributed to BSJ members a preliminary report regarding strategic planning. She asked members to review it and decide which aspects they will take responsibility for. She asked that BSJ members email to her their thoughts and plans regarding strategic planning. Mrs. Poetzel suggested that review of the mission statement be part of the process.

Mrs. Fegan reminded BSJ members that each committee should nominate one person for BSJ membership, and suggestions regarding a member-at-large would also be welcome. She also informed the board that due to work responsibilities, Scott Theis has resigned from the BSJ.

Principal's Report

Sue Poetzel distributed to BSJ members for their review the proposed calendar for the 2015-16 school year. She also reported that the Collins Writing Program will be part of teacher development next school year. Mrs. Poetzel discussed with BSJ members Illinois Kids Campaign, an organization that promotes financial support from businesses to parochial schools. The organization has requested use of the St. Giles logo in their legislative campaign. It was decided that it would be necessary to have more information regarding how money is spent before St. Giles could respond to the request. Mrs. Poetzel and Mike MacKinnon will look into it. Mrs. Poetzel reviewed that status of Advance Ed and the certification process. Terra Nova results are in, and will be sent to parents next week. The Archdiocese expects a continuous improvement plan based upon Terra Nova results. Teacher contracts go out next week. Enrollment for next year is 487 students, and grades 2, 4, 5, 6, and 8 are currently full.

The Marketing Committee offered to follow up with families who have shown an interest, but have not yet enrolled.

Finance

Mike MacKinnon reviewed school finances with BSJ members. He noted that there is a relatively significant amount of delinquent tuition at last check, which is not included in the budget. Income from the endowment is expected to be high, given the current financial climate. Expenses for maintenance and repairs this year have been about 60% higher than budgeted. The 2015-16 budget has been adjusted upward to account for this. The Parish Finance Committee is currently voting on next year's preliminary school budget, after which it will go to the Archdiocese for approval. Aside from the maintenance and repair adjustment, the proposed budget also includes a 3% increase in tuition revenue, a 5% increase in salaries expense, and a 6% increase in utilities expense. The Finance Committee is waiting for fundraising results from the Development Director to determine whether any of this budget gap will be made up. The new budget also calls for FACTS fees to be paid by school families, at a cost of about \$30 per family, a change in policy from prior years. The budget anticipates that the school will be operating about \$90,000 above its income next school year. Mr. MacKinnon suggested that growing the endowment could be a worthwhile target for fundraising.

Development

Julia Harmon-Bell reported that the Lions Pride Gala netted \$106,000, of which \$26,000 came from the paddle raise. Expenses for the event came to about \$40,000. Mrs. Harmon-Bell emphasized that these numbers are not final, as additional money is coming in and some expenses may not yet have been billed. Director of Development Beth Linnen is considering a focus group regarding the event, asking about making the evening a sit-down dinner or returning to McDonough Hall. Mobile bidding with smart phones during the auction is also being considered. Discussion ensued regarding the Development Committee assisting the Development Office throughout the year, as opposed to focusing on events. The installation of the new sound system was discussed, as well as the anticipated completion of the new science lab in August.

Technology

Chris Verni distributed the Tech Committee Report and reviewed it with BSJ members. Projected collections for technology stand at \$100,300. An additional \$26,000 was raised for technology at the Lions Pride Gala. Regarding technology providers, Mac Hero is moving ahead with internet upgrades and access points. It will also move all emails to Google, and an iPad wellness check has been completed. Bill Hettinger of Computer Troubleshooters recently

implemented Carbonite for server backup. He has also gone through all netbooks and confirms they're ready to be replaced. ALIS will be discontinued as a vendor by the end of the year.

Regarding the school website, St. Giles has contracted with Design Big Dreams for conversion of the current site to Word Press. It is anticipated that the junior high iPads may last only one more year. The BYOD option should be seriously considered by teachers and new principal. The hiring of an IT person is on hold per Father Carl, at least until a new principal is hired. The presentation for parents regarding technology safety at home has not yet been scheduled.

Marketing

Ann Clements distributed the Marketing Committee Report and reviewed it with BSJ members. The Marketing Committee will be working with the Technology Committee to assist in the redesign of the school website, with a target date of summer/fall, 2015. Mrs. Clements showed BSJ members representations of the four sign boards promoting St. Giles School Reasons to Believe that will be installed in the gym. Two additional signs will be installed outside the office and in the cafeteria. Signs for the preschool will be decided upon when renovation is complete. The color for boys' uniform shorts is being changed to gray, beginning with the 2015-16 school year, with a two year grace period. Incoming 8th grade boys have been issued new gray shirts to be worn on a day in May to be designated. Mrs. Clements suggested that the Marketing Committee conduct informal telephone interviews with families not returning. Mrs. Poetzel will provide the necessary information to the committee to accomplish this. There will also be an end of the year survey in May.

Athletic Advisory Committee

Janet Coffey distributed the AAC report and reviewed it with BSJ members. A girls' volleyball Jam and Gym evening will be held Monday, April 20. Eighth grade girls playing their last season at St. Giles will be recognized during the evening. In addition to the Athletic Handbook, an Operations Procedure Manual is being developed as a guide to Athletic Department activities. The financial position of the Athletic Department is good due to the introduction of electronic payment and hard deadlines. Parent volunteers for concessions and admissions are helping to reduce costs. Next year assignments for these jobs will be made, as opposed to waiting for volunteers to sign up.

PTO

Liz Moroney distributed the PTO report and reviewed it with BSJ members. PTO officers for next year are Heather Pflederer, president; Dee Iantorno and Meredith Marzano, co-presidents, Kristin Reale, secretary; and Amy Crilly, treasurer. A variety show is being planned during June,

and a party for Mrs. Poetzel is being planned for June 7. Mrs. Moroney plans a PTO end-of-year survey. PTO has about \$22,000 in its account.

The meeting was adjourned at 8:45 PM.

Respectfully submitted,

Kathy Capone