

**St. Joseph School Board
Meeting Minutes
September 21, 2009**

Attending Board Members:

Fr Jerome Kish, Sister Dorothy Randall, Rita Stasi, Tom Kelly, Stacey Lindemann, Mike Mallon, Kevin Delaplane, Jim Fleming, Peter Eschenbach, Cindy Boor, Maggie Sluzas, Pam Edwards, Beth Harbauer, Kathleen Buck

Attending Committee Members/Guests:

None

School Board President, Tom Kelly, called the meeting to order at 7:00 p.m. in the School Library. The minutes from the August 24th, 2009, School Board Meeting were presented, discussed and approved.

I. Prayer

Father Jerome opened the meeting with a prayer.

II. Old Business

A. Meet and Greet Review

Overall feedback from the Meet and Greet was positive. The meeting flowed well and accomplished goal of updating families on important details about the School. A few parents felt meeting went long.

B. Asbestos Abatement

The recent asbestos abatement project was discussed. As part of school's due diligence, a letter will be sent from the administration to the Illinois Department of Public Health requesting a 50% reimbursement under the Illinois Asbestos Abatement Act.

C. School Board By-Laws

Board members were asked to review the School by-laws and submit suggested revisions. Farther Jerome will be sending out a copy of the most recently revised by-laws for review. Kathleen and Pam will consolidate suggested Board updates to the by-laws and share at the October 19, 2009 meeting.

D. School Board Diocesan Handbook

Members were directed to review the handbook in detail. The handbook provides guidance on school board functions, and directs Board to be proactive with the Finance Council. New School Board members will be attending a Diocesan meeting on September 30th, 2009 to review the handbook further.

E. Second Century Fund Charter

Discussion deferred until October 19, 2009 meeting.

II. New Business

A. Parish Financial Planning with Pastoral and Finance Councils

Tentative plans to hold a joint meeting in mid-November were discussed. Beth Harbauer reviewed Parish and School year end results with Council. Since Sunday collections were significantly lower than projections, Diocese had not accepted Parish's budget. The Parish is in the process of revising those projections and starting a Stewardship drive to make up any difference. The

Parish Capital Campaign successfully raised \$54,000. Peter Eschenbach suggested that the Council put forth a three-year plan. .

B. School Capital Improvements/Maintenance Planning

Father Jerome, Sister Dorothy and Beth Harbauer shared a list of major renovations and minor cosmetic repairs that school may need. The maintenance supervisor, Ron Popernick, is in the process of obtaining estimates for several items. Tom Kelly requested that a list be drafted and shared with the Board. Maggie Sluzas suggested hosting a school clean-up day wherein school families would assist with some of the minor, cosmetic changes.

C. School Board Committee Budgets

Tom Kelly asked that each committee submit a detailed budget for the upcoming year. Father Jerome requested there be a system of checks and balance in place, and the members agreed.

D. School Fundraising Coordination with Development, Parent Forum and A&B

Tom Kelly suggested having the three groups meet to discuss the process of fundraising and how best to ensure parents are not being asked for too much financially. Sr. Dorothy suggested that all committees run their new fundraising plans through the finance committee.

E. Website Improvement

Matt Fosket is working on updating the School Board portion of the website. He will draft a description of the School Board and share it with members for their review and suggestions. Tom Kelly will help.

F. Legislative Action Person

Rita Stasi mentioned a need for a school board member to work with two legislative groups on current and proposed legislation that will impact the school. Jim Fleming volunteered to be the legislative action person.

III. Committee Reports

A. Pre-School

A proposal outlining plans, costs and enrollment was sent to the Diocesan School Board for approval on September 10. School awaits approval and direction from the Diocese before moving forward. The School Board expressed a desire for the Diocesan approval at the Diocese's September meeting so that Father Jerome can give his final approval and direction on the pre-school as pastor. Once we have that, we can begin to market the pre-school to parents, hopefully in October. It was noted that competitor pre-schools in town have already begun their marketing efforts.

B. Enrollment

Co-leaders had initial meeting. To Do: A special thank you will be sent by Tom Kelly on behalf of the School Board to Janet Fosket, Amy Marciniak, and all members of the Enrollment Committee who helped to increase our enrollment for this school year.

C. Marketing

Marketing committee update included: (1) discussing beautification of school while recognizing need to prioritize school's capital improvements; (2) working on Tailgate Trot; (3) reviewing possible online Spiritwear shop; and (4) discussing design standards. Kelly Roth was commended for her great work in drafting, reviewing, and publishing the directory. The members wanted to thank the marketing team for their tremendous, behind the scenes, work. To do: A special thank you message will be sent by Tom Kelly on behalf of the School Board and school families.

D. **Development**

The Development Committee update: (1) Manna slightly behind; (2) Green Pages a bit short, at \$5,000, due to economy; (3) golf outing set for May 14th, still looking for location; (4) Grand Raffle going well, 3 for \$100 working nicely and (4) Tailgate Trot is on track, with goal of approx. 350 runners. The committee has posted updates in the eMessenger. At this time, Development does not wish to take on any additional fundraising efforts. To do: A special thank you message will be sent to the Tailgate Trot and Dance committee by Tom Kelly on behalf of the School Board and school families.

E. **Centennial**

Sr. Dorothy, and the Board members wanted to extend a thank you to Christy Yeo, Ann Harris, and Mary Ann Pattanayak for all their work on the Centennial events. They were thanked publicly at the Meet and Greet meetings by the School Board on behalf of the school families.

F. **Alumni**

Page Wilson, Mary Chris Flannery, Marita Blanken and Christy Yeo mailed out the first alumni committee newsletter to approximately 1600 alumni. The Board members thought their newsletter turned out great. A meeting of alumni will take place in October to discuss organizing the Alumni mass and all class reunion, as well as consider possibly forming an Alumni Association to support the school.

G. **Finance**

The following budget information was shared with the Board: (1) St. Joseph School Financial Summary as of 08/30/2009; (2) St. Joseph School 2009-2010 Enrollment; (3) St. Joseph School 2009 – 2010 Tuition Summary; (4) St. Joseph School Tuition Assistance Summary for 2009-2010; (5) St. Joseph School Stewardship Summary; (6) St. Joseph School 2009-2010 Fundraising Summary as of 08/31/09; (6) St. Joseph School 2009-2010 School Capital Expenditures as of September 20, 2009; and (7) St. Joseph School 2008-2009 Annual Appeal. Committee discussed clearly defining the term “stewardship” for families.

H. **Pastoral Council**

Deferred until October 19, 2009 meeting.

IV. **Pastor, President and Principal Comments**

Principal: Rita Stasi shared data showing Saint Joseph School experienced the second largest growth in the Diocese of Joliet. Despite the economy, Saint Joseph has been blessed with an increase in families that was attributed to many factors including but not limited to a strong faculty and administration, involved community, and supportive parish. Rita also handed out brand new copies of the School Directory for 2009-2010. They look terrific. Marita Blanken was commended for her excellent public relations efforts.

President: Sr. Dorothy thanked the parish for its support of the school, particularly the inclusion of school functions in the bulletin. Next dates for the Meitler study were discussed.

V. **Next Meeting Date - Monday, October 19, 2009 School Library**

VI. **Adjournment**

Respectfully Submitted by,

Pam Edwards and Kathleen Buck