

St. Edward School Board

1.29.18 at 7:15 p.m.

Members Present:

Sister Marie Michelle	Krista Dustin	Father Mike	Kim Danahy
Kristin Mazanowski	Ann Tudor	Maribel Tirado	
Carrie Conway	Jeff Eichhorn	Ken Karbowski	

Absent: Meagan Halleron

- Ann called us to order and thanked everyone for the support at an outstanding Discovery Sunday on 1.28.18.
- Ken offered our opening prayer.
- Approval of Minutes from 11.27.17.

Pastor Report: Father Mike

- Father thanked everyone for assistance at Discovery Sunday which had a robust turnout. The Alumni Mass was also well-attended, with great presentations from Mary McDermott and our Volunteer of the Year Award to Bob and Julie Andersen.
- The painting in the Church has been completed, and the Lower Church Hall painting work will begin on 2/12/18, lasting approximately 2 weeks.
- The logistics of the tax credit program is still being worked through, with many complicated detailed in order to get a tax credit certification. Forms and hyperlinks are being posted on the church and school websites for individuals to learn more about the program and to apply.
- Lent begins on 2/14/18. The Parish is encouraging small faith sharing groups again this Lenten season, which are geared to different interests, including women in the community, young families, teens and parents. More information will be shared through the church bulletin and website.
- Chili Cook Off and Brew Fest is on 2/10/18. There will be separate kids and adult competitions. Chili tasting will be in Church Hall, and there will be Open Gym for the kids across the street in Minim, which will be chaperoned. The contest winners will be announced between 9:00 and 9:30 pm. Individuals can register for the chili contest and/or to bring their home brew online. Tickets are also available online or at the door.

Principal Report: Sister Marie Michelle

- Sister thanked everyone for the great job yesterday. Great job on attendance. 6 registrations with checks, with many others who filled out the Contact Info Sheet. Thank you notes were sent out today to people who filled out the contact information sheet.

- December was filled with many different activities and traditions and was very busy. The Christmas show was very successful and the orchestra was awesome as always!
- Chess Club, Lego Robotics and Windy City Theatre programs have started again. The Theatre performance will be Willy Wonka in the spring. The recent show was Mary Poppins and the students did an outstanding job. We are so proud of them and their talents.
- The Second Graders received Reconciliations again last week, which went very smoothly. Children were allowed to go downstairs to the church hall after making their First Confession for a reception, which was well received.
- Sister attended the Catholic School Breakfast at the Holton Hotel last week, where the President of Notre Dame University spoke. He is one of 12 children who all attended Catholic school, and reiterated that the greatest gift we can give our children is a Catholic education. While it may be expensive, it is an investment that will benefit them for a lifetime.
- The Principals of the Archdiocese will be attending a retreat at Mundelein on 2/15/18, with a Leadership Day on 2/16/18.
- We will be celebrating Lent with the children, with activities led by our Prayer Committee.
- Students took the 2nd Interim ACT Aspire Test in the last 2 weeks. Results will be analyzed against the first Interim test to help guide the teaching on difficult areas.
- SEPO is putting on a special workshop for the children on Tuesday, 1/30 as part of Catholic Schools Week Student Appreciation Day, which is a STEAM Workshop.
- Friday morning, 2/2 is Teacher Appreciation Day with the annual breakfast.

Treasurer's Report: Kristin Mazanowski

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

Current Balance as of 1/29/18: \$29,596

Activity During the Period

Balance as of November 27, 2017	\$12,505
SEPO: Santa's Workshop Net	\$627
SEPO Virtual Garage Sale Proceeds	\$118
SEPO: Entertainment for Student Appreciation	(\$725)
SEPO- January Meeting Refreshments	(\$58)
8 th Grade: Trivia Night Net	(\$8,181)
8 th Grade: Other Fundraisers	\$644
Misc: Entertainment Book Sales Net	\$1,304
Big Red Raffle Ticket Sales	\$5,667
Big Red Auction: Eve of Eve Net	\$239
Big Red Auction: Classroom Movie Day	\$622
Big Red Auction: Pub Crawl & Liquor License	\$25
Santa's Breakfast/Cookie Walk Proceeds (less teacher bonuses)	\$15
Fannie May	\$624

Yankee Candle	(\$197)
Misc: Interest	\$6
Balance as of January 29, 2018	\$29,596

Communication Report: Krista Dustin

- We have begun planning and monitoring the upcoming 8th Grade graduates, documenting where they are going for HS, as well as beginning to track the new attendees.
- Krista looking at potential consultants for new platforms for the website with better functionality and interfaces, including better mobile functionality as part of the plan for Krista's exit from the role for next year. Will still need maintenance and updating relevant data on website. We will need to budget this year for next year.

Marketing Report: Kim Danahy

- Good turnout again on the December Tour Tuesday – 6 families visited.
- 36 unique families came through on Discovery Sunday. 6 families had come through last year on Discovery Sunday and/or Tour Tuesday previously. Last planned Tour Tuesday will be in February.
- School Board to compile tips and best practices for planning for next year for Discovery Sunday.
- School Board to compile a list of social sites to ensure we are covering off all publicity opportunities by active families at St. Edward.
- Kim will be doing a final review of the collateral, photography and brochure to ensure its comprehensive and fully edited. We can re-work the existing collateral and re-print it without incurring additional costs. Recently, we had 100 copies were printed. (\$245/100 brochures).

Finance Report: Ken Karbowskiak

- Final notice letters were sent the week of 1/15/18 to the eleven (11) families who still had outstanding tuition balances from the **2016-17** school year.
- Those families were given the options to pay their balances in full by 1/31/18 or to call St. Edward School to schedule a meeting to discuss a payment plan. Otherwise, their child(ren) would no longer be able to attend school, effective 2/1/18.
- Of these 11 families:
 - Four families contacted the school to schedule a meeting. They are currently under review.
 - One family no longer attends St. Edward, so the \$693.00 owed is lost
 - One family is pending, due to a possible billing issues. This matter is being looked into.
 - Five families have ignored our attempts at collection over the past year and will be getting a call from Sister on Tuesday, 1/29/18. Students of these families will not be allowed to attend St. Edward, effective 2/1/18, if they do not pay or agree to a payment plan.
- The current past due balance for the **2016-17** school year totals **\$25,408.43**
- The current past due balance for the **2017-18** school year (as of 1/22/18) totals **\$73,249.00** of which, \$28,260.00 is >90 days, \$18,170.00 is >60 days and \$26,819.00 is >30 days.
- Past due letters for the 2017-18 school year will be mailed out in February after February's Smart Tuition report is run, typically around the 3rd week of the month

Fundraising Report: Jeff Eichhorn

- Recap on Entertainment Book Fundraiser Summary - \$1,340

New Business:

- No new business

- Mirabel offered our closing prayer.

- Our next meeting will be on **2/26/18**.