

St Gerald School Advisory Board Meeting  
August 27, 2015 – 7:00pm

**Agenda**

**Present:**

**Lisette Alvarado**  
**Paula Bednarek**  
**Dan Cerceo**  
**Carlos Delgado**  
**Theresa Munoz**  
**Brenda Ochoa**  
**Gail Stearns-Hussein**  
**Nicholas Suh**  
**Cindy Vega**  
**Anmarie Waters**

**Father Malcolm**  
**Mr. Theis**

**Six guests were present**

- I. **Call to order 7:01**
  
- II. **Opening Prayer**  
Mr. Theis led the opening prayer
  
- III. **Approval of minutes**  
Minutes were approved during the summer time
  
- IV. **Pastors Report**  
Outside grounds look beautiful thanks to garden committee  
Lost a tree in playground – rotted in middle – hope to replace it soon  
Jackpot Bingo – we made \$50,000 last year. So far, \$110,000 has been made this year. Money will be put into checking account and saved (possibly for teacher summer salary) or any unfortunate circumstances

Another buckling in gym floor – 2<sup>nd</sup> one – Contractors, Architects and Wood people are coming tomorrow – guess is water underneath. Cost will be covered by responsible company.

## V. Principals Report

- Two documents were provided. (Please see 1. Report to School Advisory Board Paper and 2. Parish Budget for the year ending June 20, 2016)
- Priests will have a special ceremony – blessing of children the weekend of September 19<sup>th</sup> and 20<sup>th</sup>.
- Lenten collection from last year was over \$1500
- Enrollment – we are down 2%
- Curriculum Improvements – mainly due to Aspire testing – will go throughout the year – computer based testing done in computer lab. Teachers will review results and adjust curriculum and teaching. April 11<sup>th</sup> will be the start of testing. Makeups and illnesses will be done during 2<sup>nd</sup> week. A parent meeting will be hosted with information. Mathletics – supplemental online program will set students at their ability level and has received good reviews. Mathletics will be provided for grades 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup>. \$10 per child for the year. Ability to use at home. Parent information to come within the next month.
- St. Linus and St. Louis DeMontfort currently incorporate – S.T.E.M. (Science, Technology, Engineering and Math) – integrations possible in education. They've added "A" for art and design to the name. We've begun to encourage S.T.E.M. to be incorporated in teaching units – in initial stage. Emily Kenny from OL library has started a business providing consultation services regarding stem. Mr. Theis had previously scheduled a meeting with her, but it was canceled. He would like to reschedule but is not aware of fee associated with her services.
- Vitality – thank you to painters and those who have volunteered. Bill Waters greatly helped along with 11 other painters. May choose a weekend in October or over Christmas break to continue. Volunteers are still sought after – we have paint and supplies, please speak to Mr. Theis
- Holy Name Men removed the rotten tree, we received professional advice and limbs were cut on a 2<sup>nd</sup> tree
- Fundraisers coming up – October 31<sup>st</sup> – Pumpkin 5k along with November 14 – Trivia Night
- Paula Bednarek asked about Rosetta Stone – what cost was per student? Mr. Theis said it was a pilot year \$39 per year, per student. It went up to \$62, then up over \$100 per student.
- Paula asked about time frame for Aspire – Mr. Theis says from pilot last year – the diocese negotiated a break out for the time frame. It will be broken up during the week. We are no longer doing Terra Nova. Aspire is 3<sup>rd</sup> through 8<sup>th</sup> grade. Students will be tested in the following subjects: Math, Science, Language Art/Reading. Teachers will be taking students down to the computer lab to do practice tests. Schedule will be given to inform parents

## VI. Presidents Report

- a. Acknowledgement and thanks to outgoing board members  
Jen Cronin – moved  
Joann Chavez-Buchanan and Jen O'Reilly – completed term

- b. Introduction and welcome to 2015/16 board members

Introduced old members  
Welcomed new members  
We have a full slate – 10 members

- c. Recap of 2014/15 accomplishments

- i. Teacher wish lists – were mildly successful – want to make better
- ii. Giant of the Year award –Mrs. Fiscella – we acknowledge hard work and dedication
- iii. New Facebook page –over 200 likes – always looking for ways to improve communication
- iv. Tuition contract – putting expectations out there
- v. New PR/Marketing materials – put together to promote the school.  
Brochure and postcard – used for open houses, prospective families – marquee at train station  
Village of Oak Lawn Marquee – AnMarie will send information to the Marketing Committee who will follow up  
Boy Scouts pays a yearly fee to use marquee at train station to promote their spaghetti dinner. AnMarie will look into sharing this marquee with them for school promotion.  
Oakview and Worth Township – Paula will ask them to put promotional materials on display  
Anmarie will ask other Oak Lawn businesses within our boundaries  
Paula suggested putting a blurb in the weekly church bulletin to get more Facebook likes  
Dan suggested putting upcoming school related events in the church bulletin  
Teresa suggested a 2<sup>nd</sup> collection for the school
- vi. St. Gerald Marketplace – EBAY like site buy/sell. A portion goes to the school. Continue to promote – more sellers will create more buyers

- d. Committee selection
  - Budget and Finance – Anmarie and Carlos
  - Marketing and Public Relations – Gail, Brenda and Paula
  - Planning and Policy – Theresa and Lissette
  - Development – Cindy and Paula
  - Building and Maintenance Committee –AnMarie and Gail
  - Legislative Action Committee –Theresa and Cindy – untapped initiative for vouchers will be funneled to the committees from Mr. Theis
  - Technology – Nicholas and Lissette

Paula - University of Illinois Science on the Go Bus – Mr. Theis gave Paula permission to fill out the paperwork  
Nick has a list of grant opportunities he will share

## **VII. SAB committees Reports**

- a. Budget & Finance – (See handout School Budget) Projected Budget – Tom Forbes is our annual business manager for school and church – published budget will be in church bulletin during October. He does a great job for us. Many times we go over deficient which causes difficulties. Parish pays that then some. We ask school families to help contribute and defray the deficient.

Paula asked question about tuition contract – we have received almost all of the contracts. Most families signed and returned immediately. A few took home to review and sign. St. Linus also instituted a tuition contract this year.

- i. Tuition recovery – AnMarie and Dan met with Margie Colesby – have expectations and plan in place to recover funds. Contract will be enforced.
    - Step 1 – contact and give options – pay in full, down payment and make payments, take full amount due and pay throughout year or contact school office to make other accommodations.
    - If family did not choose an option of those offered, the default option will be spread out over 10 payments via Smart Tuition
    - Paula asked how it will be looked at who is behind – Mr. Theis and committee will make decisions but it will be done collaboratively. Margie will be monitoring very closely.
- b. Marketing & Public Relations
  - i. New promotional materials available
- c. Planning & Policy

- d. Development
  - i. Grant/funding opportunities
- e. Building & Maintenance
  - i. Status of paint project
- f. Legislative Action
- g. Technology

Website is complete – content of current site was moved over. Data needs to be moved over. Nicholas will send out link for new site. Nicholas will need to meet with Mrs. Slifka for a transition. Mr. Theis assured that he will give her the time to meet.

#### **VIII. Old Business**

- a. Teacher Wish Lists –Theresa will reach out to Jen Cronin and ask for an update of where we are at
- b. Website update status
- c. PK uniform policy recommendations – November or December – need to let new parents know – we don't want to lose families over it  
Some type of survey or poll – Gail will send out a letter to Preschool families in regards to a gym uniform recommendation for Preschool 3 and 4 to gage thoughts and concerns.

#### **IX. New Business**

Mrs. Slifka sent a reminder email. – Mooyah in Oak Lawn on August 29<sup>th</sup> – will give a portion of purchase to the school. The school will receive 25%. Please eat and mention St. Gerald when ordering

Armed robbery at US Bank – police did not notify us. They will notify us if they feel it is an immediate danger. Staff was on extra alert. We did contact police who suggested we continue our regular day. Suspect went south.

#### **X. Announcements**

#### **XI. Comments from the Floor**

Margie thanked the school board for all the help and recent accomplishments

#### **XII. Motion to Adjourn**

Paula motioned to adjourn  
Theresa – 2<sup>nd</sup>

Next meeting Sept 10  
Meeting close - 8:15

**XIII. Closing Prayer**

Father Malcom led the closing prayer