

November 14, 2019

Advisory Board Meeting Agenda

- 1) **Call to Order 7:00**
- 2) **Opening Prayer**
- 3) **Pastor's Report**
 - a) Perspective new pastors have been touring the parish. A new pastor should be announced by March and starting by July.
 - b) The generous gift left to the parish by Father Malcolm will probably be used for general maintenance and upkeep.
 - c) The next large project to tackle will be the school windows. Rough estimates put the cost around \$300K. "To Teach Who Christ Is" should be able to fund this.
- 4) **Principal's Report**
 - a) Literacy coaching with K-5th grade teachers continues with the coach coming twice per month.
 - b) Church contributions update and reminders are being prepared.
- 5) **President's Report**
- 6) **New Business/Announcements**
 - a) Pre-School 3 Teacher Update
 - i) A certified teacher with experience with preschool and kindergarten has been hired. Mrs. Kelly will stay on as aide. Ms. Capill will be utilized full time for tutoring, library, substitute, etc.
 - b) Gym Teacher Update
 - i) Coach Filipe can continue teaching 27 of the 40 gym classes. The remaining are utilizing substitutes.
 - c) Missoula Theater
 - i) The school has found that when the program runs three years in a row, participation lacks and so hasn't planned on having the program return. Board will be sending out poll to determine interest in the program.
 - d) Open House
 - i) Sunday, January 26th. 10 am- 12 pm. Board will work with faculty committee to discuss ideas regarding open house and catholic schools' week.
 - ii) The board has a \$500 budget for advertising, décor, etc.
 - iii) Evening open house proposed for Wednesday 2/5 or Wednesday 2/12
 - e) St. Patrick's Day Parade
 - i) Board will work with development to confirm which vendors to use, the process and budget.
 - f) Principal Retirement Announcement/Next Steps
 - i) A position will be posted, and vetting will begin. The process initially is arch-wide and then will become specific for St. Gerald's.
 - ii) Arch will meet with Pastor designate, once named, to discuss the timeline/process
 - g) Pastor Update
 - i) See report above.
 - h) WIFI/Security Cameras Update
 - i) Equipment is still be collected for WIFI. Security cameras are now synced with Oak Lawn Park District.
 - i) Tech Update
 - j) Virtus Training Governance for Parent Volunteers

- i) A list is run through the system to confirm all participants are current on background checks, trainings etc. at least twice a year
 - ii) This is for all coaches, room coordinators, scout leaders, field trip volunteers, etc.
 - iii) The parish is audited yearly, and the school is audited twice per year.
 - iv) It was suggested that the Virtus site coordinator responsibilities be moved out of the new principal's duties and to another school employee.
- k) Spirit Wear Update
 - i) Orders are due 11/15.
 - l) Epi Pens/Training
 - i) A school mom (nurse) will need the request letter signed by Mr. Theis to submit the request for new pens. Training will be held with all teachers during faculty meetings.
 - m) December Meeting Date
 - i) Moved to Monday, December 9th at 7pm due to conflicts

7) Questions/Comments from the floor

- a) Request for a social media training with a local PD. Mr. Theis confirmed this has been done in the past and was successful. Board will get details regarding presentations available and will pass on to Mr. Theis.
- b) Board proposed hosting one additional dress down day per month to help fundraise for the school. Board will prepare list of goals to fundraise for by the December board meeting. New dress down days will begin after Christmas break.

8) Motion to Adjourn 7:48

9) Closing Prayer