

To: Members of St. Edmund School Advisory Board
From: Susan Viselli
Re: Minutes of January 8, 2008 meeting
Date: January 30, 2008

Board members in attendance: Randy Allori, Ms. Kerry Lynch, Fr. John McGivern, Terry Ozima, Tinki Robinson, Bill Streit, Susan Viselli

Board members excused: Enrique Lopez, Tracy Maney, Mary Prudence, Beth Purvis

Community members in attendance: Marie Albrecht, Maria Allori, Dan Kane

I. Opening

The meeting was called to order at 7:04pm in Murphy Hall. The opening prayer was given by Fr. John McGivern. A motion was made to approve the minutes from our December 4, 2007 minutes with a minor correction to state that Second graders and not First and Second graders received the Sacrament of First Reconciliation. The motion was seconded and the minutes were approved by unanimous voice vote, pending this minor correction

II. Public Comments - None

III. FSC update

Marie Albrecht provided a recap of December events. The Spirit Lunch was successful, with about 20 parent volunteers. Both the Adopt-A-Family and Breakfast with Santa Programs were also successful. January events being planned include Spirit Day on January 23 and Teacher Appreciation Day and Student Appreciation Day during Catholic Schools Week. FSC will sponsor the hospitality table at the Open House on January 27 and the Fun Fair on February 1. The next FSC meeting is planned for Monday January 14th.

IV. Old Business

A. New Invoices for 2007-08

Enrique Lopez will work with Ms. Mellodie McIntyre on Friday January 11 to attempt to resolve problems experienced when attempting to email invoices to families. The February tuition invoices will be sent home on January 17.

B. Upcoming Open House events

January Open House events include one for PreKindergarten 3 – First Grade on Wednesday January 16 from 7-9pm and a school-wide Open House on Sunday January 27 from 10:45am to 1pm to begin Catholic Schools Week.

Announcements about the Open Houses have been sent to local newspapers

and an ad was placed in the Spanish Language newspaper El Día, serving Berwyn and Cicero.

C. Pre-Kindergarten

A new part-time teacher has been hired for PreKindergarten. She will begin next week and will work from 8am to noon each day. With two teachers in the PreKindergarten classroom they will be able to have separate lessons and activities with three and four year old students.

V. New Business

A. Catholic Schools Week

Catholic Schools Week begins on Sunday January 27. The 9:30am Mass will be a Family Mass, with participation by several school families. An Open House in the school will follow the Mass. An assembly will be held for students on Monday morning, Teacher Appreciation Day will be on Tuesday and Student Appreciation Day on Wednesday. A volleyball game with the Eighth Grade versus the faculty will be held on Friday afternoon and Fun Fair held on Friday evening.

B. 2008-2009 Registration

Ms. Lynch will send a letter and registration form home in the Thursday folder this week to all current families. New families will be able to register beginning on January 16.

C. Dominican /Hephzibah and school holiday and summer programs

Since Dominican University has partnerships with both St. Edmund Parish School and with the Hephzibah Children's Association, which runs after-school programs in District 97 schools and a summer program for them as well, the question was raised as to whether Dominican could facilitate a working relationship between us and Hephzibah. Susan Viselli has contacted our new Dominican liaison, Dr. Therese Hogan.

VI. Reports

A. Chairperson

Susan Viselli discussed a recent postcard direct mailing to promote our school. Areas targeted include Galewood, the St. Edmund Parish region of Oak Park, and the northern region of Berwyn. Postcards will advertise Open House events on January 27 and in February and should be received by everyone in mid January.

B. Pastor

Fr. McGivern noted that the Christmas season will officially end on Sunday January 13 with the celebration of the Lord's Baptism. The Christmas collection met expectations and the 4:30pm Family Mass was the best attended. A large monetary donation was received for the school from a parishioner couple who support the school in this way on an annual basis. The Educate A Child fund has received approximately \$20,000 in donations to date. Restorations to the school

gymnasium are planned. Fr. John ended his report by reminding everyone that Ash Wednesday is February 6.

C. Principal

Ms. Lynch noted that February 1 is the deadline for all volunteers to have completed all required forms and to attend Virtus training. She is working on thank you letters to donors to the Educate A Child Fund. The registration drive for 2008-09 is beginning now.

D. Committee Chairs

1. Building, Operations and Safety – Bill Streit reported that the newly installed air conditioner covers are missing. It is not know whether they were taken from the courtyard over Christmas vacation or whether the wind carried them away. This issue will be addressed. Weather stripping issues remain on several doors, particularly the doors on the Pleasant Street side. Fr. John suggested that we also consider having the painted wooden doors stripped and that all issues related to the doors be addressed prior to next winter.

2. Finance – No report.

3. Fundraising – Susan Viselli requested input from board members about whether to sign a contract with Innisbrook to conduct a fundraiser with them next fall. By consensus the Board agreed and the contract will be signed this week. We have received a check for approximately \$90 from the UPromise School's Program. Fr. John reminded the Board that the annual parish fundraiser, an Elegant Evening, will take place on April 19 and asked for support of this very important fundraiser for the school.

4. Marketing and Recruitment – In Mary Prudence's absence, Maria Allori reported that retention efforts for PreKindergarten and Kindergarten are being planned.

5. Technology – Randy Allori reported that we have received a check for \$162.65 from Good Search for the Technology account.

6. Alumni Outreach- Dan Kane reported that he has obtained all returned envelopes from the Educate a Child mailing that were intended for alumni. He is updating the database. This year will be the 25th reunion year for the Class of 1983. Dan suggested having a reunion for that class at this year's Elegant Evening. The Board agreed by consensus that this is an idea worth pursuing.

7. Ad hoc committee reports – Welcoming Committee – No report.

VII. Other comments

The next meeting will take place on Tuesday February 5.

VIII. Closing prayer – Given by Fr. John McGivern

IX. Adjournment – 9:04pm