

June 5, 2007

**St Edmund Parish School Advisory Board
Meeting Minutes**

Board members in attendance: Randy Allori, Jack Egan, Fr. John McGivern, Mary Prudence, Bill Streit, Susan Viselli, Sr. Collette Mary White

Board members excused: Leticia Diana, Enrique Lopez, Tracy Maney, Beth Purvis

Community members in attendance: Marie Albrecht, Maria Allori

Opening

Call to order- 7:15 pm

Prayer – Mary Prudence

Minutes

There was a motion to approve the May 1, 2007, minutes; the motion was seconded and the minutes approved unanimously by voice vote.

Public Comments- none

FSC Update, Maria Allori

Students raised \$560 for the second semester service project, the Heifer Project, which was enough to purchase several farm animals for impoverished African families. The goal had been \$360, making this effort a big success. The Faculty Appreciation Lunch and annual student Art Exhibition both went very well. The Volunteer Appreciation dinner was successful as well and included a thank you to the Johnson family for their many years of service to the school. Year-end events also included a Lego Club awards ceremony, a wonderful 8th grade graduation dinner and a student fun fair. New officers will be installed at the end-of-the-year meeting for FSC. SEPAA will be holding a planning meeting for the evolving sports program.

Old Business

SIP Report- A summary will be prepared and sent out soon. Next steps await discussion with new principal.

Principal Search- Interviews are scheduled with several candidates.

District 97 Meeting- A meeting of representatives from private schools within District 97 will take place on June 14 at 10am; school board chair, speech/language pathologist and principal will attend.;

Members of Advisory Board- Leticia Diana has completed one term and Jack Egan has completed 2 terms. These outgoing board members were thanked for their service. Two new members must be identified.

New Business

Retention and Registration/Summer Efforts- Follow up with current prospects continues via phone, e-mail and mail. A promotional newsletter will be mailed to prospects including parish families. Galewood, Cicero and the south of Oak Park (60304) will be considered for postcard mailings. It was agreed that 2 additional open house events should be planned for the summer. June 19, 6-8pm and August 5, 10:30am-1:00pm were chosen. Ads will be placed in 2 local publications and calendar sections. Fr. McGivern will make selected retention calls; Maria Allori will provide family details to him. A request was made that the Welcome Committee be notified of all prospects contacting the school.

July and August Board Meeting Dates- July 17 and August 14, both at 7pm.

New Student Orientation- Welcome Committee will coordinate the event to be held in the early evening of August 23, for PreK, Kindergarten and all other new students.

Alumni Database- To be discussed at July meeting; perhaps this will be a liaison and not a board committee.

Reports

Chairperson- Susan Viselli. Planning is under way for a thank you party for Sister Collette Mary White, on June 30 at the Cheney Mansion..

Pastor- Father John McGivern suggested sprucing up the Kindergarten and daycare rooms. He awaits word on a grant from the Archdiocese.

Principal- Sr. Collette Mary White awaits the return of new teacher contracts.

Committee Reports

1. Building, Operations and Safety- Bill Streit. None.
2. Finance- Jack Egan. Provided and overview of the month's expenses and income.
3. Fundraising- Susan Viselli. None.
4. Marketing and Recruitment- Mary Prudence. Pitched Heifer Project and art exhibition stories. Ran ads in *Oak Leaves* (5/16 Private School Guide) and *Wednesday Journal* (5/2 Early Start publication). Developing media plan for introduction of new principal.
5. School Improvement Process (SIP)- see Old Business.
6. Technology- Randy Allori. None.
7. Alumni outreach-. None.
8. Ad hoc committee reports- None.

Other comments- None

Closing prayer- Fr. McGivern

Adjournment- 9:15 pm

Respectfully submitted by Mary Prudence on July 4, 2007