

Meeting Summary

ST. HILARY BOARD OF SPECIFIED JURISDICTION

May 7, 2013 7:00 p.m. RECTORY
As approved on September 10, 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 Kay Donnelly, Faculty Representative; Rashel Feldman, Development/Marketing consultant
Mary Ann Keane, Development/Marketing consultant

Approval of Meeting Summaries and Minutes

- The March 26, 2013 Meeting Minutes and March 26, 2013 Meeting Summary were reviewed and approved.
- The Meeting Summary will be posted on the school's website.

Pastor's Report

- The 2nd grade class and Religious Education students celebrated their First Communion. Teachers are to be commended for how well they prepared the students.
- The capital campaign continues to progress. Cost estimates are being sought for furnace pipe repairs, installing a second furnace, air conditioning in gym and cafeteria, making church bathroom handicap accessible and installing outside lighting.
- Capital campaign information will be distributed, discussed, and prayed upon leading up to the commitment weekend scheduled for June 15th/16th.
- Our seminarian, Peter Samborski's, internship is over May 24th.
- The parish raffle is scheduled for June 2nd.
- Planning for the International Day has begun.

Principal's Report

- May 20th is the next scheduled exclusion day for students with outstanding tuition balances. Five 8th grade families received a letter asking for clearing of accounts by May 15. Pre-school and Kindergarten letters will go out this week.
- An update on Renaissance learning was made. St. Hilary has been designated a "model school" and "model library" under Renaissance learning and will be highlighted in an upcoming Renaissance Learning newsletter. Many of St. Hilary teachers are Renaissance "model" teachers, see handout for list.

- The whole archdiocese will be seeking further accreditation from a national group, AdvancEd. Each archdiocesan school will follow with 20 percent of schools in the first year.
- May crowning will happen next week.
- See marketing staff report for enrollment update; no financial report given
- There will be an all school mass on the last day of school followed by a picnic.
- 25 8th grade students will graduate this year.

Organization reports

- The *Family School Association* is hosting the end of school picnic, which will include a uniform exchange. They will be electing officers for next school year.
- The *Men's Club* sports banquet is this weekend coming up.

Old Business

- Legislative liaison updates on email notification sign ups and school vouchers.
- Approval of BSJ By-Laws. The By-Laws Theresa distributed prior to the meeting were voted on and approved.

New Business

Development Presentation

- Rashel Feldman and Mary Ann Keane reported on the following efforts they have engaged in since their February 11, 2013 start date.
 - Joined northside parent networking group, NPN, and participated in a school fair
 - Pitched various school items to "The Patch", a Lincoln Square area on-line newsletter, including Ms. Sexton's and the middle school's care package and correspondence to an overseas soldier, Mr. Rhol's music program and Renaissance Learning Accelerated Reading – 20 million words read
 - Pitched to the Chicago Tribune the Model school distinction and library model
 - Updated the school's Facebook page including adding an option to join the school's mailing list.
 - Updated constant contact sign ups allowing for email blasts
 - Mailed a preschool brochure to 1000 Catholic households with school age children in our area; compiled a list of day care centers
 - Continue to identify items for publicity by meeting with teachers
 - Applied for a \$30,000 grant for ipads and cart; applied for a global green grant.
 - Started a pre-packaged school supply order for next academic year. As of the meeting date, 6 orders were made.
 - Reviewing and updating the website with Mr. Hirsch.

- Entered all family enrollment information into PowerSchool, expanding its use beyond grade reporting allowing for streamlining re-enrollment in PowerSchool. The school can now generate a completed eliminated form for each student that only needs to be updated. The goldenrod forms required to be manually filled out each school year can be eliminated.
- Visited nearby parishes without schools, spoke to congregation and staffed a table in the vestibule. Attended St. Timothy twice and will visit Our Lady of Mercy this coming Sunday.
- Conducting site visits daily
- Working with archdiocese to create marketing video to distribute on social media, website, etc.
- Enrollment update for the 2013/2014 school year:
 - 192 re-enrolled + 26 brand new enrolled = 218 total to date
 - 56 current students yet to enroll, of those 15 with financial issues
 - 51 known interested potential new enrollments (have toured or received info)
 - 285 budgeted enrollment with a 300 goal
- Election of Officers
 - The current slate of officers will continue for the 2013/2014 school year.
 - Concern remains regarding developing and growing the board.
- Calendar for the 2013/2014 school year