

**St. Edmund School Advisory Board  
December 4, 2007 Meeting  
Minutes**

**Board members in attendance:** Randy Allori, Enrique Lopez, Kerry Lynch, Tracy Maney, Father John McGivern, Mary Prudence, Tinki Robinson, Susan Viselli

**Board members excused:** Terry Ozima, Beth Purvis, Bill Streit

**Community members present:** Marie Albrecht, Kakie Conroy-Lovaas, Dan Kane

**I. Opening**

The meeting was called to order at 7:06 in Murphy Hall. The opening prayer was given by Enrique Lopez. The minutes from the November 6, 2007 meeting were approved by a unanimous motion.

**II. Public Comments- none**

**III. FSC Update- Marie Albrecht**

Marie provided an overview of current and future activities. The poinsettia sale brought a good profit above last year's income. The adopt-a-family gifts are in from school families and there was a generous response. Volunteers are required for the 12/21 school spirit lunch as teachers will be having a luncheon that day as well. SEPAA is working on a sports night and soccer clinic and will meet on December 17 at 6pm.

**IV. Old Business**

A. New Invoices for 2007-08- School secretary Mellodie McIntyre and finance committee chair Enrique Lopez are meeting on Friday, December 7, to review the procedure for e-mailing tuition invoices. No errors were detected in last months printed invoices.

B. Open House on December 6, 2007- Board members are asked to staff the open house if they can. Calendar announcements have been sent to local papers. Flyers have been distributed to local preschools. E-mail invitations have been sent to the prospect database.

**V. New Business**

A. Update on Virtus training and background checks for volunteers- More than 100 people attended the training session; 40% were from St. Edmund parish and school; a spreadsheet has been created to track volunteer training and paperwork. The school will continue to follow up with parents. It is essential that all volunteers comply for the safety of the children. February 1 is the cutoff date for compliance.

B. Additional Open House dates- PreK3/4, Kindergarten, and 1<sup>st</sup> grade only, 1/16, 7-9pm; All grades, Catholic Schools Week- 1/27, 10:45am-1pm; All grades, 2/12 and 2/27, 7-9pm. Ads will run in Berwyn Life, Oak Leaves, and Wednesday Journal. Additional 2008 dates will be set at the January meeting. Open Houses were held monthly through June in 2007.

C. Dominican University Partnership- Dr. Therese Hogan is our new liaison from Dominican.

## **VI. Reports**

A. Chairperson- Susan Viselli. None.

B. Pastor- Fr. John McGivern. St. Simeon in Bellwood is going to be our new sharing parish. The Educate A Child Fund income is at \$20,000, most of which is for unrestricted use and may be used for the new PreK teacher's salary. The centennial year celebration wrapped up with a closing liturgy. Father met with the Cardinal to discuss parish debt. The Elegant Evening event will be held April 19 and will require many volunteers from the school.

C. Principal- Kerry Lynch. Approximately 46 families have tuition in arrears (\$40,000) with 2 days left for late payment. The first issue of the school newspaper will be available in January. Second grade teacher Susan Sweeney and parents Minerva Pfifer and Maria Allori are coordinating. Second graders made their first reconciliation this past weekend. On Tuesday, December 11, there will be an elaborate school mass for the feast of Our Lady of Guadalupe. A Christmas program is being discussed and feedback was requested. A winter program during Catholic Schools Week was suggested.

D. Committee Chairs

1. Building, Operations and Safety- T. Ozima has assisted in trying to find a weather stripping solution for several school doors. A suitable solution is still being sought.

2. Finance- E. Lopez. Progress is being made with the invoicing process and familiarization with the invoicing system.

3. Fundraising- S. Viselli. Innisbrook profits were down from last year. Minimum total profits are about \$1750 which is still substantial. Other fundraising options will be reviewed before signing the Innisbrook contract for next year. UPromise has a special promotion for holiday shopping. All families are asked to shop on-line through UPromise. Thank you notes will be sent to contributors to the Educate A Child fund. The returned mail from this mailing needs to be used to clean up the database.

4. Marketing and Recruitment- M. Prudence. The Welcome Committee met to discuss a student retention plan. A draft of the plan will be submitted to the principal shortly. Open house promo flyers have been distributed to local preschools and businesses. Invitations were also e-mailed to the prospect list.

5. Technology- R. Allori. Randy's place of employment, the Radiological Society of North America, donated 12 new computers to the school.

6. Alumni Outreach- D. Kane. Dan is working on cleaning up the alumni database and planning for the future.

7. Ad hoc committee reports- None.

**VII. Other comments**

The next School Advisory Board meeting is January 8, 2008.

**VIII. Closing prayer-** Enrique Lopez

**IX. Adjournment** – 9:05pm

Respectfully submitted by Mary Prudence on December 12, 2007.