

St. Edward School Board

2.26.18 at 7:15 p.m.

Members Present:

Sister Marie Michelle	Krista Dustin	Father Mike	Kim Danahy
Kristin Mazanowski	Ann Tudor	Maribel Tirado	Father Dominic
Carrie Conway	Jeff Eichhorn	Meagan Halleron	

Absent: Ken Karbowiak

- Ann called us to order and acknowledged the news of Sister's announcement regarding her position as Principal of St. Edward School.
- Kristin offered our opening prayer.
- Approval of Minutes from 1.29.18

Pastor Report: Father Mike

- Parish is focused on Lenten & Reconciliation for the Parish and Second Graders. Our Lenten Mission is to focus on Holly Week and the Resurrection.
- The Lower Church Hall is being renovated and decorated, including the paint, the altar set up and some of the light fixtures.
- Father Mike just returned from a restful retreat in Arizona, where made sure to pray for all of us.
- Father has been initial talks with The Catholic Schools Organization in regards to the Principal search, and will be participating in training next week on the timing and roles of the search. He will keep us informed as the process and procedures.

Father Dominic

- Father is leading a 30 Hour Fast and Retreat for any 8th graders and High School students (March 9 until March 10) to witness others' hunger as part of our Lenten sacrifice as well as to raise money for Catholic Relief Services. The Retreat will be from Friday evening from 6 pm until Saturday 7 am. The Fast will be broken together Sat at 6 a.m. with breakfast at school.
- At the March 13th SEPO we will have a guest to discuss pornography to the Parents. The students will then have talks over the next 3 days in school on Chastity education geared towards the appropriate grade levels.
- On March 18, 19, 20th at 7:30 pm in the Church, we will host our Parish Mission talk with Fr. Brian Walker from Pope Pius Parish on West Side, a Dominican priest. Our Mission theme this year is: To Praise, To Bless, To Preach
- Youth Ministry Summer Mission Trip in Gary – July 18th through the 22nd. Service activities to include: serving at a Soup Kitchen, assisting with Catholic Charity recipient's apartment rehab, painting a

nursing home and organizing a food pantry. All 7th and 8th students from St. Ed's, as well as high school who are part of our Youth Ministry group are encouraged to participate. So far we have 5 students signed up.

- As Father Dom will be leading the Youth Ministry Summer Mission Trip at the same time, Meagan Halleron has graciously agreed to lead our Totus Tuis. We had 30 kids registered last year and are hoping for another great turnout as the kids had a great time!

Principal Report: Sister Marie Michelle

- Our students completed the second Interim Assessment of the ACT. They did very well and in many cases improved from the first Interim. I gave all the teachers a copy of the results and they are studying them to see what areas need improvement. The third Interim will be taken in the next two weeks and the Summative Assessment is scheduled for April 16 – 27.
- The NCEA (National Catholic Education Association) Annual Meeting will be held in Chicago next April. Easter is April 21st next year. All of the teachers are expected to attend the NCEA on April 23 and 24th. Because of this mandatory meeting, we will begin Easter Vacation on Friday, April 12, 2019 at 3:00 and return to school on Thursday, April 25th.
- School will begin on August 16th and end on June 7th. This will fulfill the Archdiocesan requirement of 180 days of school.
- As you know there has been lots of publicity regarding the shooting in Florida on February 14th. Sister reiterated the measures we have in place to protect our students.
 - 1) Last year, Father Mike, Bill Joesel, Margaret Hemma, and myself went to Police Station #17 for four weeks and made a comprehensive plan Entitled Emergency Operation Plan. There were law enforcement members present, people from Homeland Security, and Archdiocesan personal that presented at the meeting. The police department has a copy of our manual and as we do in the parish and school. (Since we were one of the first schools to go through this training, I would just like you to know that they took the plan we already had in place and used it as a model for other schools.)
 - 2) We had all emergency drills in September. If you look at your calendar, they are listed for each week.
 - 3) We had a Lockdown Drill with a police officer present on September 26, 2017. He walked the halls to make sure that everyone was secure in their classrooms. This also included the Minim School. (We do this every year in September.)
 - 4) We had a Lockdown Drill in Church after Mass on September 27, 2017.
 - 5) All of our teachers carry a cell phone with them.
 - 6) Our children have been instructed not to open the door for anyone even if they know them. They are to let the person ring the bell.
 - 7) The police from #17 come to the school once a month to check to see if we have any concerns and generally how things are going each day.

I hope this will help you with any worries or concerns you might have. We would be remiss if we did not realize that we are living in turbulent times.

- Thanks to SEPO for the delicious breakfast and the generous gifts given to the faculty and staff on February 2nd. It was, indeed, a wonderful get together.
- Sister has been asked to be on the evaluation team of St. Ferdinand and St. Constance for their State Visits in March.
- Sister will be evaluating our teachers in March and April. We will be using the Danielson assessment that is a new requirement of the Archdiocese.
- The ICNS (Illinois Coalition of Nonpublic Schools) communicated the following in regards to schools staying open during flu season:

“The recommendation is that schools stay open regardless of absences as long as the administration is able to staff schools sufficiently. The rationale being that the children & staff have already been exposed to the virus(es) and are a contaminated population, which is better to keep inside the school than to infect other vulnerable members of our society”.

They also provided a reminder on preventing spread of germs through hand-washing and proper custodial maintenance.

Treasurer’s Report: Kristin Mazanowski

Starting Balance as of 8/28/17: \$3,414

Current Balance as of 2/26/18: \$31,427

Activity During the Period

Balance as of January 19, 2018	\$29,596
Big Red Raffle Ticket Sales	\$1,400
Big Red Raffle Early Bird Winner Payout	(\$250)
Big Red Auction Movie Night Event	\$935
Big Red Auction Sponsor Donations	\$198
SEPO Virtual Garage Sale	\$110
Fannie May	(\$42)
8 th Grade Student sweatshirts, PJ, Colorful Prints	(\$624)
Misc: Entertainment Book Additional Sales	\$100
Misc: Interest	\$5
Balance as of February 26	\$31,427
<i>**Note: \$977.70 in Jan was categorized as raffle ticket sales, it has been corrected and reallocated to Big Red Auction Sponsors for February</i>	

Communication Report: Krista Dustin

- No new updates.

Marketing Report: Kim Danahy

- New brochures with small tweaks being made at no incidental cost, with new tuition rates and will be printed for fall usage. March 30 – please provide Kim with any edits and requested changes.
- Playground – still need to potentially order additional tiles before completion.

Finance Report: Ken Karbowskiak

- Face to face meetings have been held with families who have been identified as delinquent in tuition payments for 2016-2017.
- Payment plans are in the process of being worked out for those delinquent in payment, with follow up letters being communicated for a positive financial resolution prior to the March 5, 2018 deadline.

Fundraising Report: Jeff Eichhorn

- Entertainment Book Fundraiser completed and all remaining sent back.
- Can St. Edward benefit from an Amazon Smile account where a portion of Amazon purchases for back to St. Ed's? Jeff E to investigate
- Jeff E. will also follow up on FAN options for the Auction as we continue to look at sound system options for the gym/Buckley Hall.

New Business:

- School Board Members – we should provide Ann Tudor with any potentially people we think may be good dedicated and passionate Board members, as our Board rotates.
- Sister Marie Michelle's Succession Plan - How can the School Board assist? Fr. Mike will let the School Board know once he is gains more specific details as to roles, responsibilities and process from the Archdiocese. Sister's general input is that the Archdiocese has to pre-approve potential candidates before they can apply to the Search Committee, who will then vet them through an interview process. The open position will be publically posted, and the expectation is that a successful candidate will be announced by July 1, when Sister vacates the position.
- Sister will be sending out letters to the teachers next week as to their intent to come back.
- Regarding Father Mike's replacement, The Archdiocese Placement Board will be meeting in March and make recommendations to the Cardinal and then it is communicated outward.
- There will be a 2018-2019 Budget Meeting in March in the next 2 weeks (Sister, Father Mike, Kristin, Ken and Ann to attend).
- 2018 Enrollment is currently looking positive for 2018. We are more favorable than we were last year at this point.
- 2018-2019 plans and improvements for Tour Tuesdays. As we are still having a number of one-off requests for tours, and as CPS decisions are not communicated until Spring, should we add another session for March 2018? How can we streamline the set-up and execution and improve attendance and

support by volunteers? A potential idea is that if a parent volunteers at a Tour Tuesday, they can get a NUT card for their family.

- Krista offered our closing prayer.
- Our next meeting will be on **4/16/18**.