

St Gerald School Advisory Board Meeting
September 10, 2015 – 7:00pm

Agenda

Present:

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

Father Malcolm
Mr. Theis

- I. Call to order
7:06
- II. Opening Prayer
*Father Led us in opening prayer
- III. Approval of minutes
*Motion to approve – Theresa Munoz and 2nd Paula Bednarek
- IV. Pastors Report
*Big Money Bingo is over \$30,000 – has not been won yet. All money will build up our reserve.
* Carnival – over \$51,000 was raised from Holy Name. They will give father a check to go toward debt. They offered to purchase a \$12,000 curtain to put up as a divider during games.
* Task force (parishioners who are electricians) are checking out the electricity in the school. In 1967, the electricity only had a few amps in each room. Some rooms have air conditioning some do not. Issue is having the available power to run them. We are making a serious attempt to see how much power can be given to each classroom.
*Diocese Required – Teach Who Christ Is Program – every parish has to go through it for fundraising – next winter. Establish an endowment fund for school. It is a pledge program. 60/40 split
*Janitors gave 3 pages of issues to Father in regards to repairs and improvements. Father would like to redo the front of the church. He would also like to see it become handicap accessible.

V. Principals Report

(Please review two handouts)

1. September 2015 Report to School Board
2. Pumpkin 5K

*Patriot Day Mass on 9/11 at 8:15am

*Pope's Visit to America – get some of the coverage viewed in the classroom

*Curricular Excellent – Teachers will provide online homework assignments by Sept. 24

(See back side for grading time frames)

*Paula asked about Accelerated Reader – if students did not have AR points in, they received an F on mid report. Mr. Theis will follow up with Mrs. Slifka. He will pose it as a true progress report versus working toward an end goal or grade.

*School Vitality – Azteca Catering, 5 K October 31, Paula read a comment from the Pumpkin 5K Race Facebook where someone posted a positive comment about our upcoming event.

- Mandated Reporters –volunteer coaches and catechists with REY must complete online training through the Archdiocese
- Reminded around Oct 1 for Medical Forms – Strict Deadline due in by Oct.15. Lissette asked if we could look into a document scanner for certain medical forms. Paula suggested cam scanner an ap on a phone that allows you scan documents.
- Nicholas asked if the office had any type of contact management system? We have PowerSchool where student and parent information is stored.
- Theresa asked if we have a security system for our confidential files. Are they locked up? Behavior, academic, medical – office staff – Mr. Theis ensured that we did. Secretaries are constantly being careful and watchful.

VI. Presidents Report

- Doing well on the Facebook front – continue to post and share. We have had great success with other school and churches with sharing contact from one another.

VII. SAB committees Reports

- a. Budget & Finance - Discussion of tuition –
Chipotle Fundraiser (will give 50% back per purchase) – AnMarie will follow up with Debbie Janicke.
- b. Marketing & Public Relations – We are using the PDF of the postcard for online advertising. Gail contacted Michelle Niemeyer, from the Village of Oak Lawn to advertise on the marquee and television network. She did not hear back from Michelle, but Brenda saw an advertisement on the marquee so advertising is taking place for our school.
 - *Brenda spoke with Kate Zagata regarding the bulletin. It is done 10 days in advance. Submit through email.
 - *Brenda has parent requests if ever purchasing sport uniforms would be an option since they are currently lent to students – Mr. Theis suggested going to the SJAC.
 - *AnMarie will talk to Mrs. Pieneda regarding train station advertising
 - *Paula is currently in talks with the Worth Township, Oakview and Grant with the Extension for U of I for the Science Bus .

- c. Planning & Policy
- d. Development
- e. Building & Maintenance

All three floors and bathrooms have been painted. Next step is north and south stairwell and music hallway. Over Christmas Break –if teachers are willing to take down décor, they may get painted during break. Ultimate goal is that the entire school will be finished by the start of the next school year.

- f. Legislative Action

- g. Technology

Mr. Theis said that he met with Mrs. Slifka – Nicholas is waiting for the credentials to log in and switch it over. Nick said that he would like time with Mrs. Slifka to go over the new website. Mr. Theis said that would not be a problem. Dan asked that if teachers could please suggest any updates or new information. We are looking for staff input.

VIII. Old Business

- a. Teacher Wish Lists – Theresa reached out to Jen Cronin but did not receive a reply back. She will try again
- b. Website update status
- c. PK uniform policy survey - Gail only received 4 paper copies from the entire Preschool 3 – Dan suggested giving the whole school input. Gail will email Nick the letter who will set up a survey monkey account. Mr. Theis said that we could send it out not in a newsletter but in a separate email
- d. Adding school happenings to church bulletin

IX. New Business

- a. Propose that all teachers be required to send home or email to parents a class newsletter each trimester. Include information on what the class is studying, field trips, projects, etc... It will help keep the parents informed and involved. Information overload to the parents is always positive. Mr. Theis said that it would be done because the new online homework.
- b. Propose to schedule a few “coffee with the Principal” talks throughout the year. Suggestion of once a trimester – Mr. Theis will plan one for November, prior to the next school board meeting. Powerschool was the suggested topic. Gail can help facilitate in the computer lab.
- c. Email the staff at the end of the year and also in September asking for ideas on how to improve the school and staff image and / or get more exposure. Maybe there are things that they can suggest that haven't made it to the SAB for consideration. Hopefully we could help make some suggestions a reality. Mr. Theis will bring it up to teachers at next faculty meeting on Wednesday.

X. Announcements

- a. Giant Pumpkin 5K

XI. Comments from the Floor

XII. Motion to Adjourn - Paula Bednarek and AnMarie Waters 2nd – 8:19 meeting adjourned

XIII. Closing Prayer