

December 8, 2014 St. Giles Board of Specified Jurisdiction Meeting

Present: Doug Aller, Ann Clements, Janet Coffey, Beth Fegan, Mike MacKinnon, Liz Moroney, Rachel Rettberg, Barb Schulz, Chris Verni, Father Carl Morello

Absent: Julia Harmon-Bell, Scott Thies, Sue Poetzel

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

Annual Review of Nut-Free Policy

Ann Clements reviewed the present policy regarding tree nuts, which was instituted in 2013. State law requires public schools to review allergy policies annually, and St. Giles has elected to follow that guideline. Liz Moroney and Mrs. Clements obtained feedback from school families and staff regarding the policy, and they learned that there was some confusion regarding serving nut-containing foods in public spaces by various parish groups on campus. In that 35 students and one faculty member have nut allergies, and some children who have an allergy may not as yet be identified as they often exhibit the first signs of an allergy at school, the policy was amended to emphasize who is being served food as opposed to where it is being served. The policy now reads as follows (change in policy underlined):

The only food items that may be served to St. Giles School staff or students, including in the classroom or at school events (including but not limited to PTO-sponsored events, classroom parties, field trips, and athletic events) are pre-packaged or single –packaged (e.g. fresh fruit) food items with complete ingredient lists so that potential food allergens can be screened at the event. Foods sent in for an individual student’s snack or lunch should be carefully checked to make sure they are peanut/tree nut-free – first by our parents and then by our volunteers and staff. Families can help ensure that our school stays peanut/tree nut-free by reading packaging labels and only sending in foods that are peanut-free or tree nut-free. Also parents should remind children not to share food with other children at school. We need to make sure that there is little opportunity for a child to be exposed to foods that could harm him/her.

A motion was made and seconded to approve the amended policy. The vote was unanimous in favor. Mrs. Clements will draft an item regarding the policy change for E-news.

The use of EpiPens was discussed, including training personnel in their use and the number to have readily available in each building.

Strategic Planning

Beth Fegan reported that St. Giles School is working on a strategic plan that is within a strategic plan for the parish. The preliminary work for the school plan has been underway for some time, and a considerable amount of data has been compiled. Mrs. Fegan plans to send each BSJ member a zip file of the data for their review, and then meet to analyze the data, hopefully within the next 14 to 21 days. The goal would be to complete the school's part of the strategic plan before the end of the school year. The parish is in the process of compiling data.

Committee Reports

Technology

Chris Verni reviewed the Technology Report, which had been emailed prior to the meeting. Approximately \$72,000 of the \$100,300 technology budget has been spent, with no additional major hardware purchases planned. The Tech Committee is still working to reduce our number of providers to simplify and streamline operations. A job description for an on-site IT manager is being developed. It was suggested that the Tech Committee narrow the list of applicants for the job and present it to Mrs. Poetzel, who can then interview people for the position, the job to commence with the 2015-16 school year.

Surveys regarding the iPad initiative will be sent out this week. Results will be distributed to teachers, parents, and students. At Mrs. Poetzel's request, the Tech Committee has talked to middle schools that have implemented "bring your own device" programs. Research regarding these programs continues. Mike MacKinnon asked about relative costs regarding downloaded books and standard texts. Plans for a new school website are underway.

Social media will be the topic of presentation for 6th to 8th grade parents, including how technology is managed at home and how to better protect students. Monica Lechowicz has contacted the States Attorney's office regarding a speaker. Sue Bailey is gathering technology ideas for the planned Media Center. Fundraising could begin at either the 2015 or 2016 Gala. It was suggested that a sketch of the proposed Media Center be made to show families what is being planned.

Athletic Advisory Committee

Janet Coffey reviewed the Athletic Advisory Committee Report. Mrs. Coffey reported that the program is running smoothly, primarily due to the work of Sal Petramala and Michele Bibbey. She also reviewed plans for Pack the Gym nights and various local basketball tournaments. A "Bears Game Watch Party" hosted by Mr. Petramala raised \$1,600 for the athletic program. New backboards and rims have been installed in the gym, and a new volleyball system and a

new set of risers are planned. These improvements were made possible by the paddle raise at the Black and Gold Gala. It was suggested that this be publicized in E-news. A new parent volunteer program is in place for concessions and admissions so that Pride Crew costs can be reduced. The AAC is working to implement a uniform policy that will be communicated to all parents, teams, and coaches in the spring. This policy will set a standard for branding the school logo and keeping costs down.

PTO

Liz Moroney reviewed the PTO report with BSJ members. As part of the preschool initiative, a potluck held on November 7 was well attended. A coffee talk was held on November 14, also part of the preschool initiative. The book fair held in McDonough Hall raised about \$2,500. As part of the Buddy Project, daffodils were planted throughout the campus. The Teacher Appreciation Fund has reached about 50% participation; the deadline is December 14. PTO is working with the Marketing Committee to plan Catholic Schools Week.

Finance

Mike MacKinnon reviewed budget vs. actual figures with BSJ members. Books and Supplies expense is currently \$38,000 over budget projections, which is not uncommon at this time of year. Maintenance and building Repairs are also above budget, reflecting the share of unexpectedly high Parish repair expenses that School must bear. Mr. MacKinnon reported that Technology spending is ahead of budgeted pace and will need to be closely watched, but the Athletics Department is operating well within its budget. He also reported that the Parish Finance Committee is discussing whether the collection amount for Contributing Parishioners to receive discounted tuition should be increased. He noted that the rate has not been increased since it was instituted.

Marketing

Ann Clements reviewed the Marketing and Communications Report. The Annual School Report Card was distributed at the November parent/teacher conferences. Brand identity is being reinforced with staff. The Facebook page is being revitalized, and banners displaying school themes have been ordered. Sixty people attended the parents of pre-schoolers cocktail party in the rectory on November 7, and the Marketing Committee along with the PTO held a quarterly parent coffee on November 14. The pre-school open house will be held December 9, and the school-wide open house will be held January 25.

Development

The Development Committee Report reviewed the success of Lion's Leap, which will have brought in \$90,000 when all donations are in. Director of Development Beth Linnen and the Development Committee feel that this is probably a very realistic target. Regarding the upcoming Black and Gold Gala, Jeanne Gallo reports that preparations are progressing smoothly. The project to benefit from the paddle raise at the Gala will depend on prior donations for the science lab. If the \$20,000 necessary for a matching gift is raised before the Gala, the paddle raise will benefit scholarships. The Gala this year will honor all past PTO presidents. As \$4,000 is still available from Gala money raised last year, it may be used to upgrade the sound system in the gym, with help from Family Mass members. Regarding the Sister Marie Imelda Society, renewal letters have been sent, and personal thank you calls have been made. The SMI reception is scheduled for February 8. The future of the 500 Club is in doubt, as it seems to have run its course. The Annual Fund letters will be sent in January. The letter to parents will request donations for the \$20,000 match for the new science lab. The letter to alumni and former parents will ask for donations to support items already in the school budget. The Development Committee has so far raised \$122,402 of its \$282,220 goal for this year.

Pastor's Report

Father Carl reported that, thanks to the capital campaign, the washrooms near the gym will be renovated. Part of the women's washroom will become a handicapped-accessible washroom. That work will commence during Christmas vacation, and the rest will be done during the Easter break. Father Carl noted that considerable damage has been done to the boy's restroom, and that will need to be addressed. It was suggested that the renovations be publicized in E-news.

The meeting was adjourned at 8:30 PM.

Respectfully submitted,

Kathy Capone