

December 13, 2018

Advisory Board Meeting Agenda

- 1) **Call to Order 7:00 PM**
- 2) **Opening Prayer**
- 3) **Approval of November minutes Approved.**
- 4) **Pastor's Report**
 - a) Security Cameras and cabling for WIFI will be installed starting in January. The WIFI drops will be placed in the hallways and should extend to the classrooms. Material costs are being covered by Holy Name and Installation cost are covered by donated time. The team installing the equipment is comprised of generous parish members with experience in these fields. WIFI for the gym and Chapel Hall are also in discussion.
 - i) With the placement of WIFI, the next step will be teacher training and curriculum enhancements
 - ii) Holy Names next goal is to get Chrome Books for Junior High classes
 - b) New marquee sign for Southwest Highway is still in progress.
 - c) Roughly 900 people attended the Breakfast with Santa. Thank you to Holy Name!
 - d) Queen of Hearts pot currently sits at \$5K
- 5) **Principal's Report**
 - a) Based on Tech recommendations during November board meeting, the faculty are being surveyed and a development plan is being created. More to follow.
 - b) Interim testing for Aspire reading will occur the week of January 14th. Those results will help us prepare for the summative testing in April.
 - c) Faculty will be attending workshops during National Catholic Education Association Convention in April.
- 6) **President's Report**
 - a) Change of location? Meet in teachers' lounge instead? **Approved. Will have website changed to reflect.**
 - b) Report of sub-committees
 - i) Budget & Finance
 - (1) P. Oberholtzer & M. Soto
 - (a) A meeting with Mr. Forbes is tentatively set for the end of January
 - ii) Marketing & PR
 - (1) M. Kolar & P. Oberholtzer
 - (a) Social Media Content Strategy Presentation
 - (i) **Need to showcase school's mission to current and perspective families**
 - (ii) **Proposed posts highlighting our four main pillars**
 1. **Faith/Community**
 2. **Academic**
 3. **Sports/Activities**
 4. **Fundraising**

- (iii) Team from St. Xavier working on new website will be asked to also design a crest/logo for the school that can be applied uniformly to letterhead, spirit wear, website, etc.
 - (iv) Need to confirm who is the owner of the school Facebook page
 - (v) Follow up with faculty on pictures to be taken for posts
 - (b) Advertising for Open House
 - (i) Flyer Design
 - (ii) Outlets/venues? Park District facilities, Starbucks, Potbellys, Library, Train Station, Real Estate Offices, Local Preschools, Village
 - 1. Media outlets: The Patch, Village Marquee, Etc.
- iii) Planning & Policy
 - (1) M. Kolar & C. Ball
 - (a) Meeting Minutes
 - (i) Recommendation to revise bylaws **Approved.**
 - 1. Strike "Approval of the minutes" from Article VII, Section F, Number 3
 - 2. 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 to reach out to all other agencies to ensure complete participation
 - a. **Need to confirm if spirit wear will be sold by Development or SGAC**
 - 2. Hot Chocolate Bar
 - a. Volunteers to gather items and run
 - 3. Electronic sign in
 - a. Need to touch base with Colesby to determine how sign in forms are utilized.
 - 4. Will work on updating information for FAQ sheet
 - (ii) Extend until 1pm to allow for more visitors? **Decided not needed**
 - (iii) Secondary Open House
 - 1. Update on approved dates? (1/30 and 2/6 proposed)
 - a. **2/6 from 6-8 pm**
- v) Building & Maintenance
 - (1) R. Schipma & C. Ball
 - (a) Water fountain proposal update

- (i) We have secured a complete water fountain, chiller and bottle filler as a donation. We would just need installation costs covered then (proposals have been around \$800)
 - vi) Legislative Action
 - (1) M. Soto & H. Kruszewski
 - vii) Safety & Security
 - (1) H. Kruszewski & R. Schipma
 - (a) New process for visitors
 - 1. Small amount of lanyards have been provided to front office. More will be dropped off soon.
 - (b) Each teacher to receive photo lanyards
 - (i) Status? **Lanyards needed to complete will be dropped off ASAP**
 - (c) 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
 - (ii) Working to set up with G. Reynolds for a faculty meeting.
 - viii) Technology
 - (1) C. Ball & P. Oberholtzer
 - (a) Status on WIFI/Camera installation
 - (b) New computers funded by Manna.
 - (i) Specs available? **By end of school year**
- 7) Old Business**
 - a) **Follow up needed with Mrs. Kennedy regarding website/emails/texts/etc.**
 - i) **Would prefer to see weekly emails in HTML format. School has contract with School Messenger. Need to confirm what capabilities are possible.**
 - b) **Follow up needed regarding cleaning of the bathrooms, specifically the gym bathrooms**
 - i) **Board will contact Frank Zagata to see what's possible.**
- 8) New Business/Announcements**
 - a) **New uniform options to come including an extendable skirt for junior high girls and an athletic material zip up similar to the fleece zip up currently offered.**
- 9) Questions/Comments from the floor**
- 10) Motion to Adjourn 8:10**
- 11) Closing Prayer**