

St. Edward School Board

August 28, 2017

7:15 p.m.

Members Present:

Sister Marie Michelle

Krista Dustin

Father Mike

Ken Karbowski

Kristin Mazanowski

Father Dominic

Ann Tudor

Maribel Tirado

Carrie Conway

Jeff Eichhorn

Meagan Halleron

Father Bart

Absent: Kim Danahy

- Ann called us to order and welcomed everyone to the new school year. She then offered our opening prayer.
- Approval of Minutes (6.5.17)
- Consultant for Advisory Boards for the Archdiocese (Dr. Maria Hawk) spoke with us on the role of the School Board within the community, and visitor protocol within the School Board.

Dr. Hawk covered general guidelines as to what topics can and cannot be presented by a parent in the open forum of a School Board meeting. Individual issues and concerns to students or staff members should be addressed in a private meeting with Sr. Marie Michelle. For topics that do pertain to the School Board, the visitor should approach the Board in writing (currently one week in advance of the meeting, per the St. Edward by-laws) with the topic they would like to present to the Board. During the meeting, the visitor presents their case; the School Board's role is to listen and acknowledge the messaging of the visitor without providing any immediate recommendation or action. Typically, the principal then follows up after the meeting with any next steps. The Chicago Archdiocese is currently revising a generic template of School Board Protocols which we will then adopt and communicate to the St. Edward School Community.

If a parent comes to you outside the School Board protocol with information that is concerning, contact Sister Marie Michelle to turn over the information so that it can be acted on appropriately, and ensure that parents are following appropriate lines of communication.

Further detailed information will be shared through the training session new School Board members are to attend.

Pastor Report: Father Mike

- The role of the School Board member can be a difficult one, and Father Mike encourages us to follow the appropriate protocol when approached outside and inside the confines of a meeting. Father thanks the School Board for participating and representing the School. We have always had a strong School Board at St. Edward, so a high bar has been set!

- Tuckpointing Phase 2 is under way. Painting of the Sanctuary is next to follow, once a schedule can be aligned, and he is hoping it would be before the Feast of St. Edward in October. The St. Edward statue will also be cleaned at this time. An estimate on washing the school building (3 sides, not including the alley side) will also be provided shortly by the same company. Bishop Francis Kane has been invited to attend the celebratory Mass on October 29th.
- Father Mike is working on a revision of the School Budget. 333 is our current enrollment, 360 was what was originally planned.
- Thank you to Father Bart for the wonderful Backpack Blessing ceremony!
- We've been selected as a Seminarian Teaching Parish, to be connected with seminarians while in training for approximately 1-2 years. Approximately 1 night/week and over the weekend, they will be spending time with us. Father Mike will communicate ways they can participate within the parish and school. They have not taken their vows and should be addressed as Andrew and Mark.

Father Dom – Ministry Activities

- Family Faith Formation – an evolution of Religious Ed, the program is aimed at parents, children and the family with community building as a whole; focused on teaching parents as the primary audience to then teach their kids. This is an all-inclusive program regardless of ages and individual audience members, so that children are always learning about different aspects of the Catholic faith. Currently 21 families are registered, including 1 school family.
- Youth Ministry starts on 9/17, and will be meeting every Sunday.
- Annual Harvest Bash on 9/30 (formerly Fall Fest and October Fest) with a many different activities, including kids' games and bouncy house during the day, a Pig Roast with a carving demonstration at 7:00 pm, cake walk, variety of musical entertainment, and the craft beer corner. Volunteers needed (especially for tickets sales), so Father Dom encourages everyone to please sign up and support the Harvest Bash!
- We now have a Faculty Bible Study on Tuesday afternoon. This is an open house for 30 mins where the upcoming Sunday gospel will be discussed and prayed upon.

Principal Report: Sister Marie Michelle

- Welcome back to the 2017-2018 School Board!
- We are currently working through multiple teacher changes, including substitute teachers in 4th/5th grades and 6th-8th grades.
- Post 9/8/17, we still need a Science Substitute for 6th 7th & 8th until January 2018. Teacher needs to be certified with science teaching experience.

- Thanks to all our wonderful volunteers for the playground assistance. Teachers will soon have a schedule as to which classes will be using the playground throughout the day; right now, the plan is to have it open to Pre-K 3 years through 1st grade during the school day. Currently we are ascertaining how best to use it after school is finished for the day.
- Our Back to School Ice Cream Social and Movie Nights were a great success!
- ASPIRE scores are being sent home with children. Tracy Mortimer & Sister will do a deep dive of ASPIRE scores, and working on goals to improved school overall performance. Reminder that we are Vicariate 4 for the school (the Parish is Vicariate 2). The Archdiocese is moving slowly towards making changes.
- School Tax Credit was vetoed by the State of IL today.

Treasurer’s Report: Kristin Mazanowski

- Kristin will be communicating the St. Edward Fundraising Account Fiscal Procedure on 9/12/17 through the SEPO meeting and on our website.
- Kristin provided a rolling summary of the Fundraising from 2013 through 2017. Total fundraising has been down approximately \$11K for the past 2 years, as compared to years 2013-2015. Previously some larger costs/donations were absorbed by individual families who are no longer with the school. We will not be doing Marriott this year, so will see additional loss in fundraising. We will communicate to families that we need people to participate in fundraising efforts, and also think of creative ways to increase efficacy of fundraising program as a whole.

Previous balance as of July 31: \$3,414	
Balance as of August 28: \$3,130	
Totals Balance:	
Big Red Raffles	\$0
Big Red Auction	\$2,330
Big Red Fund A Need	\$410
SEPO	\$250
Christmas Trees	\$0
Cookie Walk/Teacher Appreciation	\$0
TRIP/Yankee Candle	\$0
8 th grade	\$0
5K Run	\$140
Unallocated	\$0

Communication Report: Krista Dustin

- School website was updated this summer with new teacher(s) information.
- Prayer Community theme for 2017-2018 – We Are One Body
Our First day of school was very well-organized for parents and children. The welcoming committee did a great job with coffee and doughnuts.
- Sarah McCann is chairing up SEPO for 2017-2018 and is currently organizing Room Reps. The Directory information is in process of being updated and consolidation for publication shortly.
- Current and new faculty information will be updated. ASPIRE test scores per grade will be charted and published and added to Marketing materials.

Marketing Report: Kim Danahy

- Over 200 attendees enjoyed ice cream treats at our Ice Cream Social on 8/20/17. Thanks again for everyone's assistance!!!
- The Minim playground installation went well, with some small remaining work to do on surface tiles. We have a surplus of a few hundred dollars, with potential ideas of installing raised planters or a buddy bench to use the excess funds. Father Dom will do a ribbon cutting and prayer for an official Playground opening (date TBD).
- Potential ideas for marketing collateral to make our design/logo/colors consistent were shared. Once we know about Blue Ribbon status, we can incorporate as this is key messaging for Marketing. This updated design and style guide will be used for templates and make all communications look consistent and professional.
- Open Houses and scheduled Tours need to be optimized and better scripted. Kim and Ann researched how other local schools conduct tours, and have proposed consolidating into "Tour Tuesdays" (2nd Tuesday of the month, excluding January which highlights Catholic Schools Week) which would have set tour times once a month, which would include aspects of both school and church resources, facilities and members. The tour would start in the library and close in the baptistry.
- SAVE THE DATE: Tour Tuesdays: 09/12/17; 10/10/17; 11/14/17; 12/12/17; 03/13/18
 - Registration will begin at 8:45 am; Tours begin at 9:00 am. Maximum time commitment for volunteers will likely be 8:15 -11:00 am.
- SAVE THE DATE: Discovery Sunday is 01/28/18

Finance Report: Ken Karbowski

- No updates at this time. He will be meeting with Sister and Ann shortly.

Fundraising Chair: Jeff Eichhorn

- No updates at this time. Jeff is assessing how this position can best support the School.

New Business:

- Kristin Mazanowski suggested that we consider options for fundraising which would ensure more robust participation from the community as a whole. One idea that other schools use is to have each family donate \$200 for fundraising at the beginning of year, which is then a credit that they would then be able to “spend” against throughout the year as various fundraising activities occur. Jeff will look to ascertain how we can determine the percentage of families who currently participate and how we can better communicate fundraising needs up front in the beginning of the year.
- Kristy Gibbs and Krista will update the fundraising page on the website.
- Kristin Mazanowski brought up the fact that we have seen an increase in the number of families that do not pay the lunchroom fee once we moved to Give Central. (37 families didn't pay 2016 once we went to Give Central, 22 didn't pay in the year previously). Can we roll it into Smart Tuition for September and auto-bill? Potentially, could we look at rolling all fees into September, so that August is just tuition? This would help alleviate significant back to school costs with fees, supplies and uniforms in August. This should also ensure that the miscellaneous fees are paid by all registered families.
- Sister informed us that the school has a number of live safety cameras in the Main Building. Cameras are installed with 2 at the back doors, 2 facing Lowell, and 1 facing Sunnyside. There are none at Minim, but the camera pointed towards Lowell covers the front of Minim. There are display monitors in Creative Corner, Sister's office and the Main Office so that when people are in the Main Building they can see what is happening live.
- Our Title 1 program will be returning soon after the CPS school year begins. Ms. G. will not be returning. During Orientation on Thursday, 8/31, it will be communicated that we have onsite access to 2 Special Ed teachers, a Speech Therapist, an Academic Counselor and the Title 1 program to provide as needed/requested.
- The Minim lot gate will be locked. The gap in the fence next to the alley will be fixed to ensure safety.
- Father Dom asked if we can review meaningful ways to address fundraising without overwhelming amount of paperwork. Some ideas that the Board discussed included hosting a carnival, reaching out to former alumni and parishioners for endowments (maybe through hosting a reunion), and proactively communicating to parents that they are eligible for a Corporate Match on St. Edward fundraising.
- Carrie Conway brought up the recent issue of dog safety in regards to our children and potential liability issues. Sister Marie Michelle will communicate to parents through her

Parent letter and E-Backpack that dogs are not allowed on school property, which will then be enforced by the school community, particularly during school days and events.

- Carrie offered our closing prayer.
- Next meeting will be on 9/25/17