

January 10, 2018

Advisory Board Meeting Agenda

- 1) **Call to Order 7:00 pm**
- 2) **Opening Prayer**
- 3) **Approval of December minutes Approved**
- 4) **Pastor's Report**
 - a) **Letters and signing of petition requesting archdiocese to allow Father Malcolm to stay at St. Gerald's for one more year are greatly appreciated.**
 - b) **Upcoming meetings with archdiocese regarding new pastor**
 - i) **January 22nd**
 - (1) **Parish council will attend meeting with other schools in need of a new pastor and try to determine the best candidate.**
 - ii) **January 23rd.**
 - (1) **4 pm**
 - (a) **Archdiocese will meet with Parish Staff to discuss what they feel is needed in a pastor**
 - (2) **6 pm**
 - (a) **Archdiocese will meet with Parish Reps to discuss what they feel is needed in a pastor**
 - (3) **7 pm**
 - (a) **Townhall style meeting will be held in Church. All are welcome.**
- 5) **Principal's Report**
 - a) **NJHS raised \$2063.84 for Leukemia and Lymphoma Society**
 - b) **Second trimester progress reports due out Thursday, 1/17.**
 - c) **Tech discussions held with group of teachers. All faculty completed a survey regarding adding technology into the classrooms, how it will help and what training would be needed. More to follow.**
- 6) **President's Report**
 - a) **Report of sub-committees**
 - i) **Budget & Finance**
 - (1) **P. Oberholtzer & M. Soto**
 - (a) **A meeting with Tom Forbes to discuss the budget is being scheduled for early February**
 - ii) **Marketing & PR**
 - (1) **M. Kolar & P. Oberholtzer**
 - (a) **Old Business**
 - (i) **Need follow up with Mary Jane Kennedy on new website creation, emails, etc.**
 1. **Board to touch base with Debbie Janicke regarding the new website creation**
 2. **Board to request meeting with Ginny Slifka to discuss School Messenger**

- (b) Social Media Content Strategy Presentation Update
 - (i) Have been made an admin for Facebook
 - (ii) Need help obtaining pictures from teachers- **Mr Theis gave approval to email teachers asking for input/cooperation**
 - (iii) Meeting will be requested with Development to go over posting guidelines
 - (c) Advertising for Open House
 - (i) Flyer Design- approval- **Approved**
 1. Outlets/venues: Starbucks, Potbellys, Papoose/Day Cares, Real Estate Offices, Park District Buildings, Village Hall, Banks, **OL and surround area libraries**
 - (ii) Patch post is drafted and pending release
 - (iii) Request into village for marquis
 - (iv) Signage **Will be ordered and placed around campus**
 - iii) Planning & Policy
 - (1) M. Kolar & C. Ball
 - (a) Meeting Minutes
 - (i) Revision of Bylaws
 1. Need to be retyped as we don't have a .doc file **Found an old file. Revised copy with changes noted below will be brought to the February meeting for official signing/approval.**
 2. Strike "Approval of the minutes" from Article VII, Section F, Number 3
 3. Add following description to Article VI, Section D:
 - a. The minutes shall be delivered to the Principal via email within one week of the monthly board meeting with the President and Vice President on copy. The approval of the meeting minutes will happen via email within 1 week of the Principal receiving the minutes from the Board Secretary. Upon approval of the Principal, the meeting minutes will be posted on the school board website within 48hrs.
- iv) Development
 - (1) P. Oberholtzer & C. Ball
 - (a) Open House
 - (i) Sunday, January 27th.
 1. Board confirming organization involvement
 - a. Confirmed: Mothers Club, Parish Office, Development, Scouts
 - b. TBD: Holy Name, SGAC
 - c. **All organization tables will be set up in the gym to help avoid bottlenecking in front hallway.**
 2. Hot Chocolate Bar **and Sloppy Joes will be distributed through the gym kitchen.**
 3. Electronic sign in
 - a. Need to touch base with Margie Colesby to determine how sign in forms are utilized.

- b. Board would like to utilize data from visitors that didn't register to survey and receive feedback of the school.
 - 4. FAQ sheet updated and distributed to board members. Will be distributed to tour guides the day of as well. NJHS will have 3-4 students there to help with tours
 - 5. Spirit wear not available to sell Looking into other options
- (ii) Secondary Open House
 - 1. Wednesday 2/6; 6-8 pm.
 - 2. Proposed to re-introduce the Teddy Bear Tea for incoming preschool families. Mr Theis will discuss with preschool teachers
 - 3. Gerald's has the opportunity to take a part in Evergreen Park's Preschool Fair. Mr Theis will be discussing with preschool teachers.
- v) Building & Maintenance
 - (1) R. Schipma & C. Ball
 - (a) Water fountain
 - (i) To be delivered by 1/14.
 - (ii) Will need to coordinate installation and payment for installation
 - (b) Status on new sign on Southwest Highway- Still Pending
- vi) Legislative Action
 - (1) M. Soto & H. Kruszewski
- vii) Safety & Security
 - (1) H. Kruszewski & R. Schipma
 - (a) Teachers have received photo IDs on lanyards- positive feedback, will need to request additional IDs and lanyards for Extended Day Staff
 - (b) Two nurses have volunteered to instruct on better EpiPen procedures and are looking into getting an extra to keep in the lunch room.
 - (i) Michelle Perez & Laurie Whalley gathering info and will be in touch by 1/11
- viii) Technology
 - (1) C. Ball & P. Oberholtzer
 - (a) Status on WIFI/Camera installation Holy Name group, with Bill Egan as the point person, has hosted a few planning meetings and hope to start ASAP.
 - (b) New computers funded by Manna.
 - (i) Specs available? Not until the end of the school year
- 7) Old Business
- 8) New Business/Announcements
- 9) Questions/Comments from the floor
- 10) Motion to Adjourn 7:59 PM
- 11) Closing Prayer