

Meeting Summary

St. Hilary Board of Specified Jurisdiction

OCTOBER 2, 2012

As approved on December 4, 2012

Members Present:

Father Bill Eddy, Pastor; Mike Neis, Principal; Theresa Jovanovic, President; Ann McNabb, Secretary; Rich Batista, Board Member; Nancy Berggren, Board Member; Jim Minchella, Board Member; Robert Schwendau, Board Member; Liza Escudro, Family School Association Representative; Judee Pycz, Advancement Director; Mary Kay Donnelly, Faculty Representative

All members present

Approval of Meeting Minutes for June 5, 2012 and September 4, 2012 meetings

- Meeting minutes from the June 5, 2012 meeting will be prepared and considered at the October meeting.
- The board discussed and considered two sets of meeting minutes. The second version of meeting minutes was created to serve as a summary and to be used for public distribution. The board agreed to keep an official record of minutes and a “Meeting Summary” to use for public distribution. The Meeting Summary will summarize the meeting, excluding references to specific financial and personnel details discussed in the board meeting. The September 4, 2012 minutes were approved.
- The September 4, 2012 Meeting Summary will be revised and called for a vote at the next meeting. The board discussed concerns that the summary may be too long; suggestions on ways to further condense the summary were shared.

Pastor’s Report

- **Parish Transformation:** The program is in its initial stage identifying the parish’s treasures or “Pearls of Great Price” and opportunities or “New Wine / New Wineskins”. The team is beginning to work toward a mission statement. The next phase will move into the school and finance piece of the Transformation program. The program is scheduled to conclude before Christmas, culminating in a meeting with Bishop Kane.
- **Parish Financial Report:** Copies of the annual parish financial report as published in the September 30, 2012 Hilarion were distributed.
- **Capital Campaign.** The capital campaign that was targeted to begin late fall has been put on hold per an Archdiocesan request. Instead, St. Hilary will participate as a pilot of an Archdiocesan-supported capital campaign of which details are not final. A tentative start date is January, 2013.
- **Religious Education Coordinator:** The vacant Religious Education Coordinator position has been filled. As part of the duties, the Religious Education Coordinator will be

involved in the sacramental preparation for both religious education and school students.

- **Year of Faith:** Fr. Eddy reported on the upcoming “Year of Faith”, as designated by the Holy Father and distributed highlights from Pope Benedict XVI apostolic letter on the “Year of Faith”. At the same time, the Archdiocese has or will celebrate last year’s “Year of Youth”, the current “Year of Mass” and the upcoming “Year of Family”.
- Upcoming events:
 - October is **Respect Life Month**
 - **Blessing of the Animals** will occur this Sunday, October 4th after the 12:00 mass
 - New **Altar Server training** begins next week
 - Men’s club will be staffing a food tent at the North Park Village Nature Center’s **Harvest Fest** next weekend, October 13 and 14.

Principal’s Report

- **Enrollment:** 274 students currently enrolled. This is 14 less than the enrollment assumed in the current year budget and 44 less than last year’s enrollment of 318.
- **Staff changes:** Mr. Martin resigned to accept an Assistant Principal position at a CPS school. Mr. Neis replaced Mr. Martin with Mr. Blankenship. Mr. Blankenship is a certified teacher with a Bachelor’s degree in English, currently serving as the PM librarian, permanent substitute and lunchroom supervisor. Mr. Neis hired Mr. Mathew Walter the position of lunchroom supervisor and library aide.
- **Annual Survey** filed with Archdiocese. Mr. Neis reported filing the annual survey with the Archdiocese that reports information on enrollment demographics. Also included are reports on the Genesis goals – Excellence, Vitality and Identity.
- **FAST reporting.** Together with Mrs. Pyrcz, Mary Lou Miller and Fr. Eddy, Mr. Neis is working on the Financial Advancement Strategic Teamwork (FAST) report due to the Archdiocese on October 19, 2012. Mr. Neis reported that the only need he sees from the BSJ for FAST is to establish a marketing committee.
- **Student activities:** To coincide with the Respect Life Month, students will be creating posters and submitting artwork for the Women’s club Christmas cards.

Tuition Collection Report

- YTD tuition collections were reported, noting that the figures are skewed in the beginning of the year by payments made in full, bi-annual payments, those collected through Give Central, and the reporting requirements of Pre-school versus K-8th collections.

Organization Updates

- The **Alumni committee** continues to work on its events. Quiz Night is coming up on October 13th and they are planning for an all-school reunion next school year.
- The **Family School Association** held its first general meeting in September with the next meeting scheduled for next week. Twenty to 30 people attended the meeting; the FSA would like to see more attendance. The FSA is working to populate sub-committees and to further assess the direction the group is moving. Nineteen people attended the FSA-sponsored Northwestern football game outing last month.
- The **Women's Club** is considering providing the school a scholarship equal to one year's tuition as they have in the past for tuition assistance. Last year's scholarship was divided into five \$900 scholarships to students in need of assistance.

BSJ Subcommittees

- **BSJ Recruitment.** Additional people are needed to serve on BSJ. Candidates should be recommended to Theresa Jovanovic and Fr. Eddy, keeping in mind the skill set as detailed by the Archdiocese BSJ materials.
- **School Beautification.** A meeting was recently held to discuss installing a single flagpole on campus; replacing lighting for the church (on California Ave), rectory and Fairfield entrances of the school; and consistent signage for the entire campus. Other goals of the committee include installing window boxes on the Fairfield windows of the school.

Old Business

- The Archdiocesan **tuition policy** was distributed and compared with that of the school's. The board discussed the school's current tuition policy and how it is implemented by the school administration. The board expressed support of the administration's efforts in carrying out the policy.
 - Theresa called a vote to approve the school's policy as distributed at the September meeting and published in the school handbook. The board approved the policy.
- The board appointed Jim Minchella as its **Legislative Liaison**.
- A current board member **contact list** was approved.
- The board discussed continuing the use of a google site to share meeting minutes, materials and contact lists for internal use only. Approved meeting summaries will be posted on the school's website.

New Business

- Richard Batista was selected to serve as the BSJ **Vice President**.
- The Archdiocese is offering a **"Partners in Education"** conference on October 13th at Regina Dominican HS and October 27th at Brother Rice HS. The board was encouraged to attend.