

## SCHOOL BOARD MEETING MINUTES

August 29, 2017

**Attendees:** Father Milota, Father Stelmach, Father Herbut, Karen Meskill, Carolyn Buckley, Kim McMahon, Kate Kowlaski, Tobias Schlueter, Mike Keegan, Shannon Perrino, Oriana Van Someren, Mike Aabram, Brett Shoup.

**Other Attendees:** Justin Busche, Meg Olsen, Mary Zuppan, Jen Jones, Willard Hemsworth.

**I. OPENING PRAYER** – Fr. Milota opened the meeting with an Evening Prayer, Liturgy of the Hours.

### II. RECOMMENDED ACTION

- a. Routine Matters – Approved 5/30/17 with edits.
- b. Old Business – None
- c. New Business – None.

### III. REPORTS

- Principal – We are starting out strong. Last year we budgeted 425 students and we have 439 students enrolled. We had 24 families leave (40 students). We had 20 new families (32 students – 14 enrolled in kindergarten). Karen reviewed the new teachers that have joined our school family. She described the new staff, including facilities manager and band director. We celebrated teacher milestones at the first school mass on Friday. They are: Mrs. Kathy Lesnik (10 yrs.), Mrs. Amy Bartley (10 yrs.) Miss Becky Ondracek (15 yrs.), Mrs. Ruthy O’Malley (20 yrs.), Mrs. Penny Schur (25 yrs.) and Mr. Dave Schmecht (40 yrs.) Ms. Bell, Mrs. Lincoln, Mrs. Moylan will be working part-time. Karen will be working two days per week in the elementary building, (Mrs. Moylan’s office). New family welcome night was organized by Kathy Aabram. Home and School hosted a kindergarten welcome picnic. Parent Orientations will be held this week: Elementary – teachers moved from classroom to classroom instead of parents moving, like in previous years. Next week orientation will be held for Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grades. We have no school on Tuesday, September 3<sup>rd</sup> for a diocesan meeting. On September 10<sup>th</sup> at 11 a.m. we will be honoring Sister Marjorie. Trivia Night will be held on September 15<sup>th</sup> in the gym from 7-9 p.m. The previous Washington D.C. tour company that hosts the 8<sup>th</sup> grade trip is no longer in business. SSPP will be using Bob Rogers company to run, plan and manage the tour. Investigating a fundraiser for Hurricane Harvey relief. Curriculum update – all students in 6<sup>th</sup> grade will be taking Spanish twice/week. 6<sup>th</sup> and 7<sup>th</sup> grade students will get gym weekly. ITBS testing will be next week. We will be testing 3<sup>rd</sup> – 8<sup>th</sup> grade. No results are available from the Diocese regarding the

parent survey. Karen thanked last years' board for feedback on the 360 survey. Karen will be working on communication and planning. One of the big items she will handle this year include revisiting the Strategic Plan. The strategic review can take place in October-March and then the plan will roll out in May 2018. The future goals of the plan will be more manageable, tangible and quantifiable. The cost of the plan will be approximately \$15,000. Karen will follow up with the Strategic Plan organizer. Karen, Tobias and Kim discussed the possibility of a "communication task force". This task force could be led by a school board person with input from parents. Considering a suggestion box – identifying any trends, encouraging positive feedback from the school community. The goal of the communication task force will evaluate the website, calendar of activities and attempt to tap into some good ideas to improve communication throughout the school. Our network system will now be outsourced and managed by All Covered. They will be evaluating our Wi-Fi, network structures etc., including 24-hour customer service.

- Reporting Committees
  - **Athletic Association** – Opening weekend for athletics. Volleyball teams will continue playing through October. Both football teams had victories. SSPP is hosting a Cross Country meet on September 23<sup>rd</sup> in West Chicago. AA purchased a monitor for the gym lobby for displaying athletic schedules. Cheerleading will be performing at the first home game this weekend at Benet. On Friday, September 9<sup>th</sup> at 3 p.m. in the gym AA will be honoring Mike Charito. Basketball tryouts are (boys) Friday, September 9<sup>th</sup> and (girls) Saturday, September 10<sup>th</sup>.
  - **Development/Advancement Board** – Advancement board update from August 17th, 2017 meeting.
  - Annual Fund Drive was a success; we met our goal had one of the stronger years for the campaign in recent years. Much of the success was due to the "Light the Match" campaign. Looking forward to this year's plan, we are unsure about attempting to do the Light the match campaign for this year. One main reason is the need for a true match donor. The decision is still in the works.
  - Sports trivia night was a success. Looking for a new date for next year instead of a date that falls during Summer break.
  - Hoping to make some changes to the advancement board portion of the school website. We are hoping to make it more accessible and easier to view instead of having so many tabs to pull down. Reviewing other websites.
  - Financials: As of June 30th, 2017, the endowment fund balance was \$14,248,979.00. Less the check that was written this school year to go towards annual budget \$494,631.00

- Annual Report: We discussed moving away from the printed version of the Annual Report due in part to the fact that it will cost us \$5,000.00 to print it this year. We are not changing this for the 2017/2018 year, but looking at options for next year. The company that prints the report and does the layout also includes the pdf version for the current price. This pdf version is posted to the website every year. All articles for the Annual Report are due by next Tuesday. Annual Report typically is mailed out around Thanksgiving. Looking at online formatting examples to use as a template for upcoming years.
- Golf outing September 11, 2017: Sign up is doing well. We currently have about 10-12 new families signed up. The 1st timer discount seems to be a well-received incentive to get new people out. There is also a wine and cheese portion which will be held on the patio from 4 pm to 6 pm for those who cannot make the outing but would like to support and attend. Cost is \$25.00 per person. For spouses, whose significant other is golfing that day, they can stay for cocktails and dinner at no extra charge. The outing is still taking in auction items.
- Universal Fundraising: Goal expectation for this school year is \$190,000.00  
110k from Home and School 60k from Annual Fund 20k from Golf outing
- Note on Auction for 2017: Still currently need an auction chair. There is a meeting on September 21st to discuss the issue. Date is set, sub chairs for committees are firm, venue booked.
- Donor Appreciation Event will be moved off campus. It will be held on a Thursday on the 2<sup>nd</sup> or 3<sup>rd</sup> week in October
- **Home & School** – Meeting 2<sup>nd</sup> Wednesday in September. Contributed money to fund some updated equipment for the children during recess. There are three individuals interested in Vice President. Fun Fair is all set with committees in place. Scheduled for September 30<sup>th</sup>. Auction is still not firmed up. Sub-committee chairs are in place such as class projects and manpower, however the auction chairperson is not in place yet. One family is interested, however looking for another family. Auction date is set for March 3<sup>rd</sup> at Bobak's. Blessings, auction and fun fair are on target with volunteers. Mary is highlighting monthly each committee in the H&S newsletter.
- **Parish Council** - We held our first meeting on 8.22.17. Not all sub-committees have met.
  - **Administration**: We reviewed fiscal year-end financials for Church, school, and RE. All are in the green, but margins are tight.
  - **Youth Update**: Approximately 30 teens meet each week on Monday (formation) and Friday/Saturday (social). They are looking to grow to 50. Recently did a joint event with other Naperville Catholic youth groups. Also looking to expand young adult program (21-39).

- Parish Life: OCTOBERFEST - 10.27.18! Think: friends/family, beer, tent, beer, music, beer, bratwurst, beer, German pancake, and beer. You get the picture. Be there! Fun for parish and school! We also gave away more than 300 donuts at last Sunday's even fair. It was nicely attended, including by Karen and Meg.
- New Evangelization: See attached Scorecard of Activities and Actions. There are lots of efforts and planning underway.
- **Standing Committees**
  - **Marketing Committee** – Meg passed out a spreadsheet summarizing transfers including inquiries and commitments. Tobias asked for a breakdown of the 62 families that inquired. Meg responded that 48 of them toured SSPP; 20 of them chose SSPP.
  - Preschool Pal-weekly format
  - Open House dates are November 9 @ 6:30pm, November 17 @ 9:30am and January 28 @ 10:30am (Catholic Schools Week)
  - Mrs. Michuda working with students to create cards to be mailed out to parish families a) who baptize a child and b) who have a preschooler celebrating a birthday.
  - **Finance Committee** – The school ended the year with a surplus of \$49,798. The total amount of surplus and bequest as of the end of June '17 is \$89,738 and \$290,277 respectively. The fiscal '17/'18 budget includes using \$56,182 of surplus and \$121,500 of the bequest. This will leave a projected surplus/bequest of \$202,333 to be used in future years.

#### **Buildings, Grounds, Safety & Security**

- The following projects were completed over the summer:
  - The 2<sup>nd</sup> and 3<sup>rd</sup> levels of the elementary building were painted.
  - In Zuker Hall, the carpet on the stage had mold and was replaced with laminate.
  - Lead testing was completed on all water sources with two locations being above the allowable limit. The faucet in the concession area was replaced and a new fountain in the elementary building has been ordered and will be installed when received.
  - The asbestos on three pipes in the gymnasium was removed. During the removal of the asbestos, it was identified that there is a small leak in the roof and facilities is in the process of getting the leak fixed.
  - A few window screens on both buildings were replaced due to being torn.

- The fence at the back of the elementary parking lot will be completed in a few months. The brick pillars are being built. Once the pillars are in, wrought iron will be installed between the pillars.
- **Technology Committee** – No report.
- **Strategic Plan Implementation Committee** – No report.
- President – Tobias provided the school board with a binder full of key documents and loaded these documents onto school speak. “Be on our Mission” – Tobias asked us to review the School Board in-service document. Tobias reassured that we should leave the room with the positives. Tobias asked the group to be on mission, be more hands on and dial-in on our committees.
- Pastor – We are off to a good start. The communication liaison between families and the school is very important. Transition in the parish staff has also occurred with the addition of two new priests Fr. Stelmach and Fr. Herbut. The parish has also hired Annmarie Baughman as office administrator, Cynthia Kennedy as parish bulletin editor and Louis Pozek as facilities manager.

**IV. OPEN FORUM** – None.

**V. CLOSING PRAYER** – Fr. Stelmach led closing prayer at 7:45 p.m.