

ST. ISAAC JOGUES  
ELEMENTARY AND JUNIOR HIGH  
HINSDALE



**St. Isaac Jogues School Commission  
September 15, 2009 Minutes**

**Attendees:**

Rick Cronquist  
Diane Sullivan  
Kathleen Wilson  
Denise Andrews  
Donna Coffey -- PSA  
Barry Craig  
Jennifer Lavins  
Amy Rogowski  
Ed Shishem  
Kerry Turgeon -- PSA  
Joan Zajeski

**Guests:**

Diane Pasquinelli  
Vicki Maxwell  
Rita Feltz  
Carmen Preston  
Jennifer Dolan  
Pam Malchow  
Andrea Niemeyer  
Julie Danaher

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**1. Opening**

- a. The meeting was called to order by Kathleen Wilson at 7:05pm.
- b. The meeting opened with a prayer.

**2. Visitor Input**

- a. Second Grade Aides  
There was concern raised regarding aide assistance in the second grade. There was a discussion as to how much aide assistance currently exists and the current classroom size. Rick and Diane shared that each second

grade class gets the equivalent of one aide, one day a week. The individual teacher decides if and how to utilize the aide for their assigned day(s). Given the current classroom size, the Catholic school guidelines would not recommend aide assistance. However, the school community affected may feel differently and reach a different conclusion.

The topic was tabled to the Executive Session and the conclusions reached will be shared in a letter to the second grade parents. A letter may also be sent home to the first grade parents.

b. Kindergarten

There was concern about not having a paid supervisor on the playground (e.g. in addition to parent supervision) during the lunch recess. Rick shared that this concern had been addressed earlier in the day and that there would be a paid supervisor on the playground for both kindergarten classes, going forward. There was a recommendation that the kindergarten parents receive communication regarding recess, as some of the new families appear to be confused. Rick will consider what type of communication is most appropriate.

There was discussion about other suggested changes (e.g. time period, space) which will be addressed by the school administration (and if necessary the School Commission) at a later date.

**3. PSA Report: Donna Coffey and Kerry Turgeon**

a. Update on Recent Events

- i. Uniform resale – actual proceeds: \$2,500 (budgeted \$2,000).
- ii. School supply sales -- results not in as of yet.
- iii. Special lunch – expect to break even.
- iv. Back to school barbeque – actual net proceeds: \$1,603 (budgeted \$1,500).
- v. Fall raffle has kicked off.
- vi. Escrips – a push is in place to increase participation.
- vii. Octoberfest – On Oct 2<sup>nd</sup>, there will be an Octoberfest for the parents, clergy and faculty to facilitate community building. The event will take place in the SIJ parking lot.

**4. Principals/Vice Principal's Report: Rick Cronquist and Diane Sullivan**

- a. Hand in Hand committee handed out a brochure providing information on the Committee.
- b. St. Ignatius Visit – Diane was at the St. Ignatius Open House and shared with the group that four SIJ junior high school teachers were nominated

for an Outstanding Teacher Award by former SIJ students. The teachers recognized were; Deborah Essig; Joan Latto, Elizabeth Henry, and Julianne Pacholek. All four teachers received a certificate for this special award.

- c. Current enrollment – there are 559 kids currently enrolled.
- d. Target Card – SIJ received \$1,300 from Target for July and August 2009 spending. This is a separate program from eScrip.
- e. Tuition -- all tuition due to date has been paid; there have been no requests for financial aid as of yet. There is an upcoming fund raiser on October 17<sup>th</sup>, hosted by the Fathers Club, with proceeds to be earmarked for financial aid.
- f. Active parishioners – Diane has touched base with those families who had not qualified for active parishioner tuition in the past and she will continue to do so.
- g. Two Open Houses –both open houses were well received.
- h. Fire Drill – there was a recent fire drill that was successful with all children out of the school in under 2 minutes.
- i. Lock Down Drill – the lock down drill recently held was successful.
- j. Bus Drill – the bus evacuation drill will be held on September 22.
- k. First Teacher Institute Day -- the first institute day will be on October 9.
- l. Standardized Testing – the standardized tests will be given the last week of September.
- m. Background Checking for Teachers – a background check on teachers is done every 5 years. Rick is attempting to get a company to come on site at the school so that teachers do not need to travel for this procedure.
- n. Choir – Rick is working with the choir on logistics of risers.
- o. Insurance Coverage Changes for Teachers – information on insurance changes is being sent to teachers.
- p. Preschool – there is a possibility of an SIJ preschool next year; more details to follow.
- q. Protecting God’s Children – the next Protecting God’s Children class held at SIJ will take place on October 4 at 1pm (lasts approximately 3 hours).
- r. Meitler Report – the recommended action steps resulting from the Meitler Report will be presented at a November 24<sup>th</sup> meeting.
- s. Meitler Survey – the survey was sent to SIJ parents and SIJ parishioners – please encourage folks to participate.

## **5. Presidents Comments – Kathleen Wilson**

- a. New members and visitors -- Kathleen welcomed the new School Commission members as well as the visitors and thanked all for their important input.
- b. Meeting with Fr. Bill
  - i. Fr. Bill would like to see increased attendance at Mass.
  - ii. Fr. Bill is amenable to the school outreaching to the Religious Education students to see if there is interest in attending SIJ school.

## **6. Finance/Long Range Planning – Barry Craig**

- a. Closing of Prior Year Books – the transfer from the parish along with a positive-to-budget contribution from PSA of \$45,000, ended up totaling \$756,000, down from a \$850,000 transfer that had been budgeted from the parish; the school was able to operate with a lower transfer thanks to actions taken by the school to reduce operating expenses and an overachieving PSA. The lower parish transfer was very helpful in allowing the church/parish meet its own budget last year.
- b. Current Year -- budgeted transfer of \$755,000; this is well within the recently tightened Catholic schools' guidelines and expectations of a self sustaining school.

## **7. Academics and CSW – Jennifer Lavins**

- a. SIJ will reach out to Religious Education students to see if there is interest in attending SIJ school.
- b. Standardized testing will occur at the end of September.
- c. There are new science and social studies textbooks this year, for all grades. School administration thanked specifically the PSA (and SIJ parents) for their efforts in raising funds to allow for this to occur.

## **8. Marketing – Joan Zajeski and Denise Andrews**

- a. Alumni campaign – SIJ will have another campaign this year, likely focusing on the successful SIJ alumni.
- b. Catholic Schools Week – a campaign is in the works for Catholic Schools Week.
- c. Additional marketing ideas – there was mention of the sale of personalized automobile decals as a fundraising idea. More details to follow.

## **9. Website – Denise Andrews**

- a. Up to Date Information -- the focus for the upcoming year will be to keep the website up-to-date.
- b. Password protection for certain areas of the website – looking into which areas need to be password protected.
- c. SIJ Emails – if anyone is not getting emails, please contact Diane Sullivan.

## **10. Athletics and Extra-curricular - Tom Digenan**

- a. Sports program – no concerns raised.
- b. School gym – it was noted that there are some wooden slats broken on the floor. Also, the banners need to be returned to the gym.

- c. Maintenance – School commission and PSA will coordinate a meeting with Fr. Bill to discuss maintenance concerns.

**11. Parish Council**

- a. No report.

**12. Other**

- a. Morning Drop off -- there are some concerns with the “placement” of George, the traffic coordinator. Diane will talk again with George.

**13. Adjournment**

The meeting was adjourned at 9pm. The next School Commission meeting will be on October 20<sup>th</sup>.

After the public meeting, the School Commission went into Executive Session and adjourned at 9:50 pm.