

**St. Hubert Catholic School
SCHOOL ADVISORY BOARD
Meeting Minutes
May 6, 2008**

EXECUTIVE SESSION

CALL TO ORDER

1. Welcome and Visitor Recognition and Roll Call

Present: Bea Candre, Clarence Owens, Kathy Gerber, Julie Bosshart, Ted Scislowski, Bob Flint, Sheryl Tully, Sue Palia, Vito DeFrisco, Alison O'Connor, Father Rizzo

Absent: Tracy Lampert, Bill Kibby

Scribe: Mark Schneider

Visitors: Michael Morrisey, Joanie Davies, Laura Garbacz, Maria Yonkus, Karen Carlos, Margie Halpin, Patrick Fajardo, Keith Ketchman, Rita Stanton, Nancy Kelly, Mark Koller, Ann Tripicchio, Maripat Lamp, Steven Lamp, Rita Canner, Barbara Janowski, Mary Ziegler

2. Opening Prayer

Father Rizzo led the School Board in the opening prayer.

3. Approval of Agenda – May 6, 2008

Bea C. called for an approval of the Agenda. Julie B. approved and Bob F. seconded.

4. Approval of Minutes – March 6, 2008 and April 3, 2008

Bea C. called for an approval of the March 6th School Board minutes and the April 3rd School Board meeting minutes. Sheryl T. approved and Clarence O. seconded.

PASTOR'S REPORT

Father Rizzo began his report by stating that an all-school mass was held yesterday. During the Mass, Father presented the crucifix, which was purchased by the 2007-2008 Student Council for the Multi-purpose room, to the school. The Bishop will be blessing it during the Confirmation ceremony.

Father stated that the classroom visits were drawing to a close.

Father Rizzo informed the Board that preliminary talks have been held with the Archdiocese about St. Hubert becoming an area school. The Cardinal is thought to be preliminarily in favor of this option. Father Rizzo stated he will keep the Board informed as additional information becomes available.

Father Rizzo stated that the sprinkler variance that the School was asking for from the Village of Hoffman Estates was originally approved by the Village Building committee. The Village's legal council reviewed the variance and informed the Village Board that allowing a full variance of this nature could open up the Village

to potential liability. Therefore, the full Village Board denied the variance and sent it back to committee. It is thought that a full variance is now impossible but a delay in the 2010 deadline is a possibility.

Father Rizzo then spoke to the school discipline issue. Father addressed the visitors and reinforced the fact that in this type of forum the Board, Administration, and himself could not speak to the specifics of any situation. Father Rizzo then went on to read and discuss excerpts from his following prepared statement which sent to the School Board on May 2nd.

“To: St. Hubert School Advisory Board

From: Rev. Robert C. Rizzo

02 May 08

It has come to my attention that many school parents want me to weigh in on the issue of discipline in our school. I am well aware that a number of parents attended the last SAB meeting and were concerned that the consequences for certain behaviors may be too severe or are not handled properly. Also, I have received a few emails to that effect. I support the decisions made by Mr. DeFrisco and Mrs. O’Connor regarding discipline at our school.

When we were searching for a new principal a few years ago, many commented that we needed more discipline in the school. We do not have any hard data on this. I’m sure that if we started asking parents, we would have had many who thought it was just fine. I do not know if we needed more or less discipline. However, when we hire a principal and teachers, I fully expect them to follow the handbook. To not do so is shirking their professional responsibilities. I am happy with the present handbook and fully support enforcing it.

In the opening letter to the parents/guardians (dated 17 August 07) from Mr. DeFrisco and Mrs. O’Connor, they state in the third paragraph:

Since all students are expected to be familiar with the information in this handbook, parents are asked to review the handbook with each child. The parent and each child should sign and return the bottom portion of this sheet to the office no later than Friday, August 31st.

When parents sign the bottom of this page, I presume that they have read the book and have discussed it with their child(ren).

Pages 12 & 13 address “Discipline.” Obviously, we cannot include every behavioral problem. New ones seem to be created each year, especially with children having ready access to the internet. For this reason we use the phrase, “.....not limited to the following....”

Although it is important for all of us to continually get feed-back on our job performance, and by the nature of a Catholic institution, we are encouraged to consult all involved, it is stated that, “The determination of the appropriate consequence is left to the discretion of the teacher and/or administrator.” I realize that we can always disagree with that determination. However, the principal is the one who has to make that call, whether the rest of us agree or disagree. Unless it is a question of faith or morals, I will never overrule a principal. If I disagree with him or her, I will talk to them privately about the matter.

Clearly, we can all learn from our experiences and may have to make some changes along the way. It is important that we keep a dialogue going between parents, students, teachers and the administration. Thank you for all your support and hard work here at St. Hubert.”

Father Rizzo finished up this topic by saying that all decisions are open to debate but the final say in most School matters is with the principal. If Father disagrees with the decision being made then he will discuss it with Vito in private.

Bea C. inquired about the results of the Parish Survey. Was any feedback received regarding families looking for more visibility from the School Board. Father Rizzo stated that more communication is always better. Father went on to state that the School Page in the Bulletin has been well received but the one criticism that was noted is the print is too small. Bea C. followed up with a request to use the end-of-mass announcements as an additional avenue to disseminate information. Father Rizzo said that would be no problem.

PRINCIPAL'S REPORT

Mr. Vito DeFrisco opened the Principal's Report with the current enrollment projections for the 2008-2009 school year. Currently, there are 576 students enrolled for next year. This includes 8 children in the new full day preschool. Mr. DeFrisco feels that the enrollment in the full day preschool will probably make it to 10 students.

Tuitions delinquencies were discussed next. There are currently 21 families that are 3 months in arrears, four families that are 2 months in arrears and 5 families that are 1. The total delinquency is \$63,424. 12 of the above families have been contacted and 4 of those have set up a payment plan to satisfy the delinquency. Registered letters have been sent out to the remaining families indicating that report cards may be withheld if the school is not contacted to begin addressing the issue.

A lock down drill was conducted on May 6th. The police were very pleased with the results.

The Terra Nova results have been received and will be sent home shortly.

Mr. DeFrisco stated that the Athletic Board met on April 15th. The Athletic Handbook is in its final revision and is scheduled to be distributed by the end of the year. The Coaches evaluations are currently being conducted.

Regarding the Staff contracts, Mr. DeFrisco stated that they have all been distributed. There may be one teacher not returning and 1 teacher has asked for an extension of the deadline.

Clarence O. inquired if there are any families that have not paid any tuition for the year. Mr. DeFrisco stated that there were some families in that category. Beyond not receiving report cards, these families will not be able to register for next year if progress is not made.

Bea C. asked if there were any changes planned in the Jr. High staffing. Mr. DeFrisco stated that no changes are imminent at this point.

STANDING COMMITTEE REPORTS

1. EXECUTIVE – Bea Candre

Bea C. distributed the committee handbooks that Tracy L. put together for the Track-a-Thon and the Election to Ted and Kathy and Mrs. Alison O'Connor. This is the same format that is needed for all committees along with the committee summary report Bea passed out to all committees. Mrs. O'Connor stated that an electronic version of the committee summary report format is available.

2. BUDGET AND FINANCE – Sheryl Tully

Covered in Principal's Report

3. PUBLIC RELATIONS/MARKETING – Alison O'Connor

Mrs. Alison O'Connor stated that the rough draft of the year end flyer is completed. A copy was passed out for review. Along with the YE flyer, the specific marketing materials that are going in the marketing folder are continuing to be developed.

Mrs. O'Connor stated that the Spirit Wear dates are set for May 15th and 29th. Notification will be going home this week. Sheryl T. asked when the Spirit Wear will be available for pick up. Mrs. O'Connor stated that it will hopefully go home with the students this week.

Bea C. stated that she sent an email to Patrick Pulver, on behalf of the School Board, thanking him for his work on the marketing folders.

4. LEGISLATIVE ACTION – Bill Kibby

Nothing to Report

5. DEVELOPMENT CORE TEAM – Ted Scislowski

Ted S. stated that an email will be sent to the members of the School Board asking whether the Development Core Team should be a stand alone committee or continue to be part of the School Board.

The Development Core Executive Committee has added a fifth arm to the Development Core Team which will address the Area School concept.

The Executive Committee, which consists of Father Rizzo, Mr. DeFrisco, Mrs. O'Connor, Bea C., and Ted S., will be meeting prior to the May 22nd meeting so more details will be available at that time.

Mr. DeFrisco stated that the overall strategy of the Development Core Team is to include as many people as possible in the process. It is not meant to exclude anyone. The main goal is to structure the events and processes so everything is focused on the common goal.

A. Fundraising

1. School Improvement-Facilities Wish List – Clarence Owens

Nothing to report

2. Track-A-Thon – Tracy Lampert

Ted S. stated that the committee is beginning to put ideas together on how to incorporate other people involved in this event (i.e., alumni). Also, they would like to see more businesses involved.

Sheryl T. asked if 10/3/08 was a good date for this event as it is part of a long weekend. Ted S. stated that all dates are tentative as of now.

3. Magazine Drive - Sue Palia, Julie Bosshart

Nothing to report

4. Grant and Research Writing – Bob Flint

Bob F. stated that the CDW Grant application deadline was May 1st. Our application was sent in on time. The decision will be made on May 15th.

B. Communication

C. Marketing/Student Recruitment/Retention

D. Alumni Relations

1. Alumni Relations – Kathy Gerber, Julie Bosshart

Nothing to report

E. Mission/Area School

AD HOC/SPECIAL COMMITTEE REPORTS

1. CONSTITUTION/BYLAWS – Bea Candre

Nothing to report

2. ELECTION – Kathy Gerber

Bea C. began by thanking the School Board election candidates, Patrick Fajardo, Mike Morrissey, Mark Schneider, and Maria Yonkus, for running. The election has been publicized in all of the avenues available. Absentee ballots will be available in the parish office the week prior to the election.

Kathy G. will be getting the candidate boards ready for the election table in the Church narthex. Bea asked for volunteers to be available to work the election table at each of the masses.

3. POLICY DEVELOPMENT – Sheryl Tully

Bea C. stated that this topic will be discussed in depth at the May 22nd meeting.

SCHOOL ADVISORY BOARD SHARING

1. PARISH PASTORAL COUNCIL – Father Rizzo

Father Rizzo stated that in a continuing effort to facilitated communication between the Council and staff a meeting was held. The main topic of discussion was defining responsibilities. These types of meetings will continue to be held throughout the year.

The Council went on a retreat in March. The theme of the retreat was Prayer. It focused on the need for all people to have an “internal” prayer life.

Bea C. asked if the Commissions are going to be reworked. Father Rizzo stated there were no plans to make changes at this point. The Commissions generally work as well as the commitment of the people that are on them.

2. PARISH EDUCATION COMMISSION – Sue Palia

Nothing to report

3. PARISH FINANCE COUNCIL – Clarence Owens, Julie Bosshart

Clarence O. stated that the budget for next year was high so it is in the process of being revisited.

Julie B. stated that church contributions are down a bit. A push is going to be made in June to get contributions were they need to be. There will also be a push for capital expenditure donations. This will be focused on those families that have not previously contributed.

Father Rizzo stated that the Church renovation is under budget right now. But, as Julie B. mentioned, the collection is also down. It also looks like the Church is going to give the School more than the \$150,000 that was budgeted. Father feels that the economy has a large affect on the contribution levels.

4. PARENTS’ CLUB – Sue Palia

Sue P. stated that the profit from the dinner dance was approx \$29,000. The last General Meeting of the year is Tuesday, May 20.

5. ATHLETIC BOARD – Vito DeFrisco

The Sports Banquet is being planned for Wednesday, May 14th.

REVIEW OF OLD BUSINESS

1. Cross for the Multipurpose Room Update – Alison O’Connor
See Pastor’s Report.

ADDRESS OF NEW BUSINESS

1. 2008-2009 Officer Nomination Procedure

Bea C. stated that the existing members of the Board will nominate and vote for next year’s officers. An outgoing Board member is asked to handle this process and Bob Flint has volunteered.

2. Next Board meeting is Thursday, May 22, 2008 at 7:00 PM in the School Library

VISITORS COMMENTS

Bea Candre opened the floor up for visitor comments after reiterating the guidelines per the distributed VISITORS FLYER that should be followed.

3 visitors addressed the school board regarding a specific discipline issue regarding their children. These parents expressed dissatisfaction regarding the way Administration handled the issue.

1 visitor addressed the School Board in terms of the School Reach emails sent by the Administration in regards to the 8th grade and 6th grade incidents and also asked when the visitors from the April 3 School Board meeting would receive their response.

Father Rizzo responded briefly to these above visitor comments. As a School Advisory Board, these are not issues that can be addressed with any specifics. Only Mr. Vito DeFrisco and other people directly involved have the ability to give specific answers.

ADJOURNMENT

Bea Candre adjourned the meeting at 8:20.