

6:32 start time

Opening prayer by Fr. George

John Glimco – Chief of School Governance and Policy to provide training on Advisory School Board for New Members.

All introduced themselves

What was the call to make us come to serve as volunteers in the school community? Was it a role you were not sure you were ready/right for but others believed in you?

Thanks for being here and doing that due to all the other life challenges we all face

St. Bede Parish mission statement reviewed – What sticks out?

Welcoming – none of us would be here if we didn't feel welcome or a sense of community

Education – This is an important part of the Parish mission statement

Evangelization – reaching out, getting more people to be active in the community

Spiritual Community – How to be courteous and kind in a well-rounded community

School mission statement reviewed – What sticks out?

Tradition – We have alumni and several generations who have continued to come through St. Bede – tradition is something we can build upon and grow from

Support –

Family – Well-rounded community – we care about what happens outside of school just as much as inside of school. We have a special bandwidth to care about each other

Social-Emotional Growth – Especially in these last months with all the challenges, we have faced. This is where we can grow in spirituality and faith.

Mission statements should be our guiding light as to how the board will operate.

Responsibility of an advisory board – What is an advisory board? What is it not?

Can a board step up too far in the absence of leadership? Yes.

The advisory board should NOT

- Determine parish funds
- Make any personnel decisions

- Provide advice and counsel on employment matters
- Determine school curriculum or academic programs
- Address any student related matter

We are not like a public school board. These are not things that we should make decisions about. If advice is needed, it can be asked of the board, but the final decision does not lie with us.

An advisory board is not part of the hierarchy or chain of command. We can support the pastor and principal.

We can do the following

- Strategic planning – this may be a good place to start for us!
- Initiative formation
- Institutional advancement/development/marketing – best marketing is word of mouth and knowing our “why” why should people go to St. Bede? Why are we here?
- Financial planning/management
- Communication
- Mission enhancement – how can we connect with the parish to enhance the mission since we are part of the parish mission?

Catholic school boards are mission driven, it is an act of service, and it is a ministry to the community. It is a privilege to be a part of the board and to serve.

Board members should be role models and conduct ourselves in a respectful manner that is supportive of each other.

Code of Ethics and Ethical conduct

We should have a code of ethics or ethical statements that we abide by that address:

- Confidentiality
- Conflict of interest
- Courtesy
- Dependability
- Justice and Fairness
- Maintain Unity
- Objectivity – you don’t lose your right to be a parent, but having a working relationship where you can grow together is important

Roles and responsibility –

Offer experience and expertise in the service of others. Foster long-term vitality and sustainability. How can we engage others to make sure our board does not “graduate”?

Offer advice to help in the long term. Give administration a parent perspective. Developing new school policy should only be done when requested.

Provide a vehicle for public relations in the parish and community. Enable administration and clergy to concentrate on their duties – help pick up the slack.

Strategic planning – where are we now, where do we want to be in 5 years and how are we going to get there?

Officer responsibilities –

Chairperson/board president – Works best when they are not doing all the work. There is a long list of responsibilities, but it is the best when they engage others to become active in the community.

Vice Chairperson/Vice president – support

Secretary – custodian of board records and provide transparency to others and making sure committee notes are there.

Committee responsibilities – we need to look at committee structures and what committees would be relevant to our school board. We need to recruit members to those committees who may not be board members.

Ideas of committees

- Stewardship
- Facilities
- Finance/foundation
- Alumni relations
- Safety
- Social justice
- Major events/fundraising

If people are on the committee, make sure they know what they are responsible for

Constitution and Bylaws – we are looking to redo our bylaws. There are templates available on the Arch website (Office of Catholic Schools).

How is our board structured?

How many members and how are they selected?

What are member roles?

How do we function as a group and how are decisions made?

Best practices:

Committees should be where nitty gritty decisions are made and bring those decisions to board for lighter discussion.

Establish meeting agendas – what should those look like, what is the template?

Student recognition – have groups do the prayer, pledge and talk about their achievement

Faculty presentations

If we have a community forum – have a preapproved form and guidelines for acceptable topics

Mission Effectiveness – Take time to take stock and reflect

Rate yourselves on how you stuck to the mission, our membership, the work of the board, training and self-evaluation. Take time to celebrate.

Reports:

Very little feedback from the community about wanting to be a part of the school board. Only one person reached out to a board member about interest. Public is not aware they can attend these meetings.

Principal report – I-ready testing is about to begin. Interview with a potential music teacher on Thursday. We have an academic coach from the Arch who has been here weekly and she has been providing good feedback. Faculty will be working on priority standards and proficiency scales, social justice, teaching English as a second language. Length of school day has also been called into question. There is a challenge with bussing as we are reliant on other school districts. Most board members are in favor of a longer school day. Comments are that a longer lunch would be great as well as academic time.

There has been issue with the haircut policy – there were a few gentlemen who have had longer hair than normal. The principal had to address it based on the handbook as it stands; however, this is topic is tabled and we will review it at a later date.

Election day is a state holiday – will this affect us due to bussing?

Communication to parents for behavior/first aid – what is the policy? Typically, if it is first aid, there will be a phone call made. Disciplinary reasons may not have a phone call depending on severity (ex: if a student just needs a “time out” to collect themselves, there won’t be a call home).

Marketing report – 211 students (35 new students); the second half of the child care program is in motion in order to get this grant. It is a long process, so this will be on going. The second half requires training for EDP staff.

Athletic Report – Athletics is in full swing. 3rd grade recognition was last night. First home game for 8th grade girls volleyball. Athletics made \$313 in concessions last night which is a lot. It felt good to see the gym full of people. CC had first meet today in Grayslake – results not in yet. Boys basketball/girls basketball scheduling meeting is tomorrow. 51 kids signed up for both teams, but we are low in the 6th/7th grade range. These grades will be combined for both boys and girls. Bags night was held last Saturday. Athletics made about \$1200 – this will be going to new volleyball equipment (the set we have now is original from 1993). Halloween Hustle is in full swing, everything is approved, banners are up (Rollins/Wilson intersection has a silver lining). Website is up and running and papers have been sent home. T-shirt deadline is Oct 8. Sponsorships have started to come in, Tina will need help to distribute flyers and solicit sponsorships. Holiday Bazaar is scheduled for Nov 13 and lots of vendors have signed up.

PA report – PA is struggling to get volunteers. How can we get people to come in to help out? PA suggests upping the volunteer fees to “encourage” more help. We need help for Thursday for the new family pizza night. Committee members needed for several events. Golf outing raised about 11K. Also looking into chair roles for events. Communication was a big topic.

Finance report – Jesus Ayala is our new custodian and will be training along side Dexter. We hired an RE coordinator who started last week. Mary Richards is retiring, we will need a new secretary. Parking lot lights are all out. They do not work and new lights are on order (\$4K investment). Ryan’s company got LED lights for free on a grant (Mike and Ryan will talk tomorrow).