

St. Edward School Board

September 25, 2017 at 7:15 p.m.

Members Present:

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

Absent: Ken Karbowskiak

- Ann called us to order and thanked everyone for their work on Hospitality Sunday. She then offered our opening prayer.
- Approval of Minutes from 8.28.17

Pastor Report: Father Mike

- It's a busy time of year with after Mass raffle tickets and fundraising sales.
- Tuckpointing is being wrapped up and the front of the church is being thoroughly cleaned. Cleaning of the sides of the school building begins on 9.26.17. The cleanliness of the Church will be showcased through the virtual Scavenger Hunt. Painting contractor will be working on a quote for the Sanctuary wall; work to be completed in November.
- The Seminarians are becoming more active in our Parish. Andrew will be ordained May 25th as a Deacon, at which point, he will move on. Mark has 2 years before ordination. Bishop Kane has been invited to preside at the 11:00 am Mass 10/29/17 for the Feast of St. Edward. He will potentially be retiring shortly after his birthday.
- The first tile order has been entered for the Buckley Hall fundraising, although there is a small delay as the company is based in Miami and has been impacted by the hurricane. We have 67 tiles sold so far. This equals a \$14,300 gross payment, so we will net a significant amount towards Buckley Hall renovations after subtracting the actual cost of the tiles.

Father Dom – Ministry Activities

- This weekend is our Annual Harvest Bash on 9/30 (formerly Fall Fest and October Fest) with 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. The committee has worked very hard to plan a great day, and we've had great participation across parish and school. We will communicate specific timing/needs with the volunteers. Our Seminarians will be staying this weekend to participate as well. Our Split the Pot is \$1800 so far!
- Late Night Catechism is being held on Saturday November 4th and is a fun evening out for adults. 2 tiers of tickets (VIP seating is \$50, and includes special seating and a free drink. General tickets will be \$30, and there will be a cash bar and appetizers.

Principal Report: Sister Marie Michelle

- We raised \$1600 for Hurricane Harvey; of which \$600 went to NSEA, the rest to Catholic Relief Services in Texas
- Souper Stadium food drive on-going, with Buckets for Hope for Hurricane Irma coming up.
- Emergency Drills completed thus far: tornado & fire drill from both church and school. 9/26/17 Lock Down Drill in School with the Chicago Police Dept and 9/27/17 will be Lock Down Drill in Church.
- This year the Academic goal is to work on Writing Skills. The teachers participated in a workshop last Friday against this goal. They studied the ACT Aspire Test results, and then met in large and small groups to formulate goals to help our students in PreK 3 to 8th grade to learn different ways to express themselves in written communication using different topics and ideas to apply to writing skills. We will be working on this goal all year.
- High School Fair for Grades 6-8 was held a few weeks ago.
- Catholic high schools will be holding testing on December 2, 2017 for the 2018 school year.
- Parent Teacher Conferences on 10/13 – there will be online sign up for time slots again.
- Our substitute teachers Ms. Ling and Ms. BelCastro are working out well.
- There are many school activities in October with mid-quarter reports going out next week.
- Baseline concussion testing was completed.
- Tax credit bill did pass.
- The school has received a petition with 6 signatures from neighbors asking the playground to immediately be dissembled. The information was faxed to Alderman Laurino and she is sending someone out to inspect; she has reassured Sister that there is nothing to worry about in regards to the complaint. Additionally, Mrs. Holbach whose classroom is next to the playground has indicated that there is minimal noise and no disruption. In regards to the finishing tiles to be installed around the playground, they are fairly expensive and will be delayed due to the factory being in Houston. Therefore, we will probably use the rest of the funds for planters.

Treasurer's Report: Kristin Mazanowski

Previous Balance as of 8/28/17: \$3,130

Current Balance as of 9/25/17: \$3,873

Totals Balance:

| | |
|--|-----------|
| Big Red Auction -Gesture Deposit | (\$2,300) |
| Auction 2017 Events (Mama Mia & Pub Crawl) | \$720 |
| Auction 2018 events (Pajama Day) | \$739 |
| 8th Grade Ice cream & Movie Night proceeds | \$1,180 |
| 8 th Grade Ice Cream Costs | (\$408) |
| 8 th Grade LaVilla Deposit for Dance | (\$300) |
| 8th Grade Fundraiser – Bottle Openers | (\$268) |
| 8 th Grade – Fun Lunch proceeds (gross) | \$1,000 |
| Misc: Homecoming Football/Cheer Clinics | \$378 |
| Misc: Interest | \$2 |

Communication Report: Krista Dustin

- At least 70 people attended our first SEPO meeting, which went really well.
- The new Parent Directory went out, and thanks to Ms. Rosasco for assembling.
- All SEPO Room Rep positions have been filled as of 9/25/17. Room Reps have their corresponding classroom contact lists.

Marketing Report: Kim Danahy

- Tour Tuesday - next one is 10/10. First one was not well-attended, but well-staffed!
- Father Dom will do a ribbon cutting and prayer for an official Playground opening (date TBD).
- Marketing collateral is still being worked on to make our design/logo/colors consistent. Once we know about Blue Ribbon status (*still TBD*), we will incorporate as this is key messaging for Marketing. We will also schedule a photo shoot with fall uniforms. This updated design and style guide will be used for templates and make all communications look consistent and professional.

Finance Report: Ken Karbowski

- Tuition Payment - Ken and SMM still need to find time to discuss this status.

- Lunchroom Fees are due by Sunday, October 1, 2017. Ken is working from a list of approximately 233 families (provided by Krista). To date, 70 families have paid (about 30%). He met with Julie Andersen this afternoon and she is placing reminder flyers in folders this week, in addition to, posting a revised reminder letter online this Wednesday.
- There are roughly 45 families who still have not paid last year's lunchroom fees. Ken is working with Julie to verify this family list. Once verified, a separate "Past Due" letter addressed from me will be sent home with the child this week. Ken will personally follow up with any family who has not paid their fees in full by the deadline in an effort to get full payment or an agreement to a payment plan.
- See end of Minutes for copies of the letters being sent.

Fundraising Report: Jeff Eichhorn

- 2018 Entertainment Book –They send us the books (approximately 1 copy per student) and we are charged for what we sell, and return any unsold copies. Cost of the book is \$25, school profit is 40%, so we would net \$10/book sold, with no upfront costs.
- There is also an on-line regional book option so we could potentially sell books outside of Chicago. Entertainment Book recommends having a 2-week long sale period and waiting 2 weeks after a previous fundraiser prior to kicking off the EB sale. This could be a good pre-Christmas fundraiser. There are potential incentives for sales through the Entertainment Book, including a Sell 5, Get 1 free. We could also do a NUT Card incentive for students selling the EB books. The plan is to review live samples on 10/30 School Board Meeting.
- Jeff is going to draft a description of the Fundraising position and send to the Board for review.
- Jeff is looking into how we could track donations per each family.
- He raised the point of how should we address potential mandatory donation and/or how to give family options to auto-donate if they don't want to fundraise?
- Annette Cazenave enquired about the \$1200 that was donated from the 8th Grade class through the tile sale and if this is going to be used for sound system for the gym? An initial quote that was received is \$32K for a new sound system.

New Business:

- Ann thinks we have a tremendous community. Friday Night Lights was well-attended.
- The Minim lot gate is being consistently locked. The gap in the fence next to the alley has been fixed to ensure safety.
- Krista D brought up the need for parking lot re-striping. Father Mike doesn't know what next steps and will investigate.
- Carrie offered our closing prayer.
- Next meeting will be on 10/30/17.

September 25, 2017

Dear Parents/Guardians:

This is a reminder that, if not paid already, your family's Lunchroom Fee for the 2017/2018 school year is due October 1, 2017. Your fee is \$110.00 for the first child and \$25.00 for each additional child. If payment is not made by October 1, 2017, your family's Lunchroom Fee account will be assessed a late fee of \$10.00 and forwarded to the St. Edward School Board Finance Committee for collection.

Additionally, if full payment is not received by October 1, 2017, you will need to make lunchroom arrangements for your child(ren) until full payment is made. These arrangements will take effect on Wednesday, October 4, 2017. Currently, there are two arrangement options for you to choose from:

1. You will need to pick up your child(ren) during their lunch period and supervise them yourself or; 2. An alternate seating arrangement will be made for your child during lunch.

Please send payment to the school office - Attention: Lunchroom Fee / Julie Andersen - and make checks payable to St. Edward School. Or you can submit payment via Give Central at <https://www.givecentral.org> . Please contact me should you have any concerns or questions. Thank you for your continued cooperation.

Sincerely,

Julie Andersen
Lunchroom Coordinator
jandersen@stedwardschool.com

cc: Ken Karbowiak, Finance Chair

**** PAST DUE NOTICE ****

September 25, 2017

Dear Parents/Guardians:

Your family's Lunchroom Fee account has been forwarded to the St. Edward School Board Finance Committee for collection. Our records show your family's lunchroom fee has not been paid for the 2016/2017 school year, which was due last year by October 1, 2016. Your fee will now include a late charge of \$10.00. Therefore, the balance due will be \$120.00 for the first child and \$25.00 for each additional child.

Please pay this late lunchroom fee by October 1, 2017, in addition to, the lunchroom fee due for the current 2017/2018 school year. If full payment is not received by October 1, 2017, lunchroom arrangements will need to be made for your child(ren) until full payment is made, effective Wednesday, October 4, 2017. Currently, there are two arrangement options for you to choose from: 1. You will need to pick up your child(ren) during their lunch period and supervise them yourself or; 2. An alternate seating arrangement will be made for your child during lunch.

Please send payment to the school office - Attention: Lunchroom Fee / Julie Andersen - and make checks payable to St. Edward School. Or you can submit payment via Give Central at <https://www.givecentral.org>. Please contact me should you have any concerns or questions. Thank you for your continued cooperation.

Sincerely,

A handwritten signature in black ink that reads "Ken Karbowskiak". The signature is written in a cursive, flowing style.

Ken Karbowskiak
Finance Chair, St. Edward School Board
ken.karbowskiak@gmail.com

cc: Julie Andersen, Lunchroom Coordinator

If you have paid your lunchroom fee and feel you have received this letter in error, please provide proof of payment as soon as possible.