

# *Meeting Summary*

## ST. HILARY BOARD OF SPECIFIED JURISDICTION

January 17, 2013

As approved on February 5, 2013

### **Members Present:**

Father Bill Eddy, Pastor; Mike Neis, Principal; Theresa Jovanovic, President; Ann McNabb, Secretary; Robert Schwendau, Board Member; Mary Kay Donnelly, Faculty Representative; Lisa Escudro, Family School Association Representative; Betsy Gray, Parish Transformation School Committee Representative

### **Approval of Meeting Summaries and Minutes**

- The December 5, 2012 Meeting Summary and Meeting Minutes were reviewed and approved.
- The approved Meeting Summary will be posted on the school's website.

### **Pastor's Report**

- Christmas: The parish concluded its Christmas celebrations, which were all well attended. We are now entering Ordinary Time in the liturgical year.
- The Parish Transformation program is wrapping up. Each of the three committees – Mission, School and Finance – are finalizing reports and sharing with related parish committees. The committee chairs, together with Fr. Eddy, will meet and present the final action plans to Bishop Kane on February 12.
- Capital Campaign: Fr. Eddy continues to meet with archdiocesan consultants regarding the upcoming capital campaign. Leadership positions for the campaign are being sought. The target date to kick off the campaign is set for March.
- Annual budget: Fr. Eddy, Mr. Neis and parish staff are meeting with archdiocesan staff on Friday, January 25, to review the new archdiocesan budget process and the parish/school's 2014 budget.
- Parish Leadership Day: is scheduled for Saturday, February 23, at Mother McAuley High School. BSJ members are encouraged to attend.
- St. Hilary will host a seminarian student for an academic quarter beginning in February. The seminarian will participate in a wide variety of parish activities.
- RCIA election will occur at Holy Name Cathedral with three or four participants from St. Hilary.

### Principal's Report

- Catholic Schools Week. Mr. Neis discussed and distributed an outline of activities being planned for Catholic Schools Week, scheduled for Sunday, January 27 through Friday, February 1<sup>st</sup>. See attached outline of planned activities.
- Tuition exclusion: Parents of 37 students were notified regarding outstanding tuition and the associated policy by letter prior to the quarterly due date. Seven students were excluded from class on the January 14 due date, with all but one student back in class the same day. \$8,032 was collected in outstanding tuition.
  - The school is working with families with special circumstances.
  - The board considered revising the policy to monthly exclusion dates in place of quarterly.
- YTD tuition collections were reported.
- Mr. Neis will attend the upcoming budget meeting with the Archdiocese as mentioned in the pastor report above.
- Mr. Neis reported the school has had average student absenteeism due to the flu. Two teachers are out sick with Strep. The school has hand sanitizer and bleach wash downs in place. Protocols were referenced in the Principal's weekly parent letter.
- The school safety plan was reviewed with faculty and a committee formed to discuss revisions. The school requested a meeting with the District Police Commander. A camera and speaker system is under review for the main door and the school will update signage.
- The BSJ with assistance from the FSA will coordinate the coffee and sweet reception following the Family Mass/kick off of Catholic Schools week.

### Parish Transformation Committee Report

- Betsy Gray, Parish Transformation School Committee chair, presented the draft Mission Action Plan, School. The BSJ reviewed, provided comments and accepted "Objective #1 'Build community through focus on increased enrollment.'"
- Mr. Neis requested the Parish Transformation School Committee also brief the faculty on the report.

### Organization Updates

- The **Family School Association** recent Christmas party had a large turnout and fun evening was had by all. The Parish Transformation School Committee also briefed the FSA at its recent meeting and the FSA accepted many of the communication objectives of the action plan. The FSA board is recruiting room sponsors for each grade level.

### **BSJ Subcommittees**

- The ***Recruitment*** of new members are being sought and considered. Any recommendations the board may have should be forwarded to Fr. Eddy.
- The ***Facilities Maintenance*** completed installation of the new lighting fixtures and address numbering. The Alumni committee agreed to pay for the lighting.
- The board tabled discussion to form a ***finance*** sub-committee to additional BSJ members are on board.
- The ***Marketing and Enrollment Management*** sub-committee continues to work through a Strengths, Weaknesses, Opportunities and Threats “SWOT” analysis. Video footage of students and parents will be recorded in February and promoted via the school’s website. Replacement and additional signage is being considered for the California street fence and the grassy area alongside the church on Bryn Mawr. The board discussed the desire to place banners on the street poles that line the campus. This was reviewed and looked into in the past and it was reported as not possible per city regulation.
- ***Planning/Development*** – no set committee, no report

### **Old Business**

- A national school choice rally is being planned for January 29<sup>th</sup>, 2013 at Union Station. Tickets are required. BSJ members were encouraged to attend.
- Discussion of the By-Laws was tabled and will be discussed at the February meeting.

### **New Business**

- Mr. Neis will present a tuition scale for approval after the budget meeting with the archdiocese.
- Catholic Schools Week Program and Plans. Discussed as part of Principal report.