

## 12.18.2019 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>	12/17/2019 6 pm Consume restaurant
<b>Attendees</b>	Present: Ali Villinski (Acting President), Jim Luby, Dan Matzkin, Rich Mitterholzer, Mike Muir, Chris Sikorski Kyle Schmitt Absent: Katie Grund

### Follow-ups

Task	Responsible	Completed?
Nominate Vice President for remainder of 2019-2020 school year	Board	<input type="checkbox"/>
Obtain historical "company match" donation information	Kyle Schmitt	<input type="checkbox"/>
Find "leftover" gift cards and prizes from Travinia 2019	Board	<input type="checkbox"/>
Hold interim Travinia planning meeting on Jan 2nd	Board	<input type="checkbox"/>
		<input type="checkbox"/>

### Decisions

Decisions	Approver
Exit Survey will be added to Student Handbook	Board
Michael Muir will lead/co-lead the Fundraising Subcommittee	Board
Recommendation for Principal Schmitt to move forward with 2020/2021 notional tuition plan	Board

# Discussion Items

## Summary & Takeaways

### Opening items

Resignation of President Bob Quast

Ali Villinski (Vice President) is new President

Discussed options for new Vice President; next action is to nominate new VP

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

Send approved minutes to Ali

### Review open items from previous meeting minutes

Kyle Schmitt will obtain company matching donation information

Discussion of estimated NCAA fundraiser expenses (Mike/Jim)

Ali discussed results of the exit survey of departing parents

### Website discussion

Suggestion of content specifying volunteer board functions and documents

Discussion of School Board shared mailbox "owned" by school (Kyle Schmitt)

Pres + VP will have access rights and forward emails to Board members

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

### December PTO attendee - N/A as meeting occurred prior to School Board meeting

### School snack policy

SFS school leadership solicited feedback on birthday snack policy

Board acknowledges that it is difficult to make a comprehensive decision that applies to all situations and all grade levels given the variety of health concerns and nutrition preferences for families (e.g., "safe snack" list focuses on nut allergies, while some students may be allergic to other ingredients).

School Board recommendations:

- If a student does have a medically confirmed allergy, families are encouraged to provide the documentation to the school office to keep on file.
- Food policy issued by the school administration in the last school year is still appropriate, which reads:

"Faculty and staff are not to provide students with food or drink unless ALL of the following conditions are met:

1. Advance notice is given to the parents.
2. An opt-out option is communicated with the advance notice.
3. Healthy options are presented before and as alternatives to unhealthy options.
4. Teachers are responsible for their classrooms and homerooms."

- The teachers and room parents will need to collaborate in advance for parties to communicate which food items are to be served and allow parents to communicate back to the teacher if certain food items cannot/should not be eaten by a student. The parent can provide an alternative for a student if desired.
- This policy should also be in effect for birthdays. If a parent wishes to bring in a birthday treat, he/she will need to communicate with the teacher well in advance so that all of the conditions above are met. If advance notice is not provided, a birthday treat that is brought to the classroom cannot/should not be served.

Board acknowledged that further communication may be needed to inform or re-inform parents as well as teachers/staff of this policy. It can also be considered for inclusion in a future update of the school handbook.

### **2020-2021 School Year Tuition**

Kyle Schmitt introduced notional tuition rates for next school year  
Increase in tuition is necessary to offset school operating loss  
Preschool tuition increase will be higher than elementary/junior high grades  
Preschool classes fill up and have a wait list (higher demand)  
Discussion followed regarding details of tuition and school enrollment  
SFS has met 100% of every documented financial aid need  
Kyle Schmitt reiterated that financial assistance is available  
School Board supports and recommends communication of proposed tuition rates  
Tuition rates will be sent in early January, questions should be directed to Principal Schmitt

### **Volunteer Requirement**

The preference is to include volunteer requirement with tuition information  
Discussion followed on how to promote and communicate volunteer events/opportunities  
Suggestions to increase communication with new parents  
-New Parent Orientation  
-Phone calls + outreach  
-"Missing touch point" with preschool parents (i.e., more outreach could be done)

### **Principal Update**

#### OCS Academic Scorecard

Discussion of materials  
Archdiocese of Chicago Office of Catholic Schools (OCS) test score comparison  
Focus is on marketing rather than academic benchmarking  
SFS students' scores are above average and compare well

#### Parish Financial Annual Report

Discussion followed  
Additional clarification was requested to understand current state

### **Fundraising Discussion**

#### Travinia

Date is reserved (Jan 25th 2020) and is on school calendar  
Save the Date will go out in school newsletter  
Discussion whether we can leverage previous attendee signup info  
Need to find leftover gift cards and prizes

#### NCAA Tournament Event

Knights of Columbus Hall is available  
3/19, entry fee will include food  
Lower price after 4-5 pm  
Discussion of kids' activities  
Suggestion to partner with Athletic Board  
Send email invites for the event  
Further discussion to follow

#### Fundraising Committee

Goal to is to craft a consistent, strategic overall approach for school fundraising  
Need to be "smart and transparent" about fundraising efforts (e.g., Spirit Day)  
Discussed the possibility/necessity of ad hoc fundraisers (genius day, trim it down)  
Lessons learned:

- Eliminate auctions from school events
- Some school events should not have a fundraising element

Need to coordinate with other SFS volunteer Boards  
Next, will nominate additional members for this subcommittee

**Next regular meeting is Jan 14th 6 pm at St Francis Ministry Center**

**Interim Travinia planning meeting is Jan 2nd 6 pm at Knights of Columbus Hall**

