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| St. Emily School |
| **MEETING MINUTES**  7:00 PM – 8:00 PM  November 17, 2022 |

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| **TOPIC: To foster Catholic education, advise administration and support the mission of**  **St. Emily Catholic School.** | **Attendees: School Advisory Board Members  Facilitator: School Advisory Board President, Mike Burns**  **Note Keeper: Amy Cattapan**  **Timekeeper: Father Presta** |

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| **MEETING MINUTES:**  7:02 p.m. Fr. Presta began the meeting with prayer.  Minutes from the May 2022 meeting approved.  Welcome to new Board member, Mannie Santiago  **Pastor’s Report:**   1. *Advent Calendars*   Fr. Presta and Fr. Hank will deliver Advent calendars to the classrooms on Tuesday, November 22 which will be a visual reminder to our children to pray and prepare for the Birth of Christ in our homes and hearts this Christmas.   1. *Advent Confessions*   Fr. Presta and Fr. Hank will be hearing the Confessions of our students from Grades 3 through 8 on November 29 and 30 as we begin the Advent Season. The school children will be attending the 8:30 a.m. School Mass on Thursday, December 8, the Solemnity of the Immaculate Conception of the Blessed Virgin Mary, a holyday of obligation.   1. *Children’s Envelopes for Sunday Mass*   On Monday, November 7, Fr. Presta and Fr. Hank handed out Children’s Envelopes for Sunday Mass to all the children of our school to be used for the whole year, 2023. The envelopes are a visual reminder of the obligation we have as Roman Catholics to attend and participate in Holy Mass every Sunday. The object is not to collect money from children, even though they are free to give any monetary amount. The main reason to offer these envelopes is to remind children that they have an obligation to be at Sunday Mass each week. The envelopes serve another greater purpose: that, by virtue of their baptism, the children are invited to offer their Stewardship of time, talent and treasure to the Lord. Children are welcome to place their envelopes in the basket at Sunday Mass. On the envelopes, they may want to write down what they are doing for the Lord, an act of charity or kindness, to express their thanks to God for all He has done for them. Again, if they so choose they can place some monetary amount (a dime, a quarter, a dollar) in the envelope, but it should be their money, not asking mom and dad for money each week.  **Principal’s Report:**  All Chromebooks have been assigned and distributed to K-8 students. “Eagle” emails have been  created for each student in order to login to the devices. Four interactive white boards were funded  through a grant.  ● DePaul University has been contracted to provide professional development for our teachers. The  focus of the monthly sessions and individual coaching will be key strategies for effective technology  integration based on pedagogical best practices. The major components of the program are:  a. The creation of a St. Emily Innovative Instruction Plan (IIIP)  b. Customized teacher support for tech integration  c. Creation of individual learning plans (ILP)  d. Teaching Sessions (examples, teacher showcase, and grade band mentoring.  ● In August, 4th grade parents were invited to a transition meeting before the start of school. After  careful study and discussion of the issues connected to moving from 3rd to 4th grade, the 4th grade  transition team implemented this strategy to improve communication about expectations and  practices. The team is also addressing the needs of the students by utilizing the following strategies:  a. Teacher movement from class to class for the first 2 weeks until the students have acclimated  to having multiple core teachers.  b. Use of the homeroom period at the end of the day to work on organizational skills, recording  assignments in an assignment notebook, and teacher assistance with preparing for tests.  c. Team coordination of testing dates and homework load.  ● Adoption of the Second Step Curriculum to help address the social emotional learning needs of our  students. The 4 major components of this program are:  a. Growth Mindset & Goal-Setting  b. Emotion Management  c. Empathy & Kindness  d. Problem-Solving  ● Creation of common homeroom period at the end of the day (2:10 - 2:40) for grades 4-8. This common  time will provide the time needed for implementing the Second Steps Curriculum, school assemblies  that don’t impact instructional time, student bonding activities, practice and development of  organizational skills, and service opportunities (tutoring).  ● Parent nights were held in August:  a. 4th Grade - August 10, 2022  b. K-3rd Grade - August 22, 2022  c. 4-8th Grade - August 31, 2022  ● Monthly Adoration - Beginning in October, students in grades 3-8 attend Adoration on the 1st Friday of  each month.  NJHS Induction - On October 25, 15 7th and 8th graders were inducted in the National Junior Honor  Society.  ● Our Scholastic Bowl Team has taken second place twice in competitions held at Notre Dame College  Prep and St. Viator.  ● Student Council planned a meaningful and fun Red Ribbon Week for the school culminating in a  parade and the tying of red ribbons on some of the trees on the property.  ● At the end of the 1st quarter, 17 students received recognition on the High Academic Honor Roll and  28 received recognition on the Academic Honor Roll.  ● On. November 3, Grades 6-8 attended a performance of Peter and the Starcatcher at St. Viator High  School; a St. Emily alum had the lead role.  ● Grades Prek - 5 attended a performance of Winnie the Pooh at the Prairie Lakes Community Center  on November 8.  ● Dominique Modory - 1st year teacher (Loyola University), hired to teach the second section of 1st grade.  ● Kathy Bruno - Moved from teacher assistant (PreK) to school receptionist.  ● Lisa Geiger - Moved from head lunch monitor to administrative assistant to the principal. She will also  direct our marketing efforts.  ● Valerie Shapiro - Moved from head lunch monitor to teacher assistant.  ● St. Emily sponsored a table to distribute information at the Mt. Prospect Block Party in July.  ● New website under construction with a target date of completion during Catholic Schools Week.  ● Facebook campaign designed for Discover Catholic Schools Week (Nov. 13 -19)  Enrollment currently stands at 263.  New Playground - Plans were finalized for the demolition and construction of a new playground on the west  side of the school. This year’s Track-a-Thon raised over $30,000 (highest ever) as we promoted the need for a  new playground. Thanks to an anonymous donor, we have enough funding to complete this project within the  year. The equipment has been ordered and we are currently waiting for delivery.  On October 30, FSA held a very successful Trunk or Treat event in our back parking lot. FSA has also provided  a teacher appreciation lunch in October, held a successful Back to School Bash, monthly dine and shares,  Santa’s workshop, and is planning Breakfast with Santa.  **Athletic Report:**  Includes information from Athletic Board’s October and November meetings.  -Looking into online ordering for families wanting spiritwear.  -Fall Sports included soccer, girls volleyball and cross country.  -New soccer uniforms will be needed for next year and a new cross country coach will be needed next year as well.  -There were no cheerleading registrations for Winter Sports.  -Looking to configure boys basketball teams based on the number of registrations.  -Low number of girls basketball registrations; looking to increase numbers especially in the 4th/5th grades.  -Conference will not be forcing teams to forfeit a game if there is more than a 25 point difference, but will leave it to schools to handle the issue internally.  -Gathering information re: quotes to replace the gym floor.  -Discussions with school staff about gym maintenance issues, cleaning, padding on basketball backboards.  -Athletic handbook needs updating to address issues including waiting for rides after practice.  -All school assembly will take place on November 22nd to honor Veterans and Fall Sports participants.  -Girls basketball will have one 5th-8th grade team.  -Looking to development a coaches handbook.  -Spiritwear will be offered to coaches in the future.  **Development Report:**  Diana Kozojed continues to work on a number of grant opportunities to support the school’s Chromebooks as well as in the areas of Music, Art and STEM and for upgraded technology in Hajdu Hall.  **Finance Report:**  Currently, the school is in the black and in a better financial situation, both with the help of PPP loans and the generosity of parish and school families.  **FSA Report:**  Membership has increased. Trick N Treat was a success. Working on a number of events including a potential McTeacher Night.  **Marketing**  Karen is working with Lisa Geiger and teachers to foster awareness of the school and its activities.  8:20 p.m. Closing Prayer |
| **Next Meeting** January 26, 2023 |