

January 9, 2007
St Edmund Parish School Board Meeting
Minutes

In attendance: Randy Allori, Jack Egan, Tracy Maney, Fr. John McGivern, Mary Prudence, Bill Streit, Susan Viselli, Sr. Collette Mary White

Excused: Leticia Diana, Enrique Lopez, Beth Purvis

X. Opening

A. Call to order- 7:10 pm

B. Prayer – Tracy Maney

C. There was a motion to approve the December 5, 2006, minutes; the motion was seconded and minutes approved unanimously.

XI. Public Comments- none

XII. FSC Update, Maria Allori

Maria Allori presented a recap of December activities. There was an excellent turnout for the Breakfast with Santa event attracting many school and parish families. The profits helped pay for a gift for faculty members. Adopt-a-Family service project received an overwhelming level of donations from school families. A second service project will be scheduled for the spring. FSC is now gearing up for the Elegant Evening fundraiser. Current number of raffle tickets sold is 32, with a goal of 200. A phone-a-thon is scheduled for next week. The SEPAA board will meet this week to begin planning for the remainder of the year. Parent workshops by Dominican University are anticipated. Additional FSC board members have been identified

Old Business

A. Lands' End Uniforms- Letters and catalogs will be distributed to families to encourage future use of Lands' End for uniform purchases. All uniform items, except the plaid jumpers and skirts, are available. Jumpers and skirts must continue to be purchased at School Belles. Lands' End will return 3% of proceeds to the school. A set of uniform clothing will be displayed at a future parent meeting.

B. Departing family surveys were distributed—many were returned due to incorrect addresses which will be investigated by Sister Collette Mary White. Integrity of the school database continues to be addressed.

C. Monthly tuition tracking- January statements have not yet been distributed due to the holiday. The statement format has been confusing to some parents and will be modified with the help of board member Tracy Maney. The statement situation needs to be resolved by the March statement. The policy agreed upon by the board, to provide each family with a statement each month, was reiterated

with several members voicing opinions about its importance in staying on top of tuition in arrears problems.

New Business

A. Open House on January 28, 10:30-1:00pm- Teachers will be briefed on how to meet and greet; Mary Prudence will create talking points and forward to Sister Collette Mary. Volunteers will be e-mailed this week. Teachers will be attending as well as school board members. Marketing plan will roll out to hit all identified targets. Fr. McGivern will draft a letter to parishes without schools. Ads will be placed in local publications.

B. School Improvement Process- the upcoming site visit will be held 1/30-2/1. Teachers will be briefed on the format of the site visit and what is being evaluated. Site visit team membership needs to be finalized. Sister will let SIP team know if she requires additional names. The SIP plan and document are being finalized now.

Reports

Chairperson- Susan Viselli reminded the school board to submit donations toward the purchase of a table at the Elegant Evening fundraiser. A collection envelope was routed. This table will be reserved for faculty. She also suggested that the School Board place an ad in the ad book. The board agreed to do this and a second collection was taken. Pastor- Fr. McGivern described an upcoming service day being planned for all parish youth involving cleaning, special repairs and projects across the parish campus. A Harvest Saturday will be held in the parking lot at a future date. Father reviewed the events occurring during the 2007 Millennium Celebration.

Principal- The newly established Welcome Committee, consisting of Maria Allori and Mary Prudence at present, will be handling all enrollment prospect inquiries. Although we prefer not to raise rates, tuition and fees need to take into account increases in salaries, benefits, energy, etc. The budget is due to the Archdiocese by 2/12/07. Rates should be established prior to the Open House on 1/28 so that they are available to parents. We need to consider how best to run the school with its current enrollment and income. Four new students will be coming into the school placing enrollment at 121.

Committee Reports

1. Building, Operations and Safety- none
2. Finance- For the 7/06-11/06 period, there is a \$41,000 deficit. Total income for the year is more than last year's tuition—revenues are up, but other expenses and salaries are up as well. There is a \$26,000 increase in the deficit compared to this time last year. There are 14 families in arrears on tuition representing \$11,500 in delinquent tuition, much of which may be due to the interference of the Christmas holiday and students not returning to school until January 8.

3. Fundraising- Sold \$10,473 in Innisbrook items; made \$5,236; expecting a check by 2/1. Tuition incentives were credited to families in January; this process is working smoothly. Since this has been an easy way to make money, a suggestion was made to continue this fundraiser and add another fundraiser in the spring or summer. A Kiddieland night will be investigated. UPromise was promoted as another fundraising source. All school and parish families have been encouraged to participate.

4. Marketing and Recruitment- Meeting with Dominican University representative to discuss assistance with PR; finalized 2007 plan; distributed brochures to Village offices and Dominican Daycare; updated information packets and forwarded to Principal and office secretary to replace old versions

5. School Improvement Process (SIP)- see New Business

6. Technology- Spam filter deployment requires closing down of all accounts. Randy Allori will first notify all faculty to try specific alternative spam and junk filters before taking this step. Eleven computers were purchased for the Resource Center with additional computers to come. Website Survey Results: 28 surveys returned; 93% of the respondents feel that the website is providing them with the right amount of information; 89% believe that the website is updated regularly; 81% of respondents would like to see more extra curricular activities on the website; 63% would like to receive hard copies of the website information; will investigate further the desire for and the need for a computer seminar.

7. Alumni outreach- none

8. Ad hoc committee reports- none

Other comments- none

Closing prayer- Tracy Maney

Adjournment 9:07 pm