

**St. Edmund School Advisory Board
February 5, 2008, Meeting Minutes**

Board Members In Attendance: Randy Allori, Enrique Lopez, Kerry Lynch, Tracy Maney, Fr. John McGivern, Terry Ozima, Mary Prudence, Tinki Robinson, Bill Streit, Susan Viselli

Board Members Excused: Beth Purvis

Community Members present: Marie Albrecht, Maria Allori, Kakie Conroy-Lovaas and Dan Kane

I. Opening

The meeting was called to order at 7:10 in Murphy Hall. The opening prayer was given by Kerry Lynch. A motion was made to approve the minutes from the January 8, 2008 meeting. The motion was seconded and the minutes were approved by unanimous voice vote.

II. Public Comments- none

III. FSC Report- Marie Albrecht

Marie Albrecht provided an overview of recent activities as well as future events. The teachers were very pleased with the efforts for teacher appreciation during Catholic Schools Week. The Scholastic Book Club was very successful earning \$2,100 in books and instructional resources. The second semester service project will once again be the Heifer Project.

IV. Old Business

- A. Open House Events- The next Open Houses are on 2/12 and 2/27. Several board members agreed to assist. Prospective families have been invited
- B. Catholic Schools Week- The week's celebrations were very successful with a different activity held each day.
- C. 2008-09 Registration- 43 students are registered to date (27 current families and 5 new families); this early response is unprecedented and very encouraging.
- D. Dominican/Hephzibah and school holiday and summer program- Dr. Hogan, our Dominican liaison, is checking into the possibility of offering these options to our families.

V. New Business

- A. Satisfaction Survey- Mary Prudence suggested surveying the school families. The board agreed with the overall concept. Mary will proceed with developing a survey and will speak with education professionals regarding survey design. It is anticipated that a draft of the survey will be ready for the next meeting.
- B. Tuition and Fees for 2008-09- The new tuition and fees have not yet been determined. There was discussion about monthly tuition deadlines and payment options. Moving the monthly tuition due dates to the 15th of the month from the

first of the month was considered. Since fees have also been due prior to the start of school, families have had to make three payments between August 1 and September 1. The idea of having a “back to school night” for payment of fees was also discussed. These scenarios will be considered when the pastor and principal finalize tuition numbers.

VI. Reports

A. Chairperson- Susan Viselli

School board support was requested for the annual parish fundraiser. A full page ad in the ad book was suggested. Event chair, Maria Allori, provided ideas for a group-oriented auction item. An email discussion will take place in the next week to determine the item to be donated by the board for the auction.

B. Pastor- Fr. John reminded the board about Ash Wednesday services.

Confirmation will be held on 2/23. Delinquent tuition situations will be addressed with the principal. Father would like to consider revisiting the issue of parishioners with children in the school not contributing at appropriate levels in the Sunday offertory.

C. Principal- There has been an overwhelming response to this Thursday’s Sweetheart Social for PK and Kindergarten. Representatives from Dominican University would like to schedule a parent night addressing topics of interest to our parents. The first issue of the newspaper is still in production and expected to be published by the end of the month. A meeting with the Illinois Advocates of Educational Choice and state legislators from the 39th senate district will be held on 2/23. Ms. Lynch encouraged board members to attend. The Catholic Conference of Illinois notified the school about eligibility for a block grant for state reimbursement to offset the cost of health and safety mandates. We are encouraged to express gratitude to Senator Don Harmon who was instrumental in helping to secure the passage of this legislation for nonpublic schools.

D. Committee Chairs

1. Building, Operations and Safety- Weather stripping of the Pleasant St doors continues to be considered. This will most likely be delayed until next year.
2. Finance- Enrique Lopez will meet with school secretary Mellodie McIntyre to determine status of e-mail invoices.
3. Fundraising- None.
4. Marketing and Recruitment- None.
5. Technology- None.
6. Alumni outreach- Dan Kane is coordinating alumni outreach related to the annual parish fundraiser. The database continues to be expanded. Invitations and raffle tickets will be sent to all alumni with verified addresses.
7. Ad hoc committee reports- Welcoming Committee. None.

VII. Other comments- none

VIII. Closing prayer- Kerry Lynch

IX. Adjournment- 9:00pm

Respectfully submitted by Mary Prudence on February 29, 2008