

August 17, 2015 St. Giles Board of Specified Jurisdiction Meeting

Present: Michelle Bibbey, Tanya Castrogiovanni, Beth Fegan, Julia Harmon-Bell, Mike MacKinnon, Flavia Morrissey, Nancy Zver

Absent: Ann Clements, Janet Coffey, Heather Pflederer, Kent Pflederer, Rachel Rettberg, Barb Schulz, Chris Verni, Tracy Wysocky

The meeting was called to order at 7:00 PM.

Principal's Report

Nancy Zver reported that renovations to the Gleeson Building are on track, and that staff will be back in the building on August 29th to put the preschool in order. Preschool orientation will be held September 10, immediately prior to the general orientation. The new science lab is also progressing well, awaiting backordered counters due to arrive August 31. A tour of the completed lab will be offered on a date following Curriculum Night. The full cost of the lab was covered by donations. The art display case planned as a memorial to Tom Bell was damaged in delivery, and new glass has been ordered. CCW, PTO, and the 8th Grade have made donations for the Lauren Heath memorial at the entrance to the Corrigan Building.

Teachers and staff were back in school today, preparing for the opening of school. Mrs. Zver reviewed the additions to this year's staff. The first formal meeting for faculty will be held tomorrow, part of which will be conducted by Design Big Dreams to assist teachers in building a website presence. Collins Writing, CPR instruction, and various other topics will also be a part of the days' activities.

Effectively responding to concerns raised in surveys, and communicating the response, was discussed. Ann Clements will prepare a summary of survey results within the next two weeks.

Mrs. Zver reported that while a Religious Ed person has not been hired, Marrey Picciotti and Michelle DalPino will be covering those duties. Fully integrating Religious Ed and the sacraments into the classroom was discussed.

BSJ members will be introduced and available at Curriculum Night on September 10. Mike MacKinnon will speak briefly. A BSJ letter to parents will be sent prior to Curriculum Night, welcoming parents, introducing BSJ members, and inviting parents to participate on BSJ committees. Julia Harmon-Bell will address the preschool orientation regarding forming a parents' committee.

Strategic Planning

Beth Fegan reported that strategic planning for the school will be a part of the PPC plan, including goals for development and communications. Representation from the Parish Finance Committee and from the parish office would be beneficial to the strategic planning process. An ice cream social for school families is planned for August 25.

Finance

Mike MacKinnon reported that the final financial report for last year is not yet available. All school families are in the Facts system for tuition payment, although five families have not yet chosen a payment plan. A possible change in policy regarding tuition collection was discussed. A proposal will be considered stating that after a family is two months delinquent in tuition payment, that family must be on the auto-pay option. Also, a family that is two months delinquent must apply for financial assistance. Mr. MacKinnon will write that proposal for consideration by the BSJ. If this policy is adopted by the BSJ, the information will be conveyed to school families in a letter during Catholic Schools Week. The policy would be effective next school year. It was noted that tuition collection would be more efficient if the entire school population was on auto-pay, and that will probably be a future goal. Mrs. Zver noted that she would prefer that applications for financial assistance be considered by a designated committee. There is \$55,000 available for tuition assistance this year, up from \$50,000 last year. Sources for funding tuition assistance were discussed, including the Margaret Stewart Fund. It was suggested that a best practices statement regarding school tuition collection may be available through the archdiocese. Mr. MacKinnon will ask Kent Pflederer to look into it. The Parish Pay option for donating to the parish was discussed, along with making that option more visible in registration materials.

Technology

The work being done on the technology infrastructure will be completed by the end of next week, and Mac Hero's work is also on target. While more iPads will be purchased, Mrs. Zver is going to wait until she is able to assess the extent of what is needed. A rolling schedule of technology purchases would probably be advantageous and allow for accurate planning and budgeting. The website is being updated, and teachers' pages should be updated tomorrow. The Tech Committee should have copies of the contracts with Computer Troubleshooters and Mac Hero. Recruiting new talent for the Tech Committee was discussed. It is not necessary for members of the committee to be school parents. Putting a notice in the Arrow was suggested, as well as making a request at Curriculum Night.

PTO

Having a BSJ member designated to attend PTO meetings was discussed. As Heather Pflederer is PTO president and attends BSJ meetings, Mrs. Pflederer will be able to cover that responsibility. BSJ members who are also school parents are also often in attendance at PTO meetings.

Other Business

Olweus. BSJ will incorporate the anti-bullying program into the Strategic Plan.

Wellness Committee. Representatives from Seven Generations Ahead will meet with Kathy Lofgren regarding the planning for zero-waste lunch at St. Giles.

The meeting was adjourned at 8:20 PM.

Respectfully submitted,

Kathy Capone