

November 6, 2007
St. Edmund Parish School Advisory Board Meeting
Minutes

Board Members present: Randy Allori, Enrique Lopez, Kerry Lynch, Tracy Maney, Terry Ozima, Mary Prudence, Tinki Robinson, Bill Streit, Susan Viselli

Excused: Father John McGivern, Beth Purvis

Community members present: Marie Albrecht, Maria Allori, Kakie Conroy-Lovaas

Opening:

The Meeting was called to order at 7:04 pm in Murphy Hall. The opening prayer was given by Tracey Maney. A motion was made to approve the minutes from the October 2, 2007, meeting. The motion was seconded and a vote was taken. The minutes were approved by unanimous vote.

Public Comments- none

FSC Update- Marie Albrecht reviewed current and upcoming activities. The Farmer's Market bake sale earned \$1300 for the school. Upcoming Market Day/pie sales will be promoted through phone calls to all parents. A Movie Night will be held at the school on Friday, November 30. An adopt-a-family service project will be held for Christmas and will involve student participation to a greater extent.

SEPAA- A pep rally will be held at the gym on Thursday to kick off the basketball season. A parent meeting will be held on 11/19.

Old Business

A. District 97- \$40,000 remains in the district budget for this year. 10 children remain on the waiting list. This includes the block grant from Senator Harmon. Next years funds will be lower and transportation will also be an issue. Kerry Lynch is working with other principals and administrators to plan for next year.

B. PreK3- The search continues for a PreK3 teacher. Calls continue to come in regarding space for new students and a waiting list exists. There are currently 7 children in PreK3. Ms. Lynch feels that next year could bring a full PreK4 and PreK3 if we plan well. Mary Prudence suggested forming a subcommittee and establishing a plan for next year.

C. Invoices and tuition issues- Board member Enrique Lopez met with office staff on 2 occasions to determine the extent of the invoicing problems. A consultant from the archdiocese was then contacted and came in to instruct Mellodie McIntyre and Ms. Lynch on the system. The process remains complex. For the short-term, Ms. Lynch will handle the invoicing. Notices will go out to families with tuition in arrears.

D. 90th Anniversary- A wonderful event was held for the anniversary and a commemorative bench is being placed outside the Pleasant Street doors. The Oak Leaves ran a photo of the event.

New Business

- A. New Member of Advisory Board – Tinki Robinson was welcomed as the new non-parishioner member of the board and has begun a one-year term.
- B. Open House – It was decided that an Open House be held soon and one was scheduled for Thursday 12/6 from 7:00-9:00pm.

Reports

Chairperson- Susan Viselli. The Elegant Evening fundraiser is being held in April and board members are asked to support it in any way they can.

Pastor- Father John McGivern. None.

Principal- Kerry Lynch. Doors at school must be locked and monitored for all in-school events. Mad Science is going well and all slots have been filled. Plans for the future and budget are being discussed. We will need to hold a fundraiser to fund marketing activities and advertising in the future. School parent Mrs. Rodriguez has been hired to work the lunch/recess period for grades 1-4. Parent volunteers are helping with the 5-8th grade lunch period. Parent volunteer forms have been distributed so that all necessary records are on file at the school. Virtus training will be held at the parish on November 29. There is a new contact person at Dominican University as Dr. Christine Kelly has resigned due to serious illness.

Committee Chairs-

1. Building, Operations and Safety- Bill Streit. Working with maintenance on weather stripping for the Pleasant St. door. Goals for 2007-08: Address energy efficiency of the building.
2. Finance- Enrique Lopez. Goal for 2007-08: Resolve invoicing issues.
3. Fundraising- Susan Viselli. The Educate a Child Campaign has brought in ~\$17,000 to date which is very good. Flower Power sales brought \$367 in profit. Innisbrook brought \$8700 in sales, slightly down from last year. Our profit is 50% of total sales. Families have until December 1 to place internet orders to qualify for a January tuition credit. Goals for 2007-08: 1) Continue to coordinate the Innisbrook fundraiser 2) Facilitate the Educate A Child campaign for donations and awarding of scholarships 3) Work with FSC and encourage participation in the annual spring fundraiser and 4) Explore possibilities for new fundraisers including an event that might include direct sales or a wine tasting.
4. Marketing and Recruitment- Mary Prudence. Goals for 2007-08: 1) Recruit 2 more volunteers for the marketing committee; 2) Formalize retention plans and improve retention by 20%; 3) Revise/update marketing brochure.
5. School Improvement Process (SIP)- Mary Prudence. No report.
6. Technology- Randy Allori. 2007-08 Goals: Working on in-classroom computers, maintaining the web site, and updating the infrastructure of the network.
7. Alumni outreach- Dan Kane. – No report
8. Ad hoc committee reports- none.

Other comments- none

Closing prayer- Tracey Maney

Adjournment- 9:12 pm