

Meeting Summary

ST. HILARY BOARD OF SPECIFIED JURISDICTION

December 4, 2012

As Approved on January 17, 2013

Members Present:

Father Bill Eddy, Pastor; Mike Neis, Principal; Theresa Jovanovic, President; Ann McNabb, Secretary; Rich Batista, Board Member; Robert Schwendau, Board Member; Judee Pyrcz, Advancement Director; Mary Kay Donnelly, Faculty Representative; Kathy Donovan, Faculty

Approval of Meeting Summaries and Minutes

- The October Meeting Summary and November Meeting Summary and Minutes were distributed, reviewed and approved.
- The approved Meeting Summaries will be posted on the school's website.

Pastor's Report

- **Parish Transformation:** The parish transformation program is moving along. The committees are the focus of the last few weeks and are working to wrap up their work. The final plan will center on the three chosen points: Catechesis, Call to Holiness, and Communion.
 - The finance committee is looking at financial data and benchmarking it to other parishes of similar demographics. St. Hilary is in its first year of collecting data on collections locally. Roughly 700 families use envelopes to make weekly offerings, which represents 60% to 65% of registered families.
 - The school committee is comparing school data and statistics to our peers and will complete a survey designed by the Archdiocese for Parish Transformation with Mr. Neis and Mrs. Pyrcz.
- Bishop Wypych celebrated **Confirmation** on November 16th.
- The parish celebrated another **Family Mass** on November 18th.
- The ongoing **electrical work** was completed over the Thanksgiving weekend. The parish continues to work with the Archdiocese to assess capital improvements needed. Grants are being sought to fund necessary work.
- On December 2, the first **Children's Liturgy of the Word (CLOW)** was offered at the 10:00 am Mass. Dr. Hanrahan led 29 children in program during the Liturgy of the Word. The program received good reviews and will continue to be offered during the 10:00 am Mass by Dr. Hanrahan. Dr. Hanrahan announced and invited students by sending home postcards to students in grades Pre-K through 4th.

- Fr. Eddy hosted **Bishop Kane's visit** and reported on their discussion regarding the parish youth and opportunities to build in catechesis to the existing open gym program.
- The Parish will celebrate the following upcoming events:
 - **Simbang Gabi** will be celebrated at the 5:00 pm Mass on December 22 with a reception following in the cafeteria.
 - **Our Lady of Guadalupe** feast day will be marked with bi-lingual Mass celebrated by a visiting priest. A mariachi band will entertain the students after Mass and authentic Mexican food will be served for lunch. There will also be piñatas for the students.
 - At an upcoming Wednesday school Mass, three 2nd graders will receive the sacrament of **Baptism**.
 - The 5:00 pm Christmas Eve Mass will again be the **Christmas Family Mass**. Deacon Dan Welter will lead the children in a program. There was interest in the Christmas pageant but it was not doable due to necessary lead time to identify staff and to coordinate with the liturgy.
- **Parish Budget:** The Parish is completing its budget submission to the Archdiocese, due at the end of January.
- **Capital Campaign:** Fr. Eddy provided an update on the proposed capital campaign. The fundraising goal will be set to 1.3 times the parish's regular contributions or \$600,000 - \$700,000 for St. Hilary. There is a six month start up period to assess why the need for the campaign and how the funds will be used. The current target date to kick off the campaign is set for March.

Principal's Report

- **Marketing Committee.** The marketing committee met on December 3rd with an Archdiocesan facilitator to discuss the school's marketing through a SWOT analysis. The Committee was picked by Mr. Neis and kept small. The committee is planning for recruitment in January, distributing the school brochures to four parishes without schools, inviting parishioners of parishes without schools to the kick off Catholic Schools week Mass and to have school children speak/staff tables directly. The committee is working through Archdiocesan supplied materials to assess the schools marketing efforts.
- A **grant to support special needs** students is being sought. If secured, this grant would replace CPS services and provide for staff development by supplementing the current staff. The school can't get services through CPS with the long application and response times.

- The 8th grade class is taking the **Explore test**, which is a prediction of high school performance and ACT scoring.
- The first message through **SchoolReach** was issued and notice was made in the Wednesday envelope to contact the school if the SchoolReach message was not received. The SchoolReach program can be used for snow day and other emergency notifications.

Tuition Collection Report

- Mrs. Pycrc distributed a copy of the letter sent quarterly to families with outstanding tuition balances and reported on YTD tuition collections.

Alumni Report

- The alumni committee sent over 1300 **Christmas card announcements** inviting alumni to the various school and parish Christmas concerts. Posters were also made and are placed in the church and school.
- The committee is interested in replacing the banner hanging on fence along California.
- The **alumni annual appeal** has passed the halfway point of what was collected all of last year. Donations are averaging \$110 per individual and are coming from new alumni donors. The list of condolences and listing of the prior year donors has been credited to the successful appeal.
- The **all-school reunion** continues to be planned for next year. A challenge grant for the reunion is being sought with the goal to reach \$30,000 to be matched by a private donor.

Organization Updates

- The **Family School Association** is planning its first Christmas party on Friday, December 7th. There are 115 RSVPs and many activities planned, including a visit from Santa and his elves, crafts, cookie decorating, Bingo, and writing Santa letters. A dozen people attended the Ms. Kulig book discussion at the November 7th FSA monthly meeting. The FSA will elect officers for next school year in April.

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** committee continues to work on installing new lighting, with a sample installed at the Fairfield entrance to the school. The remainders are ordered and will be delivered. The committee has also ordered new address numbers.

Permanent signage around campus is continuing to be discussed. Fr. Eddy requested the Mass times be included.

- The **Finance** committee will be established and potentially follow guidelines established as part of the Parish Transformation program
- **Marketing and Enrollment Management** was discussed within the Principal report.
- The **Planning/Development** committee has not been set.

Old Business

- The BSJ agreed to host the reception following the 10:00 Family Mass to kick off Catholic Schools Week, providing coffee and sweets as well as welcoming parishioners.
- Theresa discussed the current by-laws and those proposed by the Archdiocese for BSJs. Board members were encouraged to read and consider for vote at the next meeting.

New Business

- Mrs. Donnelly provided a quarterly Teacher Report focusing on:
 - Common Core implementation,
 - Assessment of the gap between the Genesis curriculum and the new Common Core curriculum
 - Updates to the accelerated math program - Accelerated Math Live! and its alignment with the common core
 - Expanding the Accelerated Math program with the use of Neos and responders. Accelerated Math Live! will launch in the 2013/2014 school year
 - Recapped the Thanksgiving Prayer service.
- Mrs. Donovan reported on the Parent Ambassador Program and its importance with marketing and building enrollment. She highlighted an Archdiocesan video on choosing catholic schools and new video footage on the school's website. The board discussed the school creating a video to be used for marketing and the availability of archdiocesan funding to support the film creation. The board also discussed the need to market the videos beyond the website, expanding to social media.