

ST. HUBERT CATHOLIC SCHOOL

SCHOOL ADVISORY BOARD

MEETING MINUTES

September 11, 2008

CALL TO ORDER

1. Welcome and Visitor Recognition and Roll Call

Bea Candre opened the meeting at 7:00 p.m.

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

Visitors: Dr. Michelle Frank

3. Opening Prayer

Father Rizzo led the board in an opening prayer.

4. Approval of Agenda - September 11, 2008

Ted Scislowski called for approval and Sheryl Tully seconded the motion.

5. Approval of Minutes - August 14, 2008

Maria Yonkus approved and Ted Scislowski seconded.

6. John Durkin was seated on the School Board to fill the three year term for Mark Schneider.

Applications were emailed out to those who responded to the school reach email with four returned for the open seat on the Board to fill the two years left on Bill Kibby's term. Applications were ranked for a discussion as a possible candidate to fill the open seat.

PASTOR'S REPORT

Church is moving along. The chalk walk included many of the children from the parish. There were 500 people taking part in writing their names on the floor. The division among some members is coming together with the items they wanted included being incorporated in the present building. The renovation is on schedule and under budget.

Father Rizzo sent a letter to the Cardinal last week regarding the area school concept and fire suppression. Sister Mary Paul, Superintendent of Schools, supports the area school concept. Thus far, the Village is against changing the code on the fire suppression issue. Father Rizzo will meet with the Cardinal Sunday night to view his status. He is hoping to have some clarity on these both with the Village and the Archdiocese by November 1. The 20 parishes that feed our school are not being asked to join the area school. At this time only the 3 Schaumburg parishes and ourselves. Also, the Cardinal, in principle, is in favor of the area school, but says that we have to work out the details. He is not sure how we will do this, but wants us to work with the Office of Catholic Schools.

On September 12 Father Rizzo will meet unofficially with the junior high in the morning to remind them of discipline issues and behavior.

PRINCIPAL'S REPORT

Current enrollment is 574, but some paperwork has not been turned in, and the school is still getting inquiries.

Tuition report:

10 families are 0-30 days delinquent;

9 families are 31-60 days delinquent;

1 family is 61-90 days delinquent – This family is working with the school and doing a slow pay.

Two families chose not to return, because they could not pay last year's tuition.

The first all school Mass of the year was said in the morning on 9/11/08, and there was one minute of silence for the people who lost their lives on 9/11.

Track-A-Thon – September 27, 2008 has been identified as a possible rain date due to weather predictions. Pep rally will also change to September 26, the Friday before the Track-A-Thon.

Parents enjoyed the curriculum night.

September 17th is a half day- Faculty and Service.

September 26th is picture day.

Graduation pictures will be taken at a later date. However, there will be a group shot taken of the eighth graders. Parents will not be expected to buy the group photograph.

Progress reports will be distributed the end of September.

Login and password will be given to parents for the RVS grade book.

With the RVS grade book, parents of students in grades 4 through 8 will be able to check grades regularly.

St. Hubert has an idea to sell Christmas tree ornaments. Want to work with the student council on this project. Will use money to give something back to school, but this is not considered a fund raiser.

2008-2009 school goals were passed out.

Monday, September 15th, is the deadline for the Illinois Block Safety Grant. St. Hubert is working with Parents' Club to publish the family directory. They are also working on the 17 page Archdiocesan School Survey which is due mid October.

STANDING COMMITTEE REPORTS

1. EXECUTIVE – Bea Candre

Bea had a question about how many parent-student handbooks were returned with signatures.

The principal did not have an exact figure, but thought there was a greater problem with this than last year.

Introduced question about start date of the school year for consideration at a future meeting. Discussion followed. Major concerns were busing and meeting the 176 days of attendance state mandate.

The Office of Catholic Schools Conference will be on Saturday, September 27th. The registration deadline is September 12, 2008, but could be extended to the following Monday.

2. BUDGET AND FINANCE – Sheryl Tully, Julie Bosshart

Sheryl spoke with Theresa McCutchan, Business Manager, and extended an invitation for her to meet with the board. Theresa was not able to attend this meeting but will try to make the October meeting.

Theresa, however, did forward the information requested.

There was a discussion about the new format of the financial report.

Expenses were discussed: Sheryl went over and defined all expenses on the report. It was stressed that some expense items are mandated by diocese, such as employee salaries and benefits, as well as some utilities. These expenses are, therefore, fixed. The board has control of only \$0.13 on every dollar. Father Rizzo is hoping to offset some air conditioning expense with the new system that has been put into the church which he believes will be more cost effective.

The board is hoping to raise \$80,000.00 through fund raisers.

Because the report is broken down monthly, Father Rizzo suggested showing a monthly history of expenditures so the report can be analyzed more accurately.

A suggestion was made to put a year-to-date column on the report. Not certain Quick Books will do that but will ask Theresa.

3. PUBLIC RELATIONS AND MARKETING – Ally O'Connor, Bea Candre

Ally gave the marketing report:

She is continuing to create the specific marketing materials for the folder.

She has the welcome letter from Vito and Ally and the fact sheets for the different grade levels.

She stated that at the October meeting everyone will receive a completed marketing folder.

Ally is also working on restructuring the pricing of the After Care Program. Old system does not make St Hubert competitive with After Care Programs at other schools.

Bea stated that they have been spending most of their time working on public relations concerning Family Fair and Track-A-Thon this past month.

Bea acknowledged parish staff Sandy Lawson and Tom Hayden who work on the parish bulletin who asked her to send information for pages in the bulletin that were not the school news page to promote the Track-A-Thon and Family Fair.

Bea stated that we missed the deadline to inform parents through the bulletin of the changed date for the Track-A-Thon. However, families will be emailed information about the change.

Bea will be touching base with Joanmarie Wermes, of the Daily Herald, who wrote a complete article about Track-A-Thon, Family Fair, and Medieval Times.

Bea discussed the possibility of the school being included in Schaumburg September Fest parade next year. She will contact Roxanne Benevuti and get St. Hubert a spot in the parade. Sheryl suggested considering the July 4th Hoffman Estates parade, which is far enough ahead of enrollment time to give people time to think about enrolling at St. Hubert.

Bea will follow up on missing street sign at Roselle Road and Flagstaff Lane this next month.

4. LEGISLATIVE ACTION – Sue Palia

Nothing to report.

5. DEVELOPMENT CORE TEAM - Ted Scislowski

Vito gave a presentation on the overview of development.

Importance of development
Development is communicating an awareness of you school and its mission to
People in the area and must start from the top.
The fuel is input and surveys from people.

The Seven Keys of Development:

1. Identify needs
2. Inform people of needs
3. Invite them to be involved
4. Involve them
5. Implement what you say you're going to do
6. Must have an investment in the mission of the school
7. Must result in total improvement

A suggestion was made to make needs specific and provide a list of volunteer opportunities list with a description of each opportunity so people can make an educated decision about where their time and talents fit the needs.

It was suggested that a concerted effort be made at the General Meeting on 9/30 to get the dads Involved.

Vito suggested that more of an effort be made to include preschool families in events.

A. FUNDRAISING – Mike Morrisey

Track-A-Thon – Ted Scislowski

Forty-one businesses will donate sponsorships, and over \$10,000.00 has been raised compared to the \$3,000.00 from last year.

Mike states that the businesses want to continue to donate throughout the year.

The committee has invited the alumni and has received several calls from alumni thanking them for the invitation and wanting more information.

Mega events are secured. Rides and carnival games are free.

Food includes hot dogs, cotton candy, and popcorn and will be sold for a dollar per item.

Committee added a raffle for football games to the Track-A-Thon:

100 tickets at \$10/ticket have been sold to date.

Tickets will be available on website.

A portion of the money raised from Track-a-thon will given to the Parents' Club to purchase items for the auction (benefit night).

A table will be available for promoting Parents' Club events.

Park Permit was obtained.

Kathy Armando will be contacted to set up a health table.

B. COMMUNICATION – Ally O'Connor

See Public Relations and Marketing report

C. STUDENT RECRUITMENT/RETENTION – Mark Schneider

Nothing to Report

D. ALUMNI RELATIONS- Denise Hermann, Julie Bosshart

January 24, 2009 – 4:30 Alumni Mass in the new church, followed by a reception,

“Once a Night, Always a Night” in the Multi-Purpose Room.

Details will follow the Track-A-Thon

Want to make this an annual event during Catholic Schools Week.

AD HOC/SPECIAL COMMITTEE REPORTS

- 1. POLICY DEVELOPMENT - Sheryl Tully**
Nothing to Report
- 2. ELECTION – Kathy Gerber**
Nothing to Report
- 3. CONSTITUTION AND BYLAWS – Bea Candre**
Nothing to Report

SCHOOL ADVISORY BOARD SHARING

- 1. Athletic Board- Vito DeFrisco**
Next meeting is September 16th. Vito was able to get out the athletic handbook which is also on the web.
- 2. Parish Pastoral Council – Father Rizzo**
Father Rizzo said they are going through restructuring phase.
They will only need about eight people from the whole commission to attend meetings.
They are working on communication between the Parish Pastoral Council and the staff.
- 3. Parish Education Commission – Sue Palia**
Nothing to Report
- 4. Parish Finance Council – Julie Bosshart**
Looking at reporting back to the parish about controls so questions can be better answered.

REVIEW OF OLD BUSINESS

Nothing to report

ADDRESS OF NEW BUSINESS

1. Next meeting will take place on Thursday, October 9, 2008.

VISITORS COMMENTS

Bea Candre welcomed Michelle Frank.

ADJOURNMENT