

Meeting Summary

ST. HILARY BOARD OF SPECIFIED JURISDICTION

January 14, 2014 7:00 p.m. RECTORY
As Approved on February 4, 2014

Members Present

Father Bill Eddy, Pastor; Kathie Donovan, Principal; Theresa Jovanovic, President; Ann McNabb, Secretary; Jim Minchella, Board Member; Pearle Torralba, Board Member; Bob Schwendau, Board Member; Mary Kay Donnelly, Faculty Representative; Maureen Gallagher, Alumni Committee Representative

Approval of Minutes

- The November 5, 2013 Meeting Minutes and November 5, 2013 Meeting Summary were reviewed and approved.
- The Meeting Summary will be posted on the school's website.

Pastor's Report

- Recent parish and school events that occurred were highlighted. These included the Confirmation retreat, Sacraments of Confirmation and First Reconciliation, family mass, pancake breakfast and winter band concert.
- The school and parish combined efforts to produce a parish-wide Christmas concert on December 19th. The event drew together the parish and school and was both well attended and well received.
- The 5:00 pm family mass on Christmas Eve included a Nativity Pantomime. Over 70 children participated in this festive celebration. All children were welcomed to participate.
- The winter break was extended due to severe weather on January 6 and January 7, requiring school cancellation.

Principal's Report

- The school hosted the annual Science Expo night on December 4th, an evening to showcase student and faculty achievements in learning science. Mrs. Donovan is working with the faculty to build on the success of the Science Expo by expanding to other subject areas and locate throughout the school.
- The entire student body and staff went to see The Nutcracker on December 13th.
- The FSA funded new mats on the gym stage for the safety of all students. The mats were installed by Mr. Kummerer with parent volunteer assistance. The FSA is also pursuing replacing the covering of the center double doors in the gym and branding it with the St. Hilary Cardinal logo.

- As part of the Archdiocesan AdvancedEd accreditation process, several surveys are underway. All students took an on-line survey during school hours. Parents are requested to complete an on-line survey. The survey was available beginning January 8th and is open for two weeks. Mrs. Donovan and staff opened the school and were available to assist with on-line access after the January family mass.
- Catholic high schools held their entrance exams on January 11th. The school will now be fielding transcript requests. The 8th graders also took their graduation pictures on January 14th.
- Registration materials for the new school year are being finalized. The marketing team is creating a registration packet including an application for new families.

Financial update

- Mrs. Donovan continues to work with the Archdiocese and school parents to centralize all tuition record keeping through the FACTS system. Of the 192 school families, 62 use the FACTs system.
- Mrs. Donovan shared with the BSJ sample reports available through the FACTs system. (see attached "Remittance Reports >> Remittance History Report")
- FACTS also allows for processing financial aid applications. Over \$15,000 in scholarships is available for families in need of tuition assistance.
- Outstanding tuition was reported. On January 13th, letters were issued to families with outstanding tuition. Mrs. Donovan will continue to personally reach out to families in an effort to avoid excluding students from classes.
- A tuition schedule for the 2014/2015 school year will be developed after meetings with Fr. Eddy and the parish Business Manager, Mary Lou Miller. A schedule is needed for registration kick off at Catholic Schools Week. The parish/school FY2015 budget is due to the Archdiocese on February 15.

Catholic Schools Week

- Mrs. Donnelly provided an update on the school's plans for Catholic Schools Week, beginning January 26 (see attached "St. Hilary Celebrates Catholic Schools Week")

Organization reports

- Family School Association is planning future events, including the upcoming family Christmas party. They continue to work to identify a liaison to the BSJ.
- The Men's Club activities were discussed as part of the Pastor and Principal reports.
- The Alumni Association will host its annual Quiz Night on January 25th. The board's goal is to exceed the number of tables participating this year over last year. The board is also working to rebuild a database.

Old Business

- Updates on state and federal legislation of interest to catholic schools are made available through the Illinois Catholic Advocacy Network (ICAN). The ICAN website also allows for users to easily identify and contact legislators.

New Business

- Recruitment. The board continues to work on recruitment.