

Meeting Summary

ST. HILARY BOARD OF SPECIFIED JURISDICTION

February 5, 2013 7:00 p.m. Rectory

As approved on March 26, 2013

Members Present:

Father Bill Eddy, Pastor; Mike Neis, Principal; Theresa Jovanovic, President; Ann McNabb, Secretary; Robert Schwendau, Board Member; Jim Minchella, Board Member; Mary Ellison, Facilities Maintenance Sub-committee Representative; Mary Kay Donnelly, Faculty Representative; Lisa Escudro, Family School Association Representative

Approval of Meeting Summaries and Minutes

- The January 17, 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

- The Parish Transformation team will present action plans to Bishop Kane on Tuesday, February 12. Following anticipated acceptance of the plan, the action plan will be then be presented to the parish.
- Fr. Eddy, Mr. Neis and parish staff met with Superintendent Sr. Mary Paul, Assistant Superintendent Sal Guccione and other archdiocesan staff to review the parish and school's FY2014 annual budget. The budget was approved.
- Catholic Schools Week: The parish wrapped up Catholic Schools Week celebrations last week:
 - Fr. Eddy, Deacon Don Wehling and a visiting priest addressed the school children on their respective vocations on Tuesday's Vocation day.
 - The Family Mass kick off included a ceremony of enrollment for the 2nd grade students as they begin preparing to receive the Sacrament of First Holy Communion.
- The parish will host a seminarian from February thru May who will participate in a wide-variety of parish activities.
- The 2nd grade parents will be meeting tomorrow evening, February 6, regarding their child's preparation for First Holy Communion.
- Lent begins next week on Ash Wednesday.
- The parish council is being restructured to include a representative from each organization.
- A "Totus Tuus" (bible study for children) program will be offered this July with St. Benedict's parish for children in grades 1 – 6. A similar summer program will be offered to junior high

and high schools students in the evenings. St. Hilary will provide volunteers to assist with the program.

- In preparation for a fall Confirmation, classes have started, a retreat is planned for April and students are working on service projects. The mass of enrollment will occur in March with other schools in St. Hilary's vicariate.

Principal's Report

- Catholic Schools Week. The family mass and open house were well attended. Thirty families registered, double the last year numbers. The website has been updated to include parent and student testimonials. Tours are being conducted for prospective families and registration of current families continues with the goal of completing my March 15.
- Mr. Neis distributed the Archdiocese's "2012 Annual Summary" which reported the archdiocesan-wide test scores, and the May 2012 report of St. Hilary test scores.
- Staff changes. Mr. Neis reported that Mrs. Pycz resigned. Mrs. Stevenson will handle bookkeeping for school tuition and before/after school care. Mr. Neis will manage smaller accounts in the school checking.
- The school's FY2013/14 budget was passed by the archdiocese.

Parish Transformation Follow up

- The school Parish Transformation school committee chair, Betsy Gray, presented the draft Mission Action Plan, School (see attached) to the faculty. The plan will be presented to Bishop Kane next week. The tasks assigned to the BSJ will be covered through the marketing sub-committee.

Organization Updates

- The *Family School Association* steering committee is working with the Parish Transformation school committee on the tasks assigned. The next full meeting is in March.
- The *Men's club* is looking for another fundraiser. Financially, the Harvest Festival last fall was less successful than expected due to the weather. The Men's club major fundraiser, the annual corned beef and cabbage dinner and auction is March 16th.

BSJ Subcommittees

- *Recruitment*: New members continue to be sought and considered. Any recommendations the board may have should be forwarded to Fr. Eddy. At the parish/school budget meeting, Fr. Eddy requested that the Archdiocese forward any recommendations.
- *Facilities Maintenance*: The committee has upcoming plans to install flower boxes and painting in the summer. Other projects include signage around the campus and installing a flag pole. The committee will work with Mr. Neis to gain an understanding of what funding is available. Any donations for beautification should be sent in through Mr. Neis.

- *Marketing and Enrollment Management.* The school is recruiting a part-time marketing position. A new brochure was created in-house to market specifically the pre-school (see attached). The brochure will be distributed to area parishes without a school. The board suggested distributing it to area pre-schools and realtors' offices, and mailing to families whose children were baptized at St. Hilary. A student film class, working under the direction of a parent volunteer with a film background, is working on short vignettes. The board discussed the benefits of purchasing google ads and placements. The board inquired about the school's facebook page and discussed the pros and cons of having a school page.

Old Business

- The board's legislative liaison receives email correspondence from the archdiocese and will distribute as needed to other board members.
- Discussion of BSJ By-Laws. The board discussed the need to adopt board by-laws reflecting the BSJ format. The board compared the archdiocesan BSJ boilerplate with the former school board's by laws. A proposed version for St. Hilary will be reviewed for the next meeting.

New Business

- A new tuition scale was distributed for the FY2013/14 year for board input. The tuition scale was distributed at the registration Sunday of Catholic Schools week and was part of the budget meeting with the archdiocese. The board discussed its role in the budget and tuition pricing and agreed to call a vote of support. Theresa called a vote in support of the tuition scale and the board unanimously approved.
- Eddy requested a member of the BSJ attend the Parish Council meetings. Jim Minchella agreed to represent the BSJ.