

SGSAB Meeting

September 13, 2018

Members Present: Father Malcolm, Mr. Theis, Caitlin Ball-President, Phil Oberholtzer-Vice President, Michelle Soto, Roseann Schipma, Marisa Kolar, Kim Waters

Meeting called to order by C. Ball at 7:03 p.m.

Father opened with prayer.

Introduction of new board members for the 2018-2019 school year.

### **PASTOR'S REPORT**

Carnival profit came out to be just under \$52,000 which is great. The Carnival usually profits right around 30-40k so this year was a good year. Money is to be used for school upgrades and Parish upgrades. The people of the Parish/School will be doing the labor for security improvements and WI-FI upgrades and alterations. There is also government funding available for equipment, specifically security cameras \$12,500 which was applied for through a police department grant. Looking for an update after getting information from Terry Finn and or Bill Eagan who will be in charge of the security/WI-FI upgrade project. Father Malcolm did provide P. Oberholtzer with a copy of the plan.

Holy Name Society has Queen of Hearts fundraiser in progress. Father Malcolm to update the status at the October board meeting.

Father Malcolm did mention the Lucky 13 raffle is a separate fundraiser.

**Father Malcolm to: update the board on security/WI-FI progress plan, and Queen of Hearts fundraiser.**

### **PRINCIPAL'S REPORT**

Mr. Theis shared information regarding weekly confession schedules, confirmation and communion meetings for parents, upcoming fundraisers such as October 5K and the November 10 Trivia night. He asked friends and family to please support the Development office.

Aspire Test scores from the spring test will be available upon request. Please ask Mr. Theis for a copy of the paper scores if you wish. Parents will be able to soon access scores through the Power School Website. And the overall test scores, our school vs. nation school scores will be available at the end of September, beginning of October.

Mr. Theis will look into how all the transfer students can get a copy of their test scores from the school in which they transferred from. We would probably have to contact Aspire Co. to see how we can get a copy of those scores for the parents who would like a copy.

Mr. Theis will be working with teachers regarding benchmark reading instruction and the school improvement plan in which the Archdiocese has set up goals for our school.

Our first progress report of the school year will be coming home October 4.

**Mr. Theis to: Update the board on the Aspire test scores for transfer students and how parents can get a copy, get copies of our school test scores vs. other schools, and update the board on the school improvement plans if there has been any progress and what the plan would be.**

### **BUDGET AND FINANCE REPORT**

Questions, comments, and concerns were raised regarding the budget of the Parish/School. The budget for the school year is determined January of each year however is not approved until March of that year. Can we invite Tom to the November board meeting and ask him questions regarding budget, deadlines, etc.

Questions came up regarding Extended Care payments. These are posted on the 15<sup>th</sup> of each month and due the 20<sup>th</sup> of each month. Can we get these on auto pay like the tuition? Currently tuition bills are on auto debit either on the 1<sup>st</sup> or 10<sup>th</sup> of each month. Parents like the idea of auto payment. Something we need to discuss with Tom for the 2019-2020 school year.

We currently have about 440 students. For the 2018 school year we had 390. We have also hired three new teachers for our school.

Michelle Soto questioned if the gym will be getting WI-FI too along with the security cameras. We believe so since the cameras will be linked to the WI-FI network. Maybe Phil can double check his copy of the plan.

Church contributions: Is it possible to get a statement at the end of the school year in lieu of the end of the year. Mr. Theis and staff manually enter the information into the system. The system for the process could use some updating. If you need a statement, see Kate in the Parish office. She will be able to provide this information to you.

**BOARD TO: Invite Tom to the November meeting to answer misc. budget questions. Also gather any other questions that we would like answers to.**

**P. Oberholtzer to: Confirm that WI-FI will be in the gym also.**

### **MARKETING AND PUBLIC RELATIONS**

There was much concern regarding our current website and the outdated information. Many parents use this tool for many different things. M. Kolar and K. Waters have volunteered to contact Mrs. Kennedy and Mrs. Janike for a meeting for short-term updates.

Our school is in the process of switching over to Microsoft 365. Do we know when this will be happening?

**M. Kolar and K. Waters to: Contact development and Mrs. Kennedy regarding website updates.**

## **PLANNING AND POLICY**

Mr. Theis asked that we gather questions and or concerns from parents and or teachers regarding the policy in place for uniforms. It was discussed the board makes decisions but the written policy is a little unclear. Can we plan to re-write this? For example, are hoodies allowed? Cold shoulder shirts?

**BOARD TO: Bring questions to the next meeting from parents and or staff of school.**

## **DEVELOPMENT**

Board members to join the Dinner Dance Committee.

## **BUILDING AND MAINTENANCE**

New mulch around doors two and three are needed. R. Schipma looking for donations. She will also ask Home Depot, Menards, and local landscaping companies for any donations first then come back and ask the Parish for some funds to update the school yard.

Cleaning services: R. Schipma has a quote from a professional cleaning service to clean: 11 bathrooms once a week. Proposal was \$818 per month, which comes out to approximately \$18 per bathroom per week. R. Schipma to check with the company to see if they can offer any discount on the price and also get a quote to clean the bathrooms and kitchen area at the JCAC.

Can we ask the miscellaneous clubs who use our school and Chapel Hall to donate X amount per month to help with the cost of the cleaning? (Boy Scouts, Polish School, Eagle Scouts, etc.)

Sandy W., visitor of the meeting to talk with her neighbor about fence help with regards to the dumpster as it is such an eyesore from Central and to our parents.

**R. Schipma to: Contact companies for mulch donations and get additional cleaning quotes.**

## **LEGISLATIVE ACTION**

Two of our families have received the tax credit. Mr. Theis is happy about this.

## **SAFETY AND SECURITY**

C. Ball suggested that we try maybe colored squares for each grade near door three. It is very crowded and not safe especially after school.

There aren't any distinct lines at the preschool/kindergarten doors.

Door three is patrolled by the 7<sup>th</sup> grade. Doors open at 7:50 a.m. and close at 8:00 a.m. If anyone comes after that time, they should enter through the office doors. Mr. Theis will check with the teachers on this subject an also should the teachers take turns monitoring the doors?

C. Ball had a concern regarding allergy bags in each classroom for the students who need them. Margie Colesby had concerns as well and she had purchased bright red first aid bags just for this use. Thank you!

Can we get an epi-pen for the lunch room for emergencies? There may be different doses/types that may not be applicable to all kids with allergies. Not certain though, and they are also expensive.

A suggestion came to the meeting regarding parents who are nurses to perhaps come and give a small quick seminar on proper safety procedures in emergency situations.

New Visitor procedure: License or ID to be left at front office and visitor will be given a lanyard which is returned at the end of their visit to receive their license back. Each teacher should have a photo ID lanyard as well.

**Mr. Theis to: Review with teachers and get feedback.**

**Who will: Investigate filling or requesting materials for said red bags, getting an epi-pen for the lunch room, and looking for health professionals and requesting their time for some safety and health guidelines.**

### **TECHNOLOGY**

P. Oberholtzer had spoken about grants and funding available for our school. Apparently, an application on behalf of St. Gerald School for technology was once submitted however, the application was pulled or not followed through on.

**P. Oberholtzer to: Investigate why the E-Rate Grant application for our school was pulled.**

### **OLD BUSINESS**

ComEd assessment of school shows a possible annual savings of \$7,240 with the proposed improvements.

**C. Ball to: Discuss with Mr. Theis.**

### **NEW BUSINESS**

Mrs. Colesby will not be a permanent PreK 3 teacher. Per Mr. Theis, a new teacher will be in place by October.

## **PARENT AND VISITOR CONCERNS**

Kiss and Ride in the parking lot off of Central Avenue has become dangerous. Central Avenue becomes backed up into the school lot. Parents and other drivers are not paying attention to where they are going, looking, parking, etc. This is a big safety concern as we have all these children all over. What can become of this situation. Are there any parent, teacher, or staff volunteers that can help in the morning and after school? Maybe possible teacher assignments for this task?

Has the situation gotten any better now that school is in session and back to routine?

Fourth Grade is switching classes now and there are concerns regarding the time for bathroom breaks, and time to write down homework assignments in each class. The kids sometimes miss writing down assignments due to lack of time between classes. A parent was wondering if they might be able to have an extra five minutes to use the bathroom or write down assignments. Can we revisit the issue now that we are in routine? Are the kids still having issues?

**Mr. Theis to: Contact the local police patrol for suggestions as he has in the past. They were able to come up with a plan that worked.**

**Mr. Theis will also contact the county highway to get the school speed light-up sign back. Unfortunately, with the county it takes a long time.**

**Mr. Theis to: Contact the Village of Oak Lawn for suggestions and help.**

**Who will: Contact Marla C. to see if the situation has gotten any better?**

**Who will: Contact Sandy W. to see if her issues with time are getting better?**

**Meeting adjourned at 8:34 p.m. by C. Ball.**

**SPLIT THE POT: How much fun was the bonfire with all the School Board's help! It was a great time and we look forward to helping at the next event. R Schipma raised a total of \$200 on Split the Pot tickets, so \$100 will be in the pot to update the school "one room at a time". Thanks for everyone's help and thanks to the Athletic Club for allowing me to raise funds.**