

**St. Hubert Catholic School  
School Advisory Board  
Meeting Minutes  
October 9, 2008**

**CALL TO ORDER**

1. Welcome and Visitor Recognition and Roll Call  
Bea Candre opened the meeting at 7:04pm.

Present: Bea Candre, Julie Bosshart, Ted Scislowski, John Durkin, Shelly Frank,  
Mike Morrissey, Sue Palia, Sheryl Tully, Maria Yonkus, Vito DeFrisco, Alison O'Connor

Absent: Kathy Gerber, Father Rizzo

Scribe: Stacey Ruben

Visitors: Thomas Guiney, Valerie Rose

2. Opening Prayer  
Vito DeFrisco led the board in an opening prayer.
3. Approval of Agenda – October 9, 2008  
Julie Bosshart called for approval and Ted Scislowski seconded the motion
4. Approval of Minutes – September 11, 2008  
Father Rizzo is out of the country and could not review the minutes. Bea Candre will email the minutes to him for review and then they will be distributed.
5. Michelle Frank was seated on the School Board to fill the remaining two years of Bill Kibby's term.
6. Stacey Ruben was introduced as the scribe for the 2008/2009 School Board

**PASTOR'S REPORT**

Father Rizzo is currently out of the country. He sent his Pastor's Report to Bea Candre, who relayed the report to the school board.

Father Rizzo reported on the concept of becoming an area school and the need for a fire suppression system. On Monday, September 22nd Father Rizzo and approximately 30 parishioners attended a meeting at the Village Hall with the Village of Hoffman Estates Public Health and Safety committee. At the meeting a motion was made to defer the fire suppression item for 90 days so the committee could research the additional information provided by St. Hubert Church. This will allow us more time to discuss this issue and do research. Father Rizzo will keep everyone informed through the process.

Father Rizzo said that he is traveling through Italy looking for artwork for the renovated church and will concelebrating Mass with The Pope on October 9, 2008.

**PRINCIPAL'S REPORT**

1. Current Enrollment is 574 and the school is still getting inquiries.

2. The Vicariate enrollment is down about 600 students. Both Catholic and Public Schools all over the country are down in enrollment. John Durkin asked if this was due to the economy or demographics? Vito stated he believed it was due to both, and this was another reason we should be enforcing the Genesis program. We need to think about tuition and a possible program for the future.
3. The following reports have been filed with the appropriate departments.
  - Annual Safety Review – Illinois state Fire Marshall
  - Safety Block Grand – Illinois Department of Education
  - Non-Public School Attendance Report – Illinois Department of Education
  - Annual School Survey – Archdiocese of Chicago
  - Semi Annual Asbestos report – Archdiocese of Chicago
  - Vicariate School Tuition Information Report – Vicariate I
4. Red Ribbon Week is scheduled for October 23 – 31. Sheryl Tully asked what Red Ribbon is and Ally O'Connor explained that it is to promote keeping kids off drugs.
5. Sister Mary Paul McCaughey, O.P. – New Superintendent of the Archdiocese of Chicago Catholic Schools will be visiting St. Hubert on October 30. She will be here towards the end of the day for approximately 90 minutes and will meet with Ally O'Connor and Vito DeFrisco during that time. She is on a very tight schedule. Bea Candre stated that we should do a press release promoting that she will be visiting St. Hubert.
6. Development overview presented to the General Meeting of the Parents' Club on September 30.
7. Next All-School Mass Scheduled for October 20.
8. Next Vicariate Principal's Meeting is scheduled for October 15.
9. Next Archdiocesan Leadership Day is scheduled for November 18.
10. Ongoing faculty Professional Development has included curriculum Mapping, Training on Microsoft Vista.
11. Parent Teacher Conferences were well attended
12. Proposals on new to be written Tuition Policy will be submitted for School Board review in the near future. Vito is hoping to put a few options on the table for the School Board to review and vote to determine which one will be adopted. Tuition Management Company will be helping put these policies together.
13. St. Hubert was the First Runner Up in the Chalk It Up contest by the Hoffman Arts commission. As a result a \$75 donation was made to the School's arts program. Mrs. Champion organized it and the kids were very excited about it. The artwork is being displayed in the Meeting Hall.
14. The Veteran's Day Assembly will be on November 11, at 8am. Ally O'Connor stated that this is the first time we are doing this. There will be a Veteran from each major war speaking. They are still looking for someone for the Korean War. The St. Hubert Band will also be playing at the assembly. Bea Candre requested photos to send in to the Daily Herald and Pioneer Press to help promote the event and Ally O'Connor stated that she would send her some.
15. Tuition Report
  - 21 Families are delinquent totaling \$10,382.83
  - With fees totaling \$11,107.83
  - Current Collection Rate is 97%

- Average # of payments behind is 1.2 payments
16. The Book Fair is up 14% from last year
  17. Vito DeFrisco received a Thank You from St. Thomas the Apostle in Naperville for sending supplies to the hurricane victims in Haiti.

Bea Candre asked if the parents are taking advantage of the Tuition Management Program and Vito DeFrisco stated that yes they are and they are able to get answers to all of the their questions from the Tuition Management Company. The Tuition Management Company will also help up come up with a new policy. Vito DeFrisco stated that the information and knowledge he has gained over the last 3-4 years will help him come up with an effective policy.

The September Budget information is not ready at this time, because September has not been closed. It will be available shortly.

Bea Candre asked if the Student Handbook signed sheets are still coming in and Vito DeFrisco stated that yes they were and Mrs. Swick is diligently working on them.

Bea Candre asked if we were still trying to go forward with the Christmas Ornament project and Vito DeFrisco stated that if we have not missed the deadline he would like the Student Council to take on this project. Bea Candre stated that this would be great PR for St. Hubert.

## **STANDING COMMITTEE REPORTS**

### **1. EXECUTIVE COMMITTEE – Bea Candre**

Bea Candre thanked everyone for all that they are doing to communicate to the parents' and the parish about the inner working of the School Board. Bea also stated that it is important that people know where to find the information pertaining to the School Board. There are many forms of communication, the parish website, the school website has a School Board link where the minutes are posted, there is information in the parish bulletin and there is also a report given at the Parents' Club general meetings.

Bea also stated that if you are approached with a question you cannot answer, to contact Vito, Ally or herself at anytime.

Bea stated that it is important that communication about what the Development Core Team is working on and accomplishing is essential in making this successful.

Bea stated that as School Board representatives it is your job to inform and educate the school parents and parish member on what the School Board does. Bea is working on a Mission Statement and will present it in the near future for comments.

### **2. BUDGET AND FINANCE – Sheryl Tully and Julie Bosshart**

There are no numbers yet from Teresa McCutchan, the business manager. Teresa was hoping to be at the meeting, but had a last minute conflict. Teresa said she will be at the meeting in December.

### **3. LEGISLATIVE ACTION – Sue Palia**

Nothing to report

Vito stated that the Office of Catholic Schools website may have a legislative link.

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

Ted wanted to thank everyone for all of their help at the Track a Thon.

- Over 380 families attended
- 144 students have turned in their pledges totaling over \$17,000 so far averaging almost \$119 per student
- Corporate Sponsorships total \$11,000
- Total track a thon \$ to date is up to almost \$28,500.

**A. FUNDRAISING – Ted Scislowski and Mike Morrisey**

- The football raffle is going well 300 tickets have been sold to date and \$10 each. There will be a reminder email going with information on how to purchase the raffle tickets and to turn in track a thon money. The goal for the football raffle was to sell 1500 tickets.
- B to B book is running behind, first draft should be ready on Monday
- Next Development Core Team meeting will be Thursday, October 16 and they will be discussing making a parish cookbook as the next fundraiser.

Ally suggested speaking with Father Rizzo about putting a table outside after masses to help sell tickets.

**B. PUBLIC RELATIONS AND MARKETING – Ally O'Connor and Bea Candre**

Ally O'Connor gave the marketing report

- The Chalk it Up project went very well as earlier stated.
- The Veteran Assembly is coming soon and everything is going well as earlier stated.
- Michelle Parks, a St. Hubert School parent has agreed to help make a color postcard for the Spring Registration Drive.
- A Saint Hubert Catholic School Public Relations Audit has been completed and was distributed for comments, this will be emailed soon.
- The Marketing Folder has been completed, these were distributed for viewing. They will be filled with fact sheets for the different grade levels based on who they are being distributed to.

Bea Candre gave the PR report

- Bea stated that the School Board and the Development Core Team are currently working together on fundraising, PR, student recruitment and alumni relations among other things. Eventually the development core team will be taking more over and reporting at the School Board meetings.
- PR and marketing go arm in arm. As Ally completes marketing materials she will send Bea the Press Releases to be distributed to the newspapers, parish website, school website and the church bulletin.
- Bea is currently connecting all of the PR contacts she has at The Daily Herald and The Pioneer Press to touch base.

**C. STUDENT RECRUITMENT AND RETENTION – Bea Candre and Mark Schneider**

Bea stated that they would like to start distributing information on a regular basis at the local parishes, at the village of Schaumburg and Hoffman Estates, as well as other places where they can reach families with school age children. Bea also stated that Mark is looking into getting the St. Hubert marketing information to real estate agents in the area.

**D. ALUMNI RELATIONS – Denise Herrmann and Julie Bosshart**

“Once a Knight, Always a Knight” Alumni event is scheduled for January 24 in the Multi-Purpose room following the 4:30 Alumni Mass. Julie stated that they were publicizing it as

a family night with pizza and she would get something together to post on the web site.

The next meeting is scheduled for Thursday, October 16.

Ally stated that one of the Alumni is going to paint Alumni Hall above one of the double door entrances in the 5<sup>th</sup> and 6<sup>th</sup> grade hallway, eventually alumni pictures will be displayed in that hallway as well.

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

### **1. POLICY DEVELOPMENT – Sheryl Tully and Julie Bosshart**

Nothing to report

Sheryl did ask Vito if she could take part in the making of the new policy development and possibly uniform changes.

Mike Morrissey had concerns about what families would do with current uniform if any changes were made. Vito stated that if any uniform changes were made in the future there would be a grandfather clause giving all students at least a two year grace period.

Julie Bosshart asked when we will know if we will be an area school. Vito stated that it is up to the bishop and we are waiting to hear from him.

Bea commented that if we were to become an area school we would need to look at other area schools as models. Bea said that Northside Catholic Academy had a great web site and would be a good model.

Vito stated that the Office of Catholic Schools is in favor of St. Hubert being an Area School.

### **2. ELECTION – Kathy Gerber and Maria Yonkus**

Nothing to report

### **3. CONSTITUTION AND BYLAWS – Bea Candre**

Nothing to report

## **SCHOOL ADVISORY BOARD SHARING**

### **1. ATHLETIC BOARD - Vito DeFrisco**

Nothing to report

John Durkin asked Vito if he had ever considered forming a baseball teams at St. Hubert. Vito stated he had never thought of it, and Ally said that since there are no other Catholic schools that have baseball teams there would be no one for us to play if we were to do that.

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

Nothing to report

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

Nothing to report

### **4. PARISH FINANCE COUNCIL - Julie Bosshart**

Nothing to report

**5. PARENTS' CLUB - Sue Palia**

There was a good turnout at the last General Meeting. The next board meeting will be on October 14.

**REVIEW OF OLD BUSINESS**

Maria Yonkus said she has received lots of positive feedback from the track a thon, along with some questions. When will the prizes be handed out? Ted said the information regarding prizes will be sent out in the next reminder email to turn in track a thon money. Another question was asked about how the free homework passes works? Ally said that is left up to the teachers. If a student had not turned in their ticket for the homework pass, they may still turn them in now.

**ADDRESS OF NEW BUSINESS**

The Welcoming Ministry is hosting a welcome reception to all new families that have joined the parish in the last 2 years. They will be handing out welcome bags to each of the families that will contain school information in them. The reception is taking place on October 19 after the 10:45 mass. Bea thought it would be a good idea for a couple of school board members to attend. The Welcoming Ministry is hoping to hold these receptions monthly.

Bea Candre invited all of the school board members along with their spouses to a Christmas gathering at her house on December 13 at 6:30pm.

Next school board meeting will be on November 6

**VISITORS COMMENTS**

Bea Candre welcomed Valerie Rose and Tom Guiney

Valerie Rose posed a question to Vito DeFrisco regarding the Athletic report. Vito DeFrisco responded.

**ADJOURNMENT**

Meeting was adjourned by Bea Candre at 8:13pm