

# *Meeting Summary*

## St. Hilary Board of Specified Jurisdiction

November 6, 2012

As approved on December 4, 2012

### **Members Present:**

Father Bill Eddy, Pastor; Mike Neis, Principal; Theresa Jovanovic, President; Ann McNabb, Secretary; Rich Batista, Board Member; Robert Schwendau, Board Member; Jim Minchella, Board Member; Liza Escudro, Family School Association Representative; Judee Pycrz, Advancement Director; Mary Kay Donnelly, Faculty Representative

### **Approval of Meeting Minutes and Summary for October 2, 2012 – All present**

- The September 4, 2012 Meeting Summary was approved and will be posted on the school's website.
- The board approved the October 2, 2012 Meeting Minutes.
- The October 2, 2012 Meeting Summary will be revised and called for a vote at the next meeting.

### **Pastor's Report**

- **Family Mass:** On Sunday, October 28, the parish celebrated a family Mass at the 10:00 am Sunday Mass. The Family School Association (FSA) hosted a coffee and donut reception following the Mass that was a big success. The next family Masses are scheduled for November 18, January 27 and February 24. Fr. Eddy will request various groups to host receptions following the family Masses. School and Religious Education families will be invited and encouraged to participate and attend the family Masses.
- **Religious Education:** The Religious Education program will begin a Rite of Christian Initiation to prepare students for Baptism. Dr. Hanrahan, the Director of Religious Education, will also begin a "Children's Liturgy of the Word" for children during Sunday Masses and is looking for volunteers.
- **Parish Transformation:** The Parish Transformation Team is breaking into committees to work on parish mission, finances and school. The process is scheduled to be completed by Christmas. Additional volunteers are welcomed to join.
- **Capital Campaign:** Fr. Eddy provided an update on the proposed capital campaign. St. Hilary will participate in an Archdiocesan-supported "To Teach Who Christ Is" capital campaign. The financial goal of the campaign is to generate three times the parish's regular income over a three-year period. Funds generated through the campaign will be split 40 (parish)/60 (archdiocese), with all funds raised in excess of the goal remaining in the parish.

- **Confirmation.** Friday, November 16<sup>th</sup>, is Confirmation with Bishop Wypych as the main celebrant.
- On December 3<sup>rd</sup>, **Bishop Kane**, will be visiting St. Hilary meeting with Fr. Eddy.

### Principal's Report

- **School Reach.** Staff members attended training on the School Reach program and are working on creating the database. A test message will be sent to parents and guardians next week. School Reach is designed to issue alerts to parents/guardians via three points of contact (email, cell and home).
- **Common Core Standards.** An update on the upcoming the Common Core Standards curriculum was discussed. The Common Core Standards are generated by Partnership for Assessment of Readiness for College and Careers (PARCC). St. Hilary has completed a GAP analysis. Staff has attended in-service training and is working on curriculum, which will have a curriculum impact requiring a change in the way we teach with more rigor use of higher order thinking skills. Testing under the Common core will begin in 2015 and will include a technology based testing. A full staff in-service is scheduled for November 7<sup>th</sup> on text based evidence and close reading – Anchor Standard #1.
- The “**2012-2013 Financial Advancement with Strategic Teamwork (FAST) Form**” was filed with the Archdiocese on October 19<sup>th</sup> and distributed to the BSJ. The FAST submission assigns both a marketing plan and capital needs plan to the BSJ. Mr. Neis met with the Archdiocesan associate superintendent to discuss the set goals and challenges. An in-service for BSJ marketing committee members through the AOC is targeted for December or January.
- **Parent Ambassador Program.** Mrs. Donovan reported on her work developing a Parent Ambassador Program. A group of parents have been recruited to provide feedback to Mrs. Donovan as she develops this program. Under consideration are providing parent testimonials on the school's website, developing connections between current school parents and families of recently baptized children and nearby parishes without a school. Mrs. Donovan will make a full presentation of the program to the BSJ at its December meeting.

### Tuition Collection Report

- YTD tuition collections were reported. Going forward, the figures reported to the BSJ will be based on the most recently completed month. A letter to families with outstanding tuition payments was sent notifying parents of those students would be excluded from class if payments remained outstanding. A copy of the letter sent to parents regarding outstanding tuition and the BSJ's approved policy will be provided to the BSJ at its next meeting.

### Alumni Report

- The alumni committee recently hosted a Quiz night and is working on its annual appeal letter. The committee is also planning to send out Christmas postcards announcing and inviting the alumni to various parish and school holiday events.

### Organization Updates

- The **Family School Association** hosted a coffee and donut reception following the 10:00 am Family Mass on October 28<sup>th</sup>. The school counselor, Ms. Kulig, will speak at the November 7<sup>th</sup> FSA monthly meeting. The FSA is planning the family Christmas holiday party scheduled for December 7<sup>th</sup>.
- Jim Minchella represented the BJS at the October 17<sup>th</sup> **Men's Club** meeting and addressed the club on behalf of the BSJ.

### BSJ Subcommittees

- **BSJ Recruitment.** The board discussed the need to expand the board. The BSJ format limits parent representation to 25% of total membership. Theresa encouraged all present to keep looking and refer recommended candidates to herself and Fr. Eddy, keeping in mind the skill set as detailed by the Archdiocese BSJ materials.
- **Facilities Maintenance** (School Beautification) The School Beautification committee is renamed the Facilities Maintenance committee. The committee is working on replacing the address lettering on the school, rectory and gym doors. A proposed new lighting fixture for the church, school and rectory entrances was shared.
- The need to establish other **BSJ committees** (Planning, Development, Finance, Marketing, Enrollment Management) was discussed. In priority order, the BSJ will work to establish the following committees: 1) Marketing/Enrollment, 2) Finance and 3) Planning /Development.

### Old Business

- The board discussed ways to keep the board members informed of the events and activities of the school. Parts of the "Wednesday envelope" will be electronically sent to all BSJ members, including the weekly staff letter and "Peak of the Week".

### New Business

- The BSJ By-Laws are to be discussed at the next meeting. By the end of the year, the By-Laws will be updated to reflect the adoption of a BSJ format.