

To: Members of St. Edmund School Advisory Board

From: Susan Viselli

Re: Minutes from August 14, 2007 meeting

Date: August 30, 2007

Board members present: Randy Allori, Enrique Lopez, Kerry Lynch, Tracy Maney, Fr. John McGivern, Bill Streit, Susan Viselli

Board members excused: Beth Purvis

Board members absent: Sheila Isley

Community members present: Marie Albrecht, Maria Allori

### **I. Opening**

The meeting was called to order at 7:13pm in Murphy Hall. The opening prayer was given by Susan Viselli. A motion was made to approve the minutes of our July 17, 2007 meeting with minor corrections. The motion was seconded and a voice vote was taken. The minutes were approved with minor corrections to change "form" to "from" and to remove former member Jack Egan's name from the finance committee report.

### **II. Public Comments**

None

### **III. FSC update**

None

### **IV. Old Business**

#### **A. Retention and Registration / Summer Efforts**

An Open House was held on Sunday August 5. 15 prospective students attended with their families. It is currently projected that 10 of these students will register. An ad was placed in the Spanish language newspaper, El Día and also in local, Oak Park newspapers.

#### **B. New Student Orientation for K-8 on August 23**

Maria Allori will draft a letter to all new families of students in kindergarten through Eighth Grade, inviting them to the orientation in the school at 7pm on this day. Teachers will be asked to be present and current parents and board members will attend as they are able. FSC will coordinate this orientation and provide refreshments.

#### **C. Meeting with District 97 regarding Special Education services**

A planning meeting was held at St. Edmund School on August 13. Ms. Mary Jo Burns and Mrs. Pat Pesce from Ascension School and Mrs. Sue Poetzel from St. Giles School attended. Ms. Lynch and Susan Viselli were present on behalf of our school. This meeting was held to prepare for the upcoming meeting with District 97 on August 22. Mrs. Poetzel informed the group that St. Giles School parent and IL State Senator, Don Harmon, was responsible for obtaining an \$88,000 block grant to supplement funds from the proportionate share for District 97 for this coming year only. The funds are designed to provide services for students on a waiting list. It was discussed that thank-you letters be sent to Senator Harmon from administrators and parents at each school. It was also decided, that should District 97 be able to offer the services of a speech pathologist to private school children, that a common site be offered. St. Edmund School was offered as the site. Clarification of dual enrollment issues

will be requested at the meeting and the group agreed to advocate for any child from any of our 3 schools felt to be particularly in need of services.

#### D. Members of Advisory Board

A new parishioner member of the board remains to be identified. Fr. McGivern will contact Sheila Isley to ascertain whether or not she will be able to join the board as a new non-parishioner member.

#### E. Planning for PreK3 and After Care

The door between the PreK and daycare rooms will be installed shortly. Arrangements must be made to purchase cots appropriate for PreK3 students to use for their naps. Details remain to be worked out regarding staffing of after care for PreK-Kindergarten and older students since the goal is to separate students into two such groups this year.

### **V. New Business**

#### A. New invoices for 2007-2008

Tracy Maney has worked with Ms. Lynch and Ms. Mellodie McIntyre to prepare new invoices. Samples were provided and comments were solicited from board members. Contact information for each family needs to be updated and checked. For this month, there is a plan to send invoices on August 16<sup>th</sup>. In subsequent months invoices will be sent the first Thursday following the 15<sup>th</sup> of each month, in an envelope in the Thursday folder.

#### B. Mad Science at St. Edmund's

Ms. Lynch will meet with Dr. Samina Hadi-Tabassum from Dominican University and also contact Elena Lojo from Mad Science to finalize plans for this program.

#### C. Traffic Safety Plan

From 7:45 to 8:15 am and again from 2:45 to 3:15 pm Pleasant Street will be one-way east. Bill Streit will contact Jill Juliano, Traffic Engineer for Oak Park, regarding replacement barricades for one that was stolen last year. Also, the location of the other barricades remains to be determined as they are not currently in the parking lot. Bill will also ask for a police presence to help enforce our plan during the first weeks of school. Parents are encouraged to volunteer as monitors in the mornings and afternoons. Bill Streit was the only parent to do this during the last school year. We are obligated to continue to implement this plan after it was approved by the village in 2006. A parent education piece on this topic will be presented by Bill at the first parent meeting of the school year.

### **VI. Reports**

#### A. Chairperson

Susan Viselli reminded everyone that Ms. Lynch will review all materials prior to their distribution. This is to include materials sent to current and prospective families as well as advertisements and listings in newspapers. She circulated a contact information sheet and a sign-up sheet for opening and closing prayers at future meetings this year. A new sign is needed in front of the school. Mary Prudence has maintained this sign and updated its display for the past several years. She has asked that someone else take over this task. A goal of more extracurricular activities is planned. The Lego Club will continue and we have added Mad Science for this year. Maria Allori spoke briefly about a possible new Chess Club. Mr. Sean Fontno, a parishioner and educator who provides an art

program during the summer for the Hepzibah Association of Oak Park, will be contacted. Perhaps a similar program could take place at our school.

**B. Pastor**

Fr. McGivern reminded everyone that the Gathering on the Green scheduled for this coming weekend, August 17 and 18, will be sponsored by FSC and the School Board. He also reminded everyone of the upcoming Canterbury Ball in honor of the parish's centennial.

**C. Principal**

Ms. Kerry Lynch announced that a mandatory parent meeting will be held at 7pm on the 11<sup>th</sup> of September. It is a goal that all new air conditioners be installed prior to the start of school. A new lunchroom supervisor is needed. Ms. Lynch also plans to contact other local schools who have an all-day PreK3 program, in order to better develop our own program for this age group.

**D. Committee Chairs**

1. Building, Operations and Safety - -Bill Streit mentioned the asbestos removal project that was recently completed in the school.
2. Finance – Enrique Lopez has not yet attended a parish finance council meeting but has been in contact with Deacon Tom Dwyer who chairs that group.
3. Fundraising – Susan Viselli reported that a fall campaign is planned to raise money for the Educate A Child fund. The annual Innisbrook sale will begin in early September. A new chair of fundraising is needed.
4. Marketing and Recruitment – No report
5. Technology – Randy Allori will ensure that all teachers have working computers and email access in their classrooms.
6. Alumni Outreach – No report
7. Ad hoc committee reports – Welcoming Committee – Maria Allori reported that phone calls are being made to prospective families as part of the last recruiting efforts prior to the start of the current school year. An Information Night in September was also suggested.

**VII. Other comments** – The next meeting is scheduled for Tuesday September 4 at 7:00 in Murphy Hall.

**VIII. Closing prayer** – Offered by Susan Viselli

**IX. Adjournment** – 9:05pm