

**St. Hubert Catholic School
SCHOOL ADVISORY BOARD
MEETING AGENDA
September 10, 2009**

1. CALL TO ORDER

- Welcome and Visitor Recognition and Roll Call
Ted Scislowski opened the meeting at 7:35pm

Present: Ted Scislowski, Vito DeFrisco, Ally O'Connor, Josephine Pasley, Bea Candre, Julie Bosshart, Maria Yonkus, Lisa Encarnacion, Sue Palia

Absent: John Durkin, Shelly Frank, Michael Tereza

Visitors: Binder

- Opening Prayer
Vito DeFrisco led the board in a prayer. Vito stated that Father Rizzo will be about 30 min. late
- Approval of Agenda – September 10, 2009
Bea Candre approved and Maria Yonkus seconded the motion.
- Approval of Minutes – August 20, 2009
Ally O'Connor's husband transcribed the minutes and had a hard time distinguishing the different voices. Any changes to minutes should be sent to Ally and they will be approved at next meeting.

2. 2009-2010 ORIENTATION

- 2009-2010 Orientation is scheduled for October 22nd. It is a discernment and target training for the school board representatives in terms of how we operate as a school board. Vito DeFrisco would ask that we plan on that date and it will run between 1 ½ hours and 2 hours. The meeting will start at 7:30 in the library.
- Welcome and seating of new school board member: Lisa Encarnacion by Ted Scislowski
- School Board member committee assignments, this was done at the last meeting and the board will meet with Lisa Encarnacion briefly after the meeting to see if she has interest in any specific committees.

3. PASTOR'S REPORT

Father started by stating the mass for Catholic Schools week will be on January 31st. Discernment orientation will be on October 22. The parish will soon have a new website as well and Sandy Lawson will be in charge of it. Sandy knows what is going on in the parish because she is here every day and is ready to take this project on. The renovation is almost complete there is a small list of loose ends to finish and this seems to be taking a long time, but we are almost there. The speakers went in today, more landscaping has been done and kitchen is almost done in basement. Father stated that this is taking longer than he had hoped. Father stated that they have made a list of everything left to be done and assigned duties. Masses with students weekly have been going well. Father is taking the first semester to explain

the mass. Why they wear the colors they wear etc...Bea asked about sponsoring classrooms to put air conditioning in. Bea stated that an alumni event may be a good way to build on this. Ally stated that it will cost \$144,000 to do all of them. Bea stated that we should build a newsletter for alumni and state what we have done since last summer. Julie stated that it is hard to ask alumni for money. An alumni and parishioner has volunteered to donate up to \$25,000 on a matching basis to encourage other families to donate.

4. PRINCIPAL’S REPORT / ASSISTANT PRINCIPAL’S REPORT

1. Current enrollment is at 536. The following is the enrollment figure as of September 10th along with the figure from August. Vito stated that this is the most fluctuation that he has ever seen and it is happening at all Catholic Schools.

	<u>9/10</u>	<u>8/20</u>
¾ Preschool Full Day	20	20
3 Yr. Old Morning	12	13
3 Yr. Old Afternoon	12	11
4 Yr. Old Morning	15	15
4 Yr. Old Afternoon	10	8
Kdg. All Day	47	48
Kdg. Morning	17	17
Grade 1	57	57
Grade 2	52	52
Grade 3	44	45
Grade 4	53	53
Grade 5	41	42
Grade 6	35	37
Grade 7	55	55
<u>Grade 8</u>	<u>66</u>	<u>67</u>
Total	536	540

2. Page one of the Office of Catholic Schools Survey has been completed and faxed to the Archdiocese.

3. Each year the Archdiocese asks us to complete a Catholic Schools survey. It is about a 22 page survey. Vito would like to share with the board the attached gold sheet which is due September 15th. We already have it completed. (A copy was then passed around to each board member) This gives the Archdiocese enrollment, family information and religious background. Vito stated that he has taken all of the students and then broken them down by percentages for this report on the back of this gold sheet in section B. You can see that, for example, that 6.9% of our enrollment is Hispanic.

4. Tuition Report as of September 10, 2009

0 – 30 Days Delinquent:	8 students for \$1,585.61
31 – 60 Days Delinquent:	7 students for \$5,101.18
61 – 90 Days Delinquent:	3 students for \$3,615.00
<u>91+ Days Delinquent:</u>	<u>0 Students for \$0.00</u>
18 Families	Total \$10,301.79

We are currently working with 7 of the 18 families.

We are 1 of a few schools of the 17 in the vicariate with a firm tuition policy in place. Last year, as of September 15, 2008 – 20 families for a total of \$8,473.88.

Approximately \$5,500.00 has been collected in past due tuition from the 2008 – 2009 school year.

Julie asked in regards to tuition have we found any sponsors. Ally stated that we are not asking for sponsors, if someone comes forward and states that they would like to sponsor we will discuss it then. Maria stated that she thought there were no longer going to be delinquents over 60 days. Vito stated that there are currently 3 students 71 days delinquent and they will be asked to leave, if they cannot pay tuition.

5. Morning bus arrivals are better than the first week of school. Buses are arriving between 7:22 and 7:32 am. Announcements are currently being done at 7:33am.

6. We will be talking to First Student, our student transportation company, about arrival times here at school – without having the students board earlier.

7. Students will be participating in Bus Safety Drills starting October 8th. This is mandatory.

8. Tuesday morning mass has worked out well. Mass on the first Tuesday of each month, is planned by the students.

9. Curriculum Mapping and Curriculum Instruction 2009 – 2010. Ally stated that she has 3 things regarding this. First the Office of Catholic Schools is doing a professional development convention in February of 2010 and they are calling for presenters, teachers, administration or other faculty members that want to come forward. Ally and Vito will be sending in an application to teach a presentation on tools, techniques and assessment. Two things to talk about in regards to Curriculum Mapping, we started it last year and Curriculum Mapping allows us to analyze the operational curriculum, which is what is actually taught in the classroom versus the written curriculum. Mapping is subject based. This year we are mapping math and language arts. There is a software program that we are using that allows us to do this much easier. With the mapping program the teachers can go in and see what the grades ahead of them and behind them are working which will help them as well. We are doing the daily 5 in grades 1 – 3. Two teachers created a series of literacy tasks called the daily 5. The students do it daily and the teachers can pull small groups. Maria asked if we do a pretest for Tara nova and Ally stated yes we do practice tests. We are using last year tests to reassess where kids are lacking and adjusting curriculum as needed.

10. Hot lunch started this week and all is going well.

11. School Reach is working – a test message was sent today. Twenty of 643 were returned – we are checking out the email addresses.

12. Grandparents day is tomorrow. Information was provided to parents earlier

13. Parent Teacher Conferences are scheduled for October 1st and 2nd. October 1st is a half day for students and October 2nd is no school.

14. Columbus Day, October 12 is a school holiday.

15. Reminder: Picture Day is scheduled for October 13 – students Pre-K through 8th grade. Eighth grade graduation pictures scheduled for January 25th. Eighth grade will be taking a class picture on October 13th in addition to graduation pictures on January 25th.

16. Scholastic Book Fair is scheduled for September 29th through October 2nd in the school library

17. December 7 through December 11 is the Santa Sale in the Library

18. Archdiocesan Catholic School teachers will be participating in the Archdiocesan Festival of Faith October 16 and 17.

19. Strengthening catholic Schools 2009 Conference is scheduled for Saturday, September 19 at Nazareth Academy 1209 Ogden Avenue, La Grange Park, IL 60526 – Registration forms available in the school office.

20. Vision screening will begin within the next two weeks starting with 8th grade students.

21. We will see a greater push from OCS and local Catholic schools to gain financial support from government through Title Funds, Ta Credits, Safety Block Grant Funds, and the Textbook Loan Program funds. The Safety Block Grant is only paying \$9 instead of \$36 like it did in past years. We will need to find a way to bring this to attention at a local level. We are losing all of our funding and we need them to know that St. Hubert is important and we need our funding. We will have to band together as a system to approach this. Bea asked if we could discuss this with local politicians during Catholic Schools week when they are invited and hopefully come to our Sunday open house. Vito stated that would be the best thing we could do, is to let them see how we work. We are not the only ones losing money on the textbook loan program it is happening to both private and public schools. We will all need to work together. Lisa stated information regarding legislation in relation to Roosevelt. We should meet them one on one with students. Lisa is doing something similar at Roosevelt and when she gets all of that information she will bring it to the next board meeting so as not to reinvent the wheel.

22. School Advisory Board Training – possible Date Thursday, October 22nd.

23. Thanks for your continued support of St. Hubert Catholic School!

Ted thanked to Vito for his report

Ted welcomed to Father Rizzo to the meeting.

STANDING COMMITTEE REPORTS

1. EXECUTIVE – Ted Scislowski

Nothing to report

2. BUDGET AND FINANCE – Julie Bosshart

Julie suggested doing a finance report quarterly instead of monthly to show a better picture. Vito agreed so the next meeting will show September 30

3. LEGISLATIVE ACTION – Bea Candre

Vito covered this in his report

4. DEVELOPMENT CORE TEAM - Ted Scislowski

Ted wanted to thank everyone who is working on the Track a Thon. In terms of sponsorships we are ahead of last year as of now, and we still have more coming in. Right now we are at \$8,800 and we hope to raise over \$10,000. Nora Ryan wants to have a table. Mega events will be there and the Knights from Medieval Times will also be there again from 9:30 on. T-shirts will be here next Tuesday. Maria asked if we need to sort shirts and Ted stated yes and they will be sorted on Tuesday. Vito asked how we got involved with St. Viator, Julie and Maria stated they had contacted Nora. They tried to contact St. Eds as well. Ally stated that we do not want to appear to favor one school over another. Maria asked what time the pep assembly is next Friday. Ally stated that it is from 1:15 to 1:45.

- A. Fundraising** – Ted Scislowski and Mike Morrisey
- B. Public Relations and Marketing** – Ally O’Connor and Bea Candre
See attached Public Relations report
- C. Student Recruitment and Retention** – Ted Scislowski and Shelly Frank
Nothing to report
- D. Alumni Relations** – Ally O’Connor and Denise Hermann
Class of 1988 is meeting next Friday for alumni get together and some may come to track a thon

AD HOC/SPECIAL COMMITTEE REPORTS

1. POLICY DEVELOPMENT – Julie Bosshart

2. ELECTION – Maria Yonkus

3. CONSTITUTION AND BYLAWS – Julie Bosshart

At the last meeting we proposed a change to the meeting times mentioned in bylaws and constitution. We will be meeting alternative months and the Core team will meet on opposite months. See white sheet of proposed changes. Julie motioned to make the changes. Maria stated to change 1. All meeting dates shall be communicated to board members on a timely basis. and be posted online. All were in favor. Vito asked to change adding administration. Julie motioned to pass and Bea seconded the motion.

SCHOOL ADVISORY BOARD SHARING

- 1. Parish Pastoral Council** – Father Rizzo
Will not have chair and vice chair they will be rotating. Meeting will be based on topics not agendas.
- 2. Parish Finance Council** – Julie Bosshart
Nothing to report
- 3. Athletic Board** – Ally O’Connor
Next meeting is September 21st
- 4. Parents’ Club** – Maria Yonkus
Road rally on October 10
Halloween walk on October 24
Annual Spaghetti dinner is scheduled for January 16
General meeting is scheduled for September 29th
Ann would like drop dead date for track a thon
Santa sale needs toilet paper rolls for craft
Father stated the Taste of St. Hubert is on the same night as the Road Rally and in the future he would like to avoid having two functions on the same date.

REVIEW OF OLD BUSINESS

ADDRESS OF NEW BUSINESS

VISITORS COMMENTS

ADJOURNMENT

Motion to adjourn by Ted at 8:45pm