

St. Hubert Catholic School
SCHOOL ADVISORY BOARD MINUTES
November 12, 2009

1. CALL TO ORDER

- Welcome and Visitor Recognition and Roll Call
Vito DeFrisco opened the meeting at 7:31pm

Present: Ted Scislowski, Vito DeFrisco, Ally O'Connor, Bea Candre, Julie Bosshart, Maria Yonkus, Father Rizzo, Shelly Frank, John Durkin, Sue Palia
Absent: Michael Tereza, Lisa Encarnacion
Visitors: Sheryl Tully

- Opening Prayer
Father Rizzo led us in an opening prayer
- Approval of Agenda – November 12, 2009
Julie Bosshart called for approval of agenda. Maria Yonkus approved minutes and Shelly Frank seconded the motion.
- Approval of Minutes – September 10, 2009
Bea Candre approved minutes and Maria Yonkus seconded

2. PASTOR'S REPORT

Father Rizzo started his discussion about in regards to the flags in the narthex. Some people are opposed to the flag being put in the narthex while other people for it, and many were indifferent. Some are against it because it represents American values and American values and Catholic values are not always the same. The flag does not mean that we agree with all of the values associated with it. The church does not have a recommendation, however, they say if you are going to put in a flag, it should not be placed near the altar. We are up 274 people over last year per Sunday. The collection is up \$17,000 over last year, \$4,000 in the month of October. We are averaging around \$21,000 per week and we budgeted \$20,000 per week. The school needs a security system and father believed it is worth taking money out of the endowment. Keith Ketchman is getting quotes. This would be used during the day as well as at night. Father would like to get cameras put in. Ally asked if he is looking at swipe cards as well as cameras. Vito stated that swipe cards would be beneficial for many reasons including athletics. Sue stated that she does have swipe cards at her employment and you have to be careful not to allow people in with you. Maria stated that in the past you have been concerned about how the village will react to our spending. Father stated that no, because as of right now they have shelved the sprinkler issue, however in 3 years they will be on our back again. Sue Palia asked if cameras would be outside as well as inside. Father stated that he would like cameras in the back of the school, since it is a very vulnerable spot. Father visited 8th grade today, and tomorrow will be visiting 3rd through 6th grades. Since the schedule has changed and all religion classes are at the same time it is harder for father to visit the classes individually. He will be reworking his schedule to make the time. November 20th is the campaign thank you dinner. As of right now

70 people have RSVP'd. Father would like everyone involved to come. Father will be stepping out at 8:30 to bless the 8th grade girl's basketball team.

3. PRINCIPAL'S REPORT / ASSISTANT PRINCIPAL'S REPORT

1. Current enrollment is at 538
2. Tuition report as of November 12, 2009

0 – 30 Days Delinquent	9 students for \$2,561.20
31-60 Days Delinquent	2 students for \$1,262.33
61-90 Days Delinquent	3 students for \$3,193.22
91 + Days Delinquent	4 students for \$6,788.86
Total	\$13,805.61

There are 7 students beyond 60 days past due. The collection rate is good. It is going up and we are working with those in arrears.
3. H1N1 Vaccination Update – still waiting to for information from the Cook County Health Department. (See attached orange sheet for more information) We did not opt out of it but our zip code is not in the mix until the middle of December. Vito contacted health department, village of Hoffman Estates and district 54 for information. If we can become a site we certainly will. Would the school have to be open to the public, just for children, children and faculty, children faculty and family? Maria asked if she would be allowed to take her children to the public school in her area when they are a site. We have asked that question but we did not get an answer. Ted Rafferty is the district 54 superintendant. In Arlington Heights at St. James, Vito was told that it would be available to there students and faculty. Bea asked why District 15 received the vaccine so early? Palatine had a preference and received the vaccination some time ago, because they had the highest population of reported cases.
4. Meeting with the Parents' club is scheduled for tomorrow morning to discuss how their efforts fit together with the Development effort.
5. Information pending on faculty/staff salary scale/increase for 2010 – 2011. We don't know what that is going to be this year.
6. Archdiocese is reviewing (as a whole) Catholic School Enrollment Management Framework – concerns as enrollment is projected to continue to decline – In our Vicariate alone, Catholic School enrollment is down by 5% - 3.5 to 4% is typical.
7. Evangelization is one key – it was reported at our last principals meeting that mass attendance is now about 17% - 10 years ago it was about 26%. Being Catholic and safe is no longer enough for parents choosing schools for their children. That is why we are working so hard to develop in the classrooms.
8. Food Pantry items – Over 3300 items for the food pantry was collected and delivered to the local food pantry. The food pantry reported that the St. Hubert food collection was the biggest of the year. Shelly stated this is one of her favorite days in the school year. Teachers did a phenomenal job organizing the food drive.
9. Sixth grade students ensure WWII experiences won't be lost – great project in 6th grade with Mr. Reilly and Mrs. Grant. It was on the front page of the neighborhood section. See attached.
10. Mr. Reilly applied for (and won) a technology grant through the Archdiocese. This equipment was used to complete the "Save Our Stories" project. The Archdiocese asked him to conduct a technology presentation on the Cricket system for the classroom. Two laptops and a video camera.
11. Faculty and staff continue to work to meet the December 1 to complete their FEMA safety training. Everyone has to go through it and 90% are done.

12. Next Principal's Council meeting is scheduled for November 18 at St. John the Evangelist.
13. Our School Board Orientation/Training meeting was held on October 22 and it was great.
15. I will be visiting the Diocese of Nsukka, Nigeria in March – along with the Archdiocese to assist with the development of their Catholic School System. Vito will be there from March 11 – 20, 2010.

STANDING COMMITTEE REPORTS

1. EXECUTIVE – Ted Scislowski

Nothing to report

2. BUDGET AND FINANCE – Julie Bosshart

Budget attached

Maria asked about the additional \$20,000 in salaries. There were 3 periods in October and a staff member added benefits. Julie asked about line 4155. There was \$3,500 budgeted and \$11,600 spent. The numbers are squared and will balance at year end.

2. LEGISLATIVE ACTION – Lisa Encarnacion

Information has been forwarded to her

3. DEVELOPMENT CORE TEAM - Ted Scislowski

Had a good meeting last month we created a mission statement (green sheet attached). We are trying to reprioritize and refocus our direction. We talked about getting a survey to school there is a lack of volunteerism. That is why Vito is having a meeting with parents' club to get us all under one umbrella. The survey should go out in the next 2 weeks

A. Fundraising – Ted Scislowski and Mike Morrisey

They are currently working on closing track a thon out. Maria is working on the black and gold gala. There is a lot to do in next few weeks. Track a thon assembly is November 24th at 1:15pm.

B. Public Relations and Marketing – Ally O'Connor and Bea Candre

Marketing – Ally O'Connor

See attached. Ally is starting to facilitate the creation of our value propositions. We need to show people why they want to go to St. Hubert's, as was said earlier being Catholic and safe is no longer enough. We need to have key points to show them, for example our teachers have x number of years experience, how many of them have advanced degrees, how our children do when they transfer into high school, etc. Ally is also working on customizing a template to handle the incoming calls. We don't have a standard form we use now; it depends on who answers the phone. It will be like a script. Ally is also updating some marketing materials. Ally has updated the web site to show general information about St. Hubert and will have a video that Ally and Mr. Reilly are currently working on. Weekly reminders go out on Tuesdays and we are getting hits on those days on the web site. (See content overview handout for exact number of hits.) Ally went to eTapestry seminar last month and we will start using the base system (which will hold up to 500 names) for free. We will begin to build our donor database and alumni database. We currently have 2,400 names in our alumni database with incomplete information so right now we are going to use the database with our donor information. Maria will be keeping all donors for gala on an excel

spreadsheet to pass on to Ally. We need to customize our “ask” and focus on 3 groups, entrepreneurs, women and minority donors. Focus on individual donors not necessarily from corporations, etc.

Public Relations – Bea Candre

- Bea has updated the press release and it now includes the Chicago Tribune, Daily Herald, Office of Catholic Schools web page’s catholic Schools newswire and Catholic Schools news Publication, Local Parish bulletins, our Parish Bulletin and our Parish website.
- Emailed Red Ribbon week-Drug Free is the Key school news photo and caption press release October 26. Which published on October 30 in the Neighbor Section of the Daily Herald.
- Will be working next on Make a Diference Day-Scavenger Hunt for the Hungry and Veteran’s Day Assembly school news photo and caption press releases.
- Was forwarded by established Daily Herald contact Kay Long to Gerry Galger, editor of the Schaumburg Live Work Play Magazine, who will forward our information also as it comes in to her and Kay to the Hoffman Estates magazine edition contact. The next Winter 2010 issue per Kay Long’s responsibilities will feature in their upcoming events calendar section Catholic Schools Week as a listing of events open to the public, i.e. Prospective New Parents’ Night, CSW Sunday Mass and Open House. Per my phone conversation with Gerry Galger, Saint Hubert Catholic School will be featured in the next following issue Spring 2010 in their planned main feature article on private school education.
- Emailed Halloween Walk information/invite to local Parish Bulletins. Will be in the next month again reestablishing contact with current editors of local Parish bulletins and reminding them to insert our school news as received from us in their Parish bulletins.
- Weekly School News Page in our Parish bulletin has a new template and look which was unveiled on November 1. The page header is a photo mirror image of our School website home page photo. The page footer is our School Advisory Board Member listing. November 1 page highlighted make a Diference Day-Scavenger Hunt for the Hungry, Red ribbon Week Drug Free is the Key, 2009-2010 Saint Hubert School Student Council. The focus of the page weekly will be student and classroom and grade and school news along with photos and as space allows Board news from SAB/DCT and Athletics, along with a Support Saint Hubert School section listing items such as Market Day, Box Tops, etc.
- What New School News posting on the Parish website – School news is submitted to Margie Terry at the parish office for posting via the press release email link. This task will be taken on by Sandy Lawson in the future.

C. Student Recruitment and Retention – Ted Scislowski and Shelly Frank

Nothing to report.

Father asked if we will be having another Alumni event in January. Ted stated not as of yet. Father stated he has had people ask and it might be nice to do annually. Ted stated that they will discuss this at the next meeting.

D. Alumni Relations – Ally O’Connor and Denise Hermann

Nothing to report.

AD HOC/SPECIAL COMMITTEE REPORTS

1. **POLICY DEVELOPMENT** – Julie Bosshart
Nothing to report.
2. **ELECTION** – Maria Yonkus
Nothing to report
3. **CONSTITUTION AND BYLAWS** – Julie Bosshart
Julie asked who she should send these updates to post them on the website. Ally stated that they should be sent to her.

SCHOOL ADVISORY BOARD SHARING

1. **Parish Pastoral Council** – Father Rizzo
2. **Parish Finance Council** – Julie Bosshart
3. **Parish Education Commission** –
4. **Athletic Board** – Ally O'Connor
5. **Parents' Club** – Maria Yonkus
General meeting on Tuesday with speaker on positive disciplining skills. Road Rally went well.

REVIEW OF OLD BUSINESS

Vito presented a gift to Sheryl Tully to thank her for all of her dedication and work on the School Advisory Board.

ADDRESS OF NEW BUSINESS

As of this point we are not sure what we will do for the Christmas pageant this year. The Cardinal has stated that all Christmas masses will begin after 4pm. This changes what we have done in the past. In previous years there has been a 2:30pm Christmas Mass where the students have put on the Christmas Pageant and a 4pm mass where the religious education students have put on the Christmas Pageant. If we were to combine them into one mass it might be difficult. There are still many options to consider before making a decision. Shelly asked why we can't we still have a pageant and mass at 2:30pm but it wouldn't count for Christmas mass. Father stated that is one of the options they are considering.

VISITORS COMMENTS

None

ADJOURNMENT

Motion to adjourn by Ted Scislowski at 8:29pm