

## **February 1, 2016 St. Giles Board of Specified Jurisdiction Meeting**

**Board Members Present: Tanya Castrogiovanni, Ann Clements, Beth Fegan, Julia Harmon-Bell, Mike MacKinnon, Flavia Morrissey, Kent Pflederer, Rachel Rettberg, Chris Verni, Tracy Wysockey, Nancy Zver**

**Board Member Absent: Janet Coffey**

**Staff and Others Attending: Michele Bibbey, Business Manager; Heather Pflederer, PTO President; Barb Schulz, PPC Liaison; Beth Linnen, Director of Development**

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

### **Principal's Report**

Nancy Zver reported that Sunday's Open House was very successful, with more than 40 families in attendance and 16 immediate registrations. The closing of St. Edmund will probably be reflected in increased interest in St. Giles. The new registrations and the remaining class openings were reviewed.

### **Marketing**

Ann Clements concurred that the Open House was a success. The Marketing Committee is preparing the parent survey, the results of which will be ready for the State of the School presentation April 18.

### **Development**

Beth Linnen distributed the Development Report to BSJ members. She also distributed a brochure her office has created regarding the Margaret Stewart Tuition Assistance Fund, as well as a postcard targeted to families with young children. An email campaign to alumni and former parents did well. Year-end statements have been sent to donors who have contributed more than \$200. Christmas cards and logo glasses were used to thank large donors and key volunteers.

Invitations to Black & Gold Pride have been mailed. Mrs. Linnen would like to encourage more alumni parents to attend this event. Ticket price will stay at \$80, and an upgrade to buy a table for 8 will be available. Mobile bidding will be possible both before and during the gala. The Paddle Raise theme is Legacy of Excellence, and proceeds will be used for general operating

support. A video is being created that will demonstrate St. Giles' Legacy of Excellence. A committee is working on auction items. Grand Raffle and Tuition Raffle tickets are for sale.

The Parish Fundraising Team will meet this week to discuss options for additional fundraising. The new Science Lab was celebrated as part of the CSW Open House.

Former parent Ed Garvey has offered to make annual donations in honor of his late wife Denise. The funds will be targeted for arts programs, a particular interest of Mrs. Garvey.

## **Finance**

Kent Pflederer reported that the new tuition payment policy is working well, with far less tuition in arrears than in previous years. However, there are 128 families not on auto-pay, and discussion ensued about asking families to sign onto auto-pay at registration or by May 31.

Mr. Pflederer also reported on the Financial Aid Policy as it will be implemented next year. Families applying for aid must be contributing parishioners and currently up-to-date on tuition payment. Special consideration for hardship cases will be available.

A motion was made and seconded to accept the Financial Aid Policy. The vote was unanimous in favor.

Mr. Pflederer distributed financial information outlining various strategies towards reducing the school's deficit while maintaining affordable tuition. Discussion ensued, centered on meeting the school's financial obligations while keeping tuition as low as possible. Increased fundraising can help towards this goal. Mrs. Linnen agreed that the Development Office would work towards increased fundraising. Mrs. Harmon-Bell noted that families should be aware that participating in fundraising helps keep tuition affordable. A suggestion was made to change Lions Leap from laps around the block to service work.

After consideration of various financial arrangements regarding tuition, fees, and fundraising, a motion was made and seconded to raise tuition by 4% for the 2016-17 school year. The vote was unanimous in favor.

## **Technology**

Chris Verni reported that St. Giles has signed on with St. Benedict's for tech support, providing service two days a week onsite. The Tech Committee is meeting monthly and working on a 2-3 year plan. Mrs. Zver is gathering information from the faculty regarding their technology needs. Mrs. Zver envisions 1 to 1 computing for grades 5 through 8. The Design Big Dreams website work is progressing. A cyber safety presentation was offered last week, and it was

attended by about 50 parents. The presenter was very effective, and there are tentative plans to ask her to return for classroom presentations.

## **Strategic Planning**

Beth Fegan reported that the Strategic Planning Committee is meeting this week, and further information will be available at the next BSJ meeting.

## **Athletics**

Michelle Bibbey reported that discipline guidelines, which are an addendum to the athletic handbook, have been sent to parents. Athletic Director Zak Cocco will be discussing the guidelines with coaches, and Assistant Principal Kathy Lofgren will be talking to the junior high teams. Fifth, sixth, and seventh grade girls' basketball are in first place, and the 8<sup>th</sup> grade took third. Volleyball is underway. Athletic finances are sound.

## **PTO**

Heather Pflederer reported regarding recent PTO activities, including the well-received cyber safety presentation and the preschool open house. Catholic Schools Week is currently underway, and PTO is organizing and sponsoring numerous related events. Plans for the outdoor classroom were reviewed, including a possible March Madness fundraiser.

## **Miscellaneous**

The final draft of the Nut Policy was reviewed and accepted. It will be published via eNews.

The State of the School meeting is scheduled for April 18. Family Survey results will be available at that time.

Recommendations for new BSJ members are being solicited, with particular emphasis in the areas of Athletics, Technology, Strategic Planning, and Marketing.

The meeting was adjourned at 9:10 PM.

Respectfully submitted,

Kathy Capone