

## 11.12.2019 School Board meeting minutes

**Notebook:** Action Pending

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### Details

|                           |   |
|---------------------------|---|
| <b>Project</b>            | St Francis School Board meeting   |
| <b>Date/Time/Location</b> | 11/12/2019 6 pm St Francis Ministry Center  |
| <b>Attendees</b>          | Present: Ali Villinski (Vice President), Katie Grund, Jim Luby, Dan Matzkin, Rich Mitterholzer, Mike Muir, Chris Sikorski, Kyle Schmitt (Principal), Mary Keller (Assistant Principal), Laura Angelini<br>Absent: Bob Quast (President) |

### Follow-ups

| Task   | Responsible  | Completed?               |
|--|--------------|--------------------------|
| Send letter to school parent on behalf of School Board         | Bob          | <input type="checkbox"/> |
| Send message to school community clarifying school policies    | Kyle Schmitt | <input type="checkbox"/> |
| Have additional discussion with Fr Ryan on fundraising efforts | Mike         | <input type="checkbox"/> |
| Discuss tuition at December Board meeting                      | Board        | <input type="checkbox"/> |
|  |              | <input type="checkbox"/> |

### Decisions

| Decisions  | Approver     |
|--|--------------|
| Chris Sikorski will attend November PTO meeting                | Board        |
| Bob Quast will send letter to parent on behalf of School Board | Board        |
| Kyle Schmitt will message parents on school policies           | Kyle Schmitt |
| Board will form a committee to craft a fundraising strategy    | Board        |
|  |              |

# Discussion Items

## Summary & Takeaways

### Opening Prayer

#### Approve October meeting minutes for inclusion in school newsletter

#### Review open items from October meeting minutes

Historical company matching donations (Bob, Laura, Parish Office)

-potentially communicate company matching eligibility to parents via PowerSchool

#### October PTO attendee - report (Jim Luby)

Travinia in January 2020 will be the final event

Volunteer requirement

Website update

Parent had concern/confusion about birthday snacks, school policy (food vs toys)

Kyle Schmitt was going to

-get policies of other local Catholic schools

-get PTO perspective

#### November PTO attendee - volunteer (Chris Sikorski)

#### Discussion of recent letter from parent to School Board

Bob Quast will respond to the parent, clarifying role of Board and its purview

Kyle Schmitt will draft a message to school community on relevant school policies

#### Upcoming Communication Strategy for 2020-2021 School Year

- **Volunteer Hours**
- **Tuition Costs**

#### Principal Update

Enrollment (provided in advance)

No transfers since last Board meeting

Inquiries from prospective preschool parents

After care participation (provided in advance)

Overall program is net positive financially

Program is positively contributing to school operations

Program is providing a service to school families

Historical fundraising amounts (provided in advance)

Discussion of "major events" over 4 years

Branding guide update (provided in advance)

Faculty and staff orientation is occurring as needed

Full orientation is scheduled for 12/4/2019 faculty meeting

STREAMS (Science/Tech/Religion/Engineering/Math/Social Studies) update

Mary Keller provided minutes of November faculty meeting

Future meetings set for January 2020

Teachers are energized by it and looking forward to conveying via website

Suggestions for additional SFS alumni testimonials

Report on Travinia proceeds and spending (provided in advance)

~85% proceeds have been spent on website, branding guide, communications

## **Fundraising**

### Spirit Day

Spirit Day net income was \$48k this year

-less than last year, roughly the same as two years ago

Majority of Spirit Day parent feedback was "operational"

Takeaway is that the prime focus is not fundraising

### Queen of Hearts

Village only allows \$30k per prize, \$50k max pot for events

Knights of Columbus assistance is in doubt

Given these constraints, Mike Muir will revisit with Fr Ryan

### Travinia

Travinia will be held Jan 25 2020

-this will be the final St Francis Travinia night

Discussion regarding "theme" of night

Discussion of relevant advertising and school community partners

### NCAA Tournament Event

Ali will contact Bob on this event

Action items persist for this

### General fundraising discussion

Suggestion to form a committee to develop a fundraising strategy

-committee would not be limited to School Board members

-have a fundraising goal to work towards instead of "best efforts"

General desire to focus on events that appeal outside of school community

Suggestion to use school newsletter to solicit ideas and volunteers

Spring 2020 is the estimated timeframe to develop a strategy

e.g., Bingo Nights, sponsorships for school events / activities

## **Website update**

Current goal is to launch website for Catholic Schools Week

## **Next meeting is Dec 9th 6pm at Consume in Lake Zurich**

Decision to meet "offsite" at a local business sponsor

Meeting Notes Distributed to the Team