

Meeting Summary

ST. HILARY BOARD OF SPECIFIED JURISDICTION

September 10, 2013 7:00 p.m. RECTORY

As approved on October 1, 2013

Members Present:

Father Bill Eddy, Pastor; Kathie Donovan, Principal; Theresa Jovanovic, President; Ann McNabb, Secretary; Robert Schwendau, Board Member; Jim Minchella, Board Member; Rich Batista, Board Member; Mary Kay Donnelly, Faculty Representative

Approval of Meeting Summaries and Minutes

- The May 7, 2013 Meeting Minutes and May 7, 2013 Meeting Summary were reviewed and approved.
- The Meeting Summary will be posted on the school's website.

Pastor's Report

- The parish hosted two seminarians over the summer.
- Several facility improvements have been completed over the summer, including painting several entrances and signage, staining the church doors, installing flower boxes and other beautification efforts.
- The auditorium/gym was renamed the Julia Vacala auditorium to honor the contributions made by the Vacala family to the school.
- The parish transformation effort morphed directly into the capital campaign. An update on the efforts will be made to the parish.
- Roughly 200 families have participated in the capital campaign, pledging \$444,200 to date. This is just under the archdiocesan goal for St. Hilary of \$526,000 and half of the parish goal of \$1 million. Last week after all masses, a parishioner addressed the congregation on the importance of the campaign.
- Religious education started last night with a kick off pizza party.
- This past summer, St. Hilary together with St. Benedict, offered a Totus Tuus program for young children and for teens.
- The recent international fest and pig roast were very successful. The impressive committee worked hard and the events were a nice way to begin the school year.
- Installation of a new shrine in the church to Our Lady of Perpetual Help is nearing completion.
- Signage around the campus remains an issue to be address.

Principal's Report

- The school's current enrollment is at 260. The projected enrollment made last year was 285 and the school finished last year with 271 students. By grade level, the current projected vs. current is as follows:

Grade Level	Current Enrolled
Pre-K	22
K	28
1	27
2	18
3	15
4	26
5	23
6	31
7	28
8	42
	260

- The school continues to field inquiries from prospective families. Enrollment typically stabilizes a few weeks into the school year.
- Three teachers did not return from last year: 1st grade, 6th grade and the resource teacher.
- The school received an Aspire Bell grant for inclusion services. The grant will fund two learning specialists to work with the school one day a week, focusing initially on preschool and eighth grade students. The grant will also fund Response to Intervention (RTI) programs, including professional development for teachers.
- The school will again adopt a soldier this year, coordinated by Ms. Sexton.
- The Wednesday envelopes are going electronic. The Wednesday envelopes will be emailed and posted and archived on the school website. Parents were given the option to continue to receive the packet in hard copy.
- The school is also working with the parish on beautification efforts. Through funds from student council activities, benches for the Fairfield entrance will be installed as well as a flag pole.
- Parent-teacher conferences will occur on September 25 and 26. New this year, conferences will be pre-scheduled to avoid long waits for parents and late evenings for teachers. Each following quarter, parent-teacher conferences will be held by request of teacher or parent.
- Marketing efforts continue to be worked on by the contracted part time staff.
- The school received a \$2500 marketing grant that will fund application and admission materials and other materials, including car magnets.

- Recruitment efforts continue through the baptismal program and at nearby parishes and final enrollment numbers will be available in late October.
- St. Hilary was chosen to receive financial aid for its families through an archdiocesan donor. Families that express a need for tuition assistance fill out the required applications and referred to the archdiocese. The aid is available to families with financial need and is renewable for three years. Archdiocesan financial aid is not available to preschool students.
- Tuition collection and management is being transferred back from the parish office to the school. No tuition report was available. The FACTs program allows for summary management reports that will be shared with the Board.
- Results from the on-line parent survey issued through the BSJ were shared and discussed.
 - Mrs. Donovan reviewed the survey results and shared with faculty
 - 25 percent of families responded
 - Input was helpful in planning for the current school year.
- With the faculty, Mrs. Donovan conducted a “S.W.O.T.” analysis and the results had similarities with the parent survey.
- A new motto was developed by the staff and is now being used: “St. Hilary – Where Faith, Family and Academics Thrive.”
- Mrs. Donovan continues to build a welcoming culture and work closely with the parish to integrate activities.
- The parish religious education director, Dr. Peg Hanrahan, is working with the school students to establish a lector club and assisting in the religious education curriculum.
- PowerSchool will be available to parents beginning October 1.

Organization reports

- Family School Association. No report. The FSA will be asked to identify a representative to attend BSJ meetings.

Old Business

- Legislative liaison. A list of all area representatives at various levels of government was received and is available should the BSJ members need the contact information.
- Approval of BSJ By-Laws. The Board approved the by-laws at the previous May meeting. There is question as to whether or not the by-laws needed to be filed with the Archdiocesan office. Theresa will inquire and send to the school’s contact at the Archdiocesan office.

New Business

- Meeting dates for the 2013/2014 year will be on the 1st Tuesday of each month, with the exception of January, 2014. The January meeting will be held on January 14th.

- Recruitment. The board continued to discuss the need to expand membership. A parent recommendation was made as well as local area business members, including a representative from the local chamber of commerce and the local bank.

Meeting adjourned at 8:25 pm