

**St. Hubert Catholic School  
SCHOOL ADVISORY BOARD  
MEETING Minutes  
April 3, 2008**

**CALL TO ORDER**

**1. Welcome and Visitor Recognition and Roll Call**

Bea Candre opened the meeting at 7:05 PM. The visitors were welcomed.

In attendance were:

Bea Candre, Clarence Owens, Tracy Lampert, Julie Bosshart, Ted Scislowski, Bob Flint, Bill Kibby, Sheryl Tully, Sue Palia, Vito DeFrisco.

Absent: Kathy Gerber, Alison O'Connor, Father Rizzo

Scribe: Mark Schneider

Visitors:

Bill Phelan, Lynn Phelan, Jeffery Ludwig, Lisa Grogman, Maria Catanescu, Ann Tripicchio, Tom Tripicchio, John Moynihan, Margie Halpin, Sam Armando, Michelle Parks, Bill Niemerg, Margo Sundquist-Stacy

**2. Opening Prayer:** Sheryl Tully read "A Board Member's Prayer"

**3. Approval of Agenda – April 3, 2008**

Bea Candre called for an approval of the Agenda. Clarence Owens seconded.

**4. Approval of Minutes – March 6, 2008**

Bea Candre requested that the approval of the March 6, 2008 minutes take place after Father Rizzo has had a chance to review them.

**PASTOR'S REPORT**

Father Rizzo was absent as he was attending a retreat. He had emailed a few thoughts to Bea Candre to be presented at the School Advisory Board meeting.

All of the scheduled classroom visits have been completed and he will be in a few more before the end of the year.

The School Advisory Board and Faculty evaluations of the Administration have been completed. Father Rizzo will be meeting with them next week to discuss. Father has offered Vito a contract and it has been accepted.

**PRINCIPAL'S REPORT**

Vito DeFrisco opened his report by passing out a preliminary 2008 -2009 school calendar.

The Office of Catholic Schools issued a 2008 – 2009 Enrollment projection report. There is a decrease in Vicariate I (this is the Vicariate that St. Hubert is in) of 1.3%. District 54 is also projecting a .9% decrease in enrollment. Clarence inquired about the Kindergarten enrollment numbers and whether we are noting a decrease in enrollment. Mr. DeFrisco stated that there were about 54 students in Kindergarten this year but Kindergarten is projected to have 55 next year. What is noticeable though is the 1<sup>st</sup> grade projection currently is set at 58.

The tuition delinquency, for families that are two or more months in arrears, is \$45,707. Total delinquencies is now at approximately \$58,000 which is in excess of last month but does not include deposits that are still due for April.

There are State Dental requirements that are being enforced. These requirements have also given the schools authority to withhold the last report card if they are not met. The requirements state that all children must have proof of a dental examine by 4/1. Additionally, all new children entering school must provide proof. This requirement is largely satisfied at St. Hubert.

The Student/Parent Handbook has been updated for next year. The Archdiocese has issued new Discipline Board Procedures. These will be added to the Handbook. Tracy Lampert asked if the School Advisory Board will have a chance to review. Vito stated that he would pass them around but no changes can be made.

Several topics were hit in succession:

- The Safety Grant application was filed by the deadline
- Application for the Textbook Loan program was filed
- United Streaming Subscription was ordered (this allows the download of research related materials that can be used in the classroom. An example, MLK speeches).
- Spirit Wear is now available through Educational Outfitters
- The “Love and Logic” program module for parents is being activated. This will allow for continuity of the programs principles.
- Last day of school scheduled for June 2.
- Vito received some very positive feedback relating to the “Evening with the Administration”. Vito would like to continue this meeting and would love to see an increase in attendance.

Sheryl Tully asked if Vito would speak to the many staffing rumors that appear this time of the year. Vito stated they are expecting all teachers to return next year. He said that a number of teachers have been spoken to about changing grade levels but nothing has been set in stone as of yet. Vito did state that Mrs. Kane will be heading up the Pre-K classroom.

Bill Kibby asked for a status on the faculty contracts. Vito stated that all of the classroom walkthroughs have been completed along with the faculty evaluations. The contracts are being offered on April 15<sup>th</sup> and are due back by May 15<sup>th</sup>. Bill Kibby added for us to show that we are being fiscally responsible, we should be looking for ways to be reducing spending at the same time we are asking for budget increases in the future.

## **STANDING COMMITTEE REPORTS**

### **1. EXECUTIVE – Bea Candre**

Bea Candre began the Executive report by stating that the final two School Advisory Board meetings will be May 1<sup>st</sup> and May 22<sup>nd</sup>. May 1<sup>st</sup> will be a regular board meeting. The May 22<sup>nd</sup> meeting along with the regular board meeting will also include welcoming the newly elected Board members, thanking the outgoing members and electing officers for the upcoming year.

The deadline for the School Board application is April 4<sup>th</sup>. As of the School Board meeting, one application had been received for the 3 open seats. Bea encouraged everyone in attendance to contact any potential candidates.

Bea stated that a revision to the number of Operating Budget Surveys received was in order. At the last School Advisory Board meeting it was reported that only 16 surveys had been received. Since that time over 100 have been received.

### **2. BUDGET AND FINANCE – Sheryl Tully**

Vito stated that the administration has enlisted the aid of the Parish Finance Council to contact the families who are seriously delinquent in their tuition payments and have been unresponsive to the School's communication efforts. The Parish Finance Council has not reported back with results. Bea asked when the next Parish Finance Council meeting is. Clarence responded that it is in May.

### **3. PUBLIC RELATIONS/MARKETING – Alison O'Connor**

Alison O'Connor was absent but presented her report through prepared materials by Bea Candre. The committee has several short-term action items that have been completed. The Spirit Wear offering and the website link to QSP has been completed. Items that are in progress include creating a year end review flyer, the creation of specific marketing materials for the new Marketing folders, the continuation of press releases for St. Hubert events, and selecting a cross for the Multi Purpose room.

Vito took the opportunity to thank several people for the new marketing folders. He thanked Michelle Parks for the creation of the logo, Pat Pulver who was responsible for printing the folders and related business cards, and Alison O'Connor for all of her effort in coordination and creation of the materials.

The website continues to be updated and the search continues for a permanent webmaster.

### **4. DEVELOPMENT CORE TEAM – Ted Scislowski**

Ted Scislowski has met with Alison and Vito to discuss the preliminary form of the committee. There are going to be four arms of the committee: Fundraising, Recruitment, Alumni Relations and Public Relations/Marketing. These four subcommittees will have oversight from the Core Executive Committee who is Father Rizzo, Vito, Ally, Bea and Ted. Ted handed out an outline of how each arm would be organized. There will be a need for volunteers to chair and staff each of the four committees

**A. School Improvement-Facilities Wish List** –Clarence Owens, Ted Scislowski, Bill Kibby  
No report.

**B. Track-A-Thon** – Tracy Lampert , Ted Scislowski, Bill Kibby  
Tracy Lampert stated that the “Out of Uniform” reward for partially meeting the goal of the event is set for April 9 – 11. Tracy also wanted to reiterate that she is wrapping up the current event with the expectation that it will continue as it has historically.

**C. Magazine Drive** – Sue Palia, Julie Bosshart  
Bea advised that Eileen Koller and Alison had forwarded the final numbers for the 2007 Magazine Drive. Eileen Koller advised that the total sales for 2007 are \$25,727.00. The profit is 40%. The total is \$10,290.00. \$5145.00 goes to the school and \$5145.00 goes to the parents. Historically, many of the parents donate that back to the school. Alison advised that \$2415.20 was donated back to the school for the 2007 Magazine Drive making our total profit \$7560.20.

**D. Alumni Relations** – Kathy Gerber, Julie Bosshart  
Julie Bosshart stated that the committee is continuing to plan for an event in the fall. They are hoping to sync up with the Church re-opening. Bea stated that after the inaugural event, having this event around Catholic Schools Week might make sense.

## **5. LEGISLATIVE ACTION – Bill Kibby**

Bill Kibby stated that recently a new board was seated in Springfield that relates to Catholic School issues.

## **6. GRANT AND RESEARCH WRITING – Bob Flint**

Bob Flint stated they are looking into a CDW grant that will be presenting 5 schools with a \$50,000 wireless program. More information will be available for the next meeting.

## **AD HOC/SPECIAL COMMITTEE REPORTS**

### **1. CONSTITUTION/BYLAWS – Bea Candre**

The next full revision is due in May 2009.

Bea asked that all committees fill out a School Board Committee status sheet. This will help create historical perspective.

### **2. ELECTION – Kathy Gerber, Sheryl Tully**

Bea stated that Kathy and Sheryl will be working on getting together the election material. Tracy Lampert asked about the procedure if not enough candidates step forward to fill the open positions. Bea stated that it is not addressed in the by laws but several options are available. These include: asking a departing member to stay on or appointing someone to fill out the Board.

## **SCHOOL ADVISORY BOARD SHARING**

### **1. PARISH PASTORAL COUNCIL – Father Rizzo**

No Report

### **2. PARISH EDUCATION COMMISSION – Sue Palia**

Nothing to report

### **3. PARISH FINANCE COUNCIL – Clarence Owens, Julie Bosshart**

Nothing to report

### **4. PARENTS' CLUB – Sue Palia**

A Parents' Club board meeting is set for April 22<sup>nd</sup>. A General meeting is scheduled for May 20<sup>th</sup>. Bea asked how the Benefit Night fared. The event raised approximately \$28k.

### **5. ATHLETIC BOARD – Vito DeFrisco**

Vito stated that the next meeting is scheduled for April 15<sup>th</sup>. The coach evaluation process is now in place.

## **REVIEW OF OLD BUSINESS**

1. Cross for the Multipurpose Room from Student Council Update – Alison O'Connor  
Report per Standing Committee Public Relations/Marketing report.

## **ADDRESS OF NEW BUSINESS**

1. Next Board meeting Thursday, May 1, 2008 at 7:00 PM in the School Library

## **VISITORS COMMENTS**

A number of visitors were present at the meeting. Some of these visitors expressed dissatisfaction with the administrations handling of school discipline. Visitors were concerned that discipline is not consistent across the grade levels. Another visitor shared that the development Core Team is a good idea and they should contact Saint Viator to get ideas regarding the cultivation of alumni

## **ADJOURNMENT**

Bea Candre adjourned the meeting at 8:30 PM.

## **COMMITTEE TASK WORK SESSION**