

Meeting Summary

St. Hilary Board of Specified Jurisdiction

SEPTEMBER 4, 2012

As Approved on November 6, 2012

Members Present:

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

Pastor's Report – Father Eddy

- **Parish Transformation:** At the request of the Archdiocese, the Parish is participating in an Archdiocese led “Parish Transformation” project. Together with roughly 25 other parishes, we are participating in the third wave of this program that will reach all parishes at completion.
 - The project will focus on three areas: Mission, School and Finance. Archdiocese provided consultants will lead the parish through a study which will assess what the parish does well, identify any areas for improvement and draw financial comparisons of to similar parishes in the same socio-economic profile.
 - The 16-week program of weekly meetings will conclude by Christmas with a written report submitted to the parish Vicar, Bishop Kane. The parish will then begin to implement the plan.
 - Co-chairs have been recruited for each of the three areas; a final co-chair is needed to support the School component to which he is accepting recommendations.
- **Parish Finance Council:** A meeting of the Parish Finance Council was recently held. A report was given on the outstanding loans to the Archdiocese. This summer, several capital improvements were made on the campus – replaced carpet in faculty lounge, repaired internal staircase, improved bathrooms and classrooms and other repairs.
- **Capital Campaign:** A capital campaign for the Parish will begin soon, with a projected start date of October/November 2012.
- **Religious Education Program:** Several candidates have been interviewed for the recently vacated Director of Religious Education position. A final selection is pending.

Principal's Report – Michael Neis

- **CPS Strike:** The school will follow the Archdiocese's issued policy on a potential CPS strike as detailed in the handout. Mr. Neis expressed concerned regarding the culture differences between public and private schools.
- **New Staff:** There are three new teacher hires for the 2012/2013 school year.
 - 5th /6th grade Math, 5th grade religion

- Pre-K – 8th Spanish, which will replace the use of the Spanish Studio, at a savings of \$17,000.
- Lunchroom supervisor, PM Library, permanent substitute
- **Events:**
 - *Meet and Greet*, Saturday, September 8th, 9:00 am – 11:00 am. Replaces the former “Back to School Night”. Wanted to work in conjunction with the parish/community International Fest event.
 - *Parent Presentation on Accelerated Math and Reading*, Thursday, September 13th, 7:00 pm in school cafeteria. Children will demonstrate how program works.
 - *Northwestern University Football outing*. Sponsored by the Family School Association. Saturday, September 15th. 21 tickets sold, meeting the required 20 tickets to get group name on scoreboard.
 - *Book Fair*, September 10 – 16 in the school gymnasium.
 - *Walkathon*, Friday, September 21st
- **Enrollment:** As of the meeting date, school enrollment is at 270 students. Numbers are down from last year. There have been daily inquiries made by potential students/families, and requested tours.
 - Enrollment needs to be at 288 to meet the budget and stated that the next two weeks will tell the tale.
 - Families cited various reasons for families not re-enrolling.
 - There was discussion among the board regarding the 2012/2013 enrollment challenges. Mrs. Pycz states that a letter is sent to all non-returning families regarding transcripts. Included in this letter from Mrs. Pycz is a message that families are always welcomed back.
 - The school will submit an enrollment report to the Archdiocese on October 1.
- **School Reach:** The school will implement “School Reach”, an automated parent control contact program, which allows for three points of contact (phone, text message and email).

Tuition Collection Report – Judee Pycz

- Mrs. Pycz reported generally on tuition collection.
- Per Mrs. Pycz, Fr. Eddy worked with families to make financial arrangements to allow for the return to this school year.
- Outstanding tuition can be referred to an Archdiocese collection agency.

Alumni Report – Judee Pycz

- An annual appeal is up coming and will look a little different than last year’s appeal.
- 2013 marks the next all-school reunion.
- The junior alumni needs to be courted and the committee plans to revive the “5 and 10” club.
- The alumni committee did all advertising for the international night.

Organization Updates

- Family School Association:
 - Steering committee met over the summer and established bylaws, standing and ad hoc committees. The next meeting is September 21st
 - Information on the FSA and a parent survey will be distributed through the Wednesday envelope. The goals of survey are to garner interest in the association and collect parents reported needs.
 - Membership is de-facto – all parents are members. No membership dues.
 - The FSA sponsored a welcome meeting for new families.
 - The FSA will have a table at International Fest
- The FSA's main vision is to be a robust association to get families to be involved with and excited about the school. The by-laws have been established which include defining officers. The current steering committee is serving as the board. Finances will work through the Development office as the FSA has no financial accounts of its own.

BSJ Subcommittees

- *BSJ Recruitment.* Theresa reported that the BSJ needs additional members, an additional three members is the goal. Recruitment from the alumni, parents and community/business leaders. Any referrals should be made to Theresa and Fr. Eddy.
- *School Beautification.* Former board member Mary Ellison will continue to work on school beautification.

School Playground

- Planning for a playground has been tabled for the time being.

New Business

- *Exclusion Policy.* The current policy on exclusion due to outstanding tuition, as stated in the School Handbook was distributed. Theresa requested the board review the policy to agree upon wording and adopt at the next meeting. The board discussed ways to disseminate the policy, including including it within all correspondence on tuition.
- *Virtus Training Compliance.* Mr. Neis reported on virtue training requirements, the need to follow up on-line and completing the training bulletins. Mr. Neis maintains a spreadsheet tracking participants.

Review of Upcoming Meetings

- Theresa distributed a list of upcoming meetings

Appointment of Legislative Liaison

- Theresa asked all to consider becoming the legislative liaison for the BSJ. The legislative liaison monitors the Catholic Conference of IL and occasionally, upon request, will be called upon to write letters of support or opposition or potential legislation with an impact on Catholic schools.