

**St. Giles Board of Specified Jurisdiction Meeting - Open Forum**  
**April 16, 2018**  
**7:00pm**

**Meeting Attendees:**

Mary Catherine Wygonik, Anthony Schmitz, Tracy Wysockey, Jonathan Sluys, Sara Yount, Margaret Murphy, Meghan Hurley-Gibbs, Jennifer Fox, Kent Pflederer, Fr. Carl, Flavia Morrissey, MJ Kastenholtz, Kelly Richard, Kelly Hartweg, Kristin Reale, Ann Clements, Kenna McKinnon, Greg Larson, Muriel Quinn, Liz Moroney, Kimberly Murawski, RJ McMahon, John Milder, Michelle Bibbey, Richard Weicher, and Carolyn Burke

**Agenda:**

- I.     **Fr. Carl's Report**
  - A. Fr. Carl is seeing positive progress in many areas of the school.
  - B. The principal search is ongoing. The applicant group has been smaller than expected and many applicants have had no administrative experience. The principal search committee feels strongly that the candidate should have prior experience in school administration.
  - C. Fr. Carl introduced RJ McMahon, the new Executive Director. RJ joins St. Giles with many years of non-profit administrative experience behind him.
  - D. A big thank you to Kelly Richard for her tireless efforts coordinating a very successful Black and Gold Gala.
  
- II.    **Asst. Principal's Report**
  - A. Four open staff positions: Principal, Spanish teacher, 7<sup>th</sup>-8<sup>th</sup> Math/Science teacher, and Technology instructor.
  - B. The projected enrollment for 2018-2019 is 427 students.
  - C. The preschool enrollment is strong. Sixth grade is at capacity.
  - D. The ACT Aspire testing starts tomorrow.
  - E. 4/25 Fine Arts Fair.
  
- III.   **BSJ Chair Report**
  - A. Welcome
  - B. Thank you to Tracy Wysockey, Kent Pflederer, Flavia Morrissey, and Anthony Schmitz for their work on the BSJ during the past three years.
  - C. Two of this year's goals were to implement a new administrative model and to improve communication to the school community.

#### **IV. Technology Report**

- A. Goals for this school year: improve school communication, look at vendor relationships, launch a maker space, and map current equipment/technology.
- B. The MacHero contract was not renewed. St. Ben's is now providing the tech support for the school. This relationship is working much better and is a less costly option.
- C. The mapping of technology is currently incomplete. There is a cost associated with this service, which is being looked at adding into next year's budget.
- D. Reviewing analytics and tracking how the website is being used.
- E. Exploring a new communication tool using the School Rush platform. It includes options for a digital directory, teacher pages, teacher communication, emergency communication, etc.
- F. Procurement: ChromeBooks have been ordered, headsets have been purchased for the computer lab, and a wifi access point will be added in the teacher's lounge.
- G. IPad roll out process for next year will be improved. This year was not ideal.
- H. Discussion of editing the Technology policy, possibly over the summer or next school year.
- I. Adding a WiFi access point in the garden space.
- J. Can the after-school Tech Team be reinstated?
- K. The Maker Space is on hold until the new tech teacher is hired or another staff member or service is available to run, manage, and monitor the space.

#### **V. Athletic Advisory Report**

- A. One goal for this year was increasing the number of athletes.
- B. Hosting open gym sessions prior to sports seasons starting gives kids an opportunity to try out new sports.
- C. Concessions funds are down this year. More volunteers are needed to sell concessions.

#### **VI. Marketing Report**

- A. The marketing plan is in place.
- B. The committee has been working on organizing a welcome plan so that all new families have a consistent experience.
- C. Increasing enrollment is a goal.
- D. The branding has been freshened up. Social media pieces have been added to compliment the print materials.
- E. Questions for the Parent Survey are being finalized.
- F. A separate Early Childhood survey is being created for those parents. The committee is trying to ascertain why some families stay and some don't. The information gathered will inform marketing strategies.

- G. There are plans to contact new families over the summer and match them with buddy families.

**VII. Finance Report**

- A. The YTD – budget is very healthy considering current income and expenses.
- B. The endowment fund is fully funding current financial aid and scholarship needs.
- C. The 2018-2019 budget is being prepared. Further increasing enrollment will put the budget on very solid footing next year.

**VIII. Development Report**

- A. The fundraising has been down by about 10%, due to lower enrollment.
- B. A huge thank you to Kelly Richard for all of her work. Additionally, the work of all the Black and Gold Gala volunteers was greatly appreciated.
- C. The Sister Marie Imelda Society is for donors of \$1,000 or more throughout the school year.
- D. April 27<sup>th</sup> is Grandparent's Day
- E. St. Giles will be marching in the River Forest Memorial Day Parade, have a presence at A Day in our Village, and march in the Oak Park 4<sup>th</sup> of July parade.

**IX. PTO**

- A. An initiative for next year: the PTO is trying to put together a complete calendar of volunteer needs at the beginning of the year, so that parents can plan ahead to volunteer.

**X. Foundations of Faith**

- A. The campaign committee is looking for more individuals to host in-home events to promote the campaign. A portion of funds raised through this campaign will support the archdiocesan campaign: "To Teach Who Christ Is".

The meeting was adjourned at 8:32pm.