

**St. Hubert Catholic School  
SCHOOL ADVISORY BOARD  
MEETING MINUTES  
August 14, 2008**

**CALL TO ORDER**

1. Welcome and Visitor Recognition and Roll Call

Bea Candre Opened the meeting at 7:04 pm.

Present: Bea Candre, Julie Bosshart, Kathy Gerber, Sue Palia, Sheryl Tully, Ted Scislowski, Mike Morrissey, Maria Yonkus, Father Rizzo, Alison O'Connor, Vito DeFrisco.

Scribe: Mark Schneider

Absent: John Durkin

Visitors: Denise Hermann  
Sam Armando  
Bill Kibby

2. Opening Prayer

Father Rizzo led the board in an opening prayer.

3. Approval of Agenda – August 14, 2008

Julie Bosshart called for approval and Sue Palia seconded the motion.

4. Approval of Minutes – May 22, 2008 and May 6, 2008

The May 6<sup>th</sup> minutes, which were previously approved by the SAB, were approved by Father Rizzo.

Ted Scislowski called for an approval of the May 22<sup>nd</sup> minutes and Kathy Gerber seconded. Julie Bosshart inquired about the inclusion of Visitor Comments in the official minutes. Vito DeFrisco stated that visitor comments will always be included in the minutes but they will be summarized. There will not be a word-for-word rendition of visitor comments.

**2008-09 ORIENTATION**

1. Seating of elected School Board members – Mike Morrissey and Maria Yonkus

Bea Candre officially welcomed the new members of the Board.

2. Open School Board member seats – Mark Schneider and Bill Kibby

Bea Candre noted that there are now two seats open on the SAB. Mark Schneider and Bill Kibby had to resign due to family members becoming paid employees of St. Hubert School. Bea stated that she had contacted Patrick Fajardo and John Durkin, both of whom had run previously for the SAB. John Durkin accepted the position. Therefore, one seat remains open. Based on the Bylaws that govern the SAB, the Board has 30 days from a member's resignation to fill the vacancy.

Sheryl Tully stated that the Board members need to look at the people that they know and identify potential candidates. The Board needs people who want to be involved and are willing to put in the effort.

Bea Candre stated that if numerous potential candidates are identified it is up to the Board to make a selection, Bea stated that if this situation occurs then the sitting members of the SAB may have to review each candidate and rank them according to their strengths.

At this point Vito DeFrisco presented a short presentation regarding the make up of the Catholic School System and the SAB's role within this structure. Some of the main points touched upon:

1. Code of Ethics
2. Areas of Responsibility for Board Members
3. Areas of Responsibility for Pastors
4. Areas of Responsibility for School Administrations.

Vito stated that in reference to Board Members responsibilities, it is the SAB main responsibility to advise the administration on the appropriate topics. Regardless if the Administration follows this advice, the alternate point of view is extremely beneficial and valued.

Bill Kibby inquired if the SAB was going sign the "Code of Ethics". Vito responded that all volunteers are going to be required to sign off on numerous papers and the Code of Ethics is included.

### 3. School Board meeting dates and member information binders

Bea Candre stated that the SAB meeting dates had been emailed during the summer. The SAB members had no issues with the dates.

### 4. School Board member committee binders and committee goal reports

Bea reiterated the necessity of creating and updating the committee binders. While this is additional work now, it will create a continuity of purpose in years to come.

### 5. Student Information Day Table - Wednesday, August 20

Bea Candre stated that the SAB historically has manned a table during Student Information day to answer any questions that families may have. This year the Development Core team will be staffing the table but any of the SAB members should stop by if they are available to help.

Bill Kibby inquired if candidates for the open SAB seat were going to be solicited. Bea stated that is a good idea.

## **PASTOR'S REPORT**

Father Rizzo began his report by stating the air conditioning project that was slated for this summer should be completed by 8/15/2008. The Junior High wing, the meeting room, and the one 7<sup>th</sup> grade classroom not in the wing will have A/C. The one 7<sup>th</sup> grade class room that is not in the Jr. High wing received the split duct system. They are going to use this room as a test case to determine if this system is feasible for the rest of the school. Father Rizzo stated that Mr. Keith Ketchman has been an invaluable asset to this project.

The project did uncover a previously unknown problem. During construction it was determined that the existing air intake duct work was in desperate need of repair and cleaning. This added on an additional expenditure that was not budgeted for.

The Church renovation is on schedule. On the weekend of September 6<sup>th</sup> the church is going to be opened up to the parishioners for a "Chalk Walk" After each of the services the parishioners can go into the Church and write their names on the floor. This should be a fun thing for the families to do. The flooring in the Church will then cover up everything.

Father Rizzo stated the St. Hubert Church/School financial picture remains unclear. Until such time that the Church is completed and the Area School plan is decided upon, it is hard to determine what the long

term funding status is. Father stated that several hundred thousand dollars had to be taken from the endowment fund for unforeseen projects (i.e., the air duct cleaning, parking lot refinishing, act.). Letters have gone out in the most recent phase of fundraising to those people that have not previously donated.

Father Rizzo stated that the weekly collections have remained relatively static while expenses continue to rise. Some tough personnel decisions were made to help alleviate some of the short fall.

Taking the darkening financial picture into consideration leads to the question of the current tuition policy. Father Rizzo stated that while it remains the Church's (and his) stance that every child should be afforded the opportunity for a Catholic Education, families who are in arrears must be willing to work with the School on a plan. From now on, if a family becomes delinquent and is requesting relief from some of the tuition payments, they will have to fill a financial assistance worksheet. This work sheet takes into account the families income and debt and determines what payment level is fair. If families are unwilling to cooperate with this process they will be asked to remove their children from St. Hubert.

Father Rizzo then addressed the looming fire suppression issue. The Village of Hoffman Estates has not given its final answer regarding the request for an exemption. Additionally, a fire suppression company out of Glenview, IL became aware of our situation and took a tour of the school. It is their opinion that due to the number of rooms with outside access there is very little to be gained by installing a fire suppression system. This company has offered to prepare a report for the Village (free of charge) arguing this case. Father Rizzo tempered this statement by saying that it did not appear that the Village was overly impressed by the preliminary findings. Father Rizzo is sending a letter to the Archdiocese stating that a fire suppression system will be needed within the next 12 months and it will cost approximately 500,000.

Sue Palia asked if these issues are presenting roadblocks to the Parent' Club to improving the school with Funds that they have raised. Father state that to some extent this was true. Father stated that it is his concern that specific physical improvements could be affected by future projects.

## **PRINCIPAL'S REPORT**

Vito DeFrisco began his report by stating that the current school enrollment is at 576 students.

The delinquent tuition numbers are as follows

2007-2008 totals	\$68,000
This number is made up of 65 students that belong to 42 families	

As stated in the Pastor report, each of these families has been contacted to complete the Private School Aid Service Financial Application. Additionally, each has been contacted to set up a payment plan. Julie Bosshart inquired how this new process is being communicated to all of the families. Vito stated that it is in the Student Handbook.

Any family that chooses not to respond to these contact attempts will result in an incomplete 2008-2009 enrollment and will be withdrawn from school.

At this point Sheryl Tully passed out a proposed letter to families with delinquent tuition from the SAB. After discussion, it was determined that a letter from the SAB would have to be limited to a statement of support for the administrations policies. The effectiveness of this type of letter was thought to be minimal.

Vito went on to state that as a last ditch effort to contact these families, the students packet for Student Information Day will only contain a letter to the parents stating that they need to stop by the office before continuing on with the registration process.

Other items of note:

1. New date for Track-a-Thon is 9/13/2008
2. Classrooms and exterior doors have been renumbered
3. The new server, and technological support, was donated by Ted Scislowski.
4. New Lap Tops/Desk Tops were received from a private donor.

5. Staff Changes
  - A. New Teachers are Mary Jo Schneider and Debra Kibby
  - B. Kathy deGeus is now a FT staff member
6. The Student Handbook will not be printed this year. It will be available electronically. A sign off sheet is included in the Student Info day packet that states the student and parents have read the handbook.

One additional item of significance is the formalization of the Disciplinary Review Process. This procedure is in compliance with Archdiocesan standards and will appear in the Student Handbook.

## **STANDING COMMITTEE REPORTS**

### **1. EXECUTIVE – Bea Candre**

Covered previously

### **2. BUDGET AND FINANCE – Sheryl Tully (Bea Candre, Julie Bosshart, Ted Scislowski)**

Sheryl Tully reported that Teresa McCutchin, from the Business Office, will be providing reports for the School Board. The presentation of these reports will be a part of all future Budget and Finance committee reports.

Bea asked if Teresa would consider coming to a SAB meeting so the members could meet her and ask any questions that may occur as they review the financials for the first time. Sheryl stated that she would inquire.

### **3. PUBLIC RELATIONS AND MARKETING – Bea Candre (Ally O'Connor, Julie Bosshart)**

Alison O'Connor stated that the School's web page is now being updated on a weekly basis. John Reilly has taken on the responsibilities.

The Administration is instituting a monthly newsletter to the parents.

The Marketing folders are almost complete. The newest addition to the folder is a fact sheet relating to St. Hubert School. The fact sheet gives some historical information along with current statistical and comparative data. Julie asked if a couple of copies of the folder could be given to the SAB members. Julie stated that there have been several times when it could have been useful. Alison stated once they are completed this would be a good idea.

Bea informed the Board that information is continuing to be fed to the local newspaper. Most recently, information regarding Student Info day was distributed.

### **4. LEGISLATIVE ACTION – Sue Palia (Kathy Gerber)**

Bill Kibby passed the Committee Binder to Sue Palia. No other information from the committee to report.

Bea stated that there is an upcoming seminar, on 9/27/2008, for SAB members. Sheryl stated that this is a very good seminar with lots of useful information.

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

#### **A. FUNDRAISING – Mike Morrissey (Kathy Gerber, Sue Palia, Julie Bosshart, Maria Yonkus)**

##### **1. Track-A-Thon**

Ted Scislowski informed the SAB that the Track-a-Thon planning is well under way. The location of the event has been moved to behind the Meeting Hall. This was necessary to accommodate the Family Fun Fair which is a part of this year's event. The Knights from Medieval Times will also be putting on a show. The committee is continuing to search out sponsors for the event and are encouraging everyone to look to the local businesses that they frequent to see if sponsorship is a

possibility. The recommended family donation this year is \$50.00 per child. If a family can find a sponsor then the family donation is not requested.

Father Rizzo asked if the entire parish is invited to attend. Ted stated yes.

2. Magazine Drive
3. Parents' Club Fundraisers
4. Athletic Board Fundraisers
5. Grant and Research Writing
6. School Improvement-Facilities

**B. COMMUNICATION** – Ally O'Connor (Bea Candre)

Bea Candre stated that the only new development in this committee is the fact that the School News page in the weekly bulletin has been updated to reflect the sitting Board Members.

**C. STUDENT RECRUITMENT/RETENTION** – Mark Schneider (Sheryl Tully)

Not discussed

**D. ALUMNI RELATIONS** – Denise Hermann (Kathy Gerber, Julie Bosshart, Maria Yonkus)

Not discussed

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

**1. POLICY DEVELOPMENT** – Sheryl Tully (Kathy Gerber, Sue Palia)

Not discussed

**2. ELECTION** – Kathy Gerber (Julie Bosshart, Maria Yonkus)

It was noted that 4seats will be available after this year.

**3. CONSTITUTION AND BYLAWS** – Bea Candre (Ally O'Connor)

## **SCHOOL ADVISORY BOARD SHARING**

1. Parish Pastoral Council – Father Rizzo

The initial meeting will be on 8/26

2. Parish Education Commission – Sue Palia

The last meeting was on 6/10/08. Nothing new to discuss.

3. Parish Finance Council – Julie Bosshart

Initial meeting on next Monday.

4. Parents' Club – Kathy Gerber

Initial meeting on next Monday

5. Athletic Board – Vito DeFrisco

Nothing to report.

## **REVIEW OF OLD BUSINESS**

## **ADDRESS OF NEW BUSINESS**

1. Next School Board meeting Thursday, September 11, 2008 at 7:00 PM in the School Library

## **VISITORS COMMENTS**

## **ADJOURNMENT**

Bea Candre adjourned the meeting at 9:05pm