

Pope Francis Global Academy
Board of Specified Jurisdiction Meeting Agenda
Monday, June 12, 2017
St Pascal Church - Rectory
3935 N Melvina Ave, Chicago, IL 60634
(773) 725-7641
6:30 - 8:00 pm - Closed Meeting

TOPIC: Closed Meeting: <ul style="list-style-type: none"> ● Overview ● Committee Work ● Future Direction 	Attendees: Fr. Fallon, Gina Munoz, Jeremy Reed, Maria Carlos, Kerry Smith, Linda Mendoza, Katie Kupka Staff: Mary Lubben, Jodi Thyen Alternative Attendance: Mr. O'Rourke (Represented by Jodi Thyen, John Fiore (Attendance by phone dial-in connection), Ryan Duggan (Represented by Linda Mendoza) Facilitator: Board Chair, Maria Carlos Note Keeper: Katie Kupka Timekeeper: Gina Munoz

<p>MEETING OBJECTIVES: OVERVIEW OF PRIORITIES, COMMITTEE WORK, FUTURE DIRECTION</p> <ul style="list-style-type: none"> ● Objective 1 – Review - Understand Meeting Wise Norms & Agenda on Google Docs ● Objective 2 - Pending – Review - Follow-up - Sundry - Constitution/Bylaws (signed), ● Objective 3 - Executive Pastor - Chat ● Objective 4 – Head of School - Update ● General - Objective 5 - Report / Update - Ministry Effectiveness ● General - Objective 6 - Report / Update - Institutional Advancement ● General - Objective 7 - Report / Update - Finance Committee
<p>TO PREPARE FOR THIS MEETING, PLEASE:</p> <ul style="list-style-type: none"> ● Read this agenda ● Speakers -- Ready to present your topics.
<p>Schedule 90 minutes</p>

TIME	MINUTES	ACTIVITY	
6:30 - 6:33 pm	3	<p><u>Prayer:</u> <i>God our Father as we gather for this meeting may we be guided by your wisdom, your love and the abiding presence of your Spirit.</i> <i>For your wisdom teaches us about what is truly important and gives us the courage to do the right thing</i> <i>Your love reminds us that our compassion is not only for those we think deserving but is for all your children who are in need</i> <i>Your Spirit empowers us to recognize the ways in which we are blessed and to build a community of learning that is characterized by joy, creativity, and a spirit of service.</i> <i>Through our work may this school be true to the charism of our Founder and the heritage that it is our privilege to pass on.</i> <i>We make this prayer through Christ our Lord and brother in whose name we gather and who is with us always. Amen.</i></p> <p>Next Meeting Prayer: Katie Kupka</p>	Linda Mendoza
6:33 - 6:35 pm	2	<p>Objective 1 Review - Understand Meeting Wise Norms & Agenda on Google Docs Meeting Norms:</p> <ul style="list-style-type: none"> ● Assume positive intentions. ● Take an inquiry stance. ● Ground statements in evidence. ● Stick to the protocol. ● Start and end on time. ● Be here now. ● Everyone has a voice. <p>Next Meeting Review Meeting Norms: Gina Munoz</p>	Maria Carlos

<p>6:35 - 6:45 pm</p>	<p>10</p>	<p>Objective 2 <u>Review objectives this meeting:</u></p> <p>Pending - Review – Follow-up - Sundry & New</p> <ul style="list-style-type: none"> • Signed Constitution and Bylaws - Sent to all by e-mail, I encourage each to read and keep in your PFGA binder • Calendar Change - Needed to accommodate attendance of Executive Pastor -- Need to vote on BSJ meeting dates for 2017-2018 calendar (calendar sent by e-mail) <ul style="list-style-type: none"> ○ BSJ Meetings to occur every-other month August, 2017-June, 2018 - discussed alternating closed and open meetings. Decision: all meetings will be OPEN from 6:30-7:30 PM followed by closed session starting at 7:40 PM -- BSJ meeting calendar as approved by BSJ will be posted to Website - ONE EXCEPTION WILL BE THE JUNE MEETING EACH YEAR WHICH WILL BE <u>CLOSED</u> AND DESIGNATED FOR ANNUAL BSJ RETREAT. ○ Next BSJ will be in <u>August 14, 2017</u> and will be an Open meeting at the NORTH campus starting at 6:30 PM <ul style="list-style-type: none"> ▪ August 14, 2017 ▪ October 9, 2017 ▪ December 11, 2017 ▪ February 12, 2018 ▪ April 9, 2018 ▪ June 11, 2018 <u>CLOSED</u> SESSION FOR BSJ RETREAT • BSJ e-mail -- discussion to determine if needed, purpose, and who will be responsible. <ul style="list-style-type: none"> ○ Google Inquiry Form for BSJ located on website ○ John will draft automated reply message to be used upon receipt of inquiry - Send to Maria for review ○ Gina Munoz to lead forwarding e-mail messages to pertinent committee members ○ Hope to have BSJ e-mail process up and running by August meeting • From Prior Meeting - Next Steps Completed - Thank you! <ul style="list-style-type: none"> ○ Linda - Meeting arrangements - Thank you! ○ Scott - Brief Overview of Rules of Order - Not presented as intended. ○ Katie - Complete 04/2717 minutes,obtained 	<p>Maria Carlos</p> <p>Scott Velasquez Maria Carlos</p>
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6:45 - 7:00 pm	15	<p>Objective 3 - Executive Pastor</p> <ul style="list-style-type: none"> ● Chat with BSJ ● Outgoing and New Pastors in 3 of the founding parishes: New Priests will not be attending BSJ board meetings immediately to allow them a period of settling-in and immersion into their new parishes and roles -- Expected to have their presence later in the 2017-18 BSJ meetings. ● Ideas to strengthen bond of parishes (parishioners) and Pope Francis Global Academy <ul style="list-style-type: none"> ○ Need to have weekly presence in all 4 bulletins ○ Need to have a PFGA link and description of 	Father Dan Fallon

		<p>the the PFGA “story” on all 4 parish websites (and all 4 must be the same)</p> <ul style="list-style-type: none"> o Student choir that performs at masses at all four parishes 	
7:00 – 7:15 pm	15	<p>Objective 4 - Head of School</p> <ul style="list-style-type: none"> ● Report / Updates <ul style="list-style-type: none"> o Graduation - Great success! o PreK and Kindergarten ceremonies were joyful! o Continued partnership with Urban Gateways next year. o Tentative 2017-2018 calendar has been posted. o Both campuses will be cleaned and spruced up for next school year. o End of first academic year 2016-17 - Assessment data expected end to middle of July o Looking to next academic year o Interview process started for Deputy Principal o Security updates at South campus this summer o Looking to strengthen North Campus Security - reconfiguration of main school entrance 	Terry O'Rourke, absent: Report by representative: Jodi Thyen
7:15 – 7:30 pm	15	<p>Objective 5 - Chair of Ministry Effectiveness Committee</p> <ul style="list-style-type: none"> ● Report / Updates ● Prayer before School Sanctioned Events Approved pending wording to include that this will be required; will be finalized for marketing and distribution by the start of 2017-2018 school years 	Ryan Duggan, absent. Report by Representative : Linda Mendoza
7:30 – 7:45 pm	15	<p>Objective 6 - Chair of Institutional Advancement Committee</p> <ul style="list-style-type: none"> ● Report / Update ● Committee Meeting 5/2 ● New Parent Ambassadors Program <ul style="list-style-type: none"> o 10-15 parents so far o Overall Lead - Liza Reed 	Katie Kupka

		<ul style="list-style-type: none"> ○ Mass Presence ○ Admission Events ○ Community Outreach ● Summer Marketing Tasks <ul style="list-style-type: none"> a. Tables at Carnival, Portage Park & Jefferson Park Farmers Markets (1 date each), Throwback Fest & Jeff Fest b. John Panvino offering \$100 gift card to families that register by August 1st. ● Fundraising Events for School Year - ALL DATES TENTATIVE <ul style="list-style-type: none"> a. August -Lou Malnati's Pizza Coupon Sale (recommended 8/21-9/1) b. September - Trivia Night (recommended date Friday, 9/15 or 9/22) c. October - Haunted House (runs last three weekends in October) d. November 18th - Howl at the Moon Auction e. January - possible 2nd Trivia Night (depending on success of first one) f. February/March - Fish Fry (recommended date Friday, March 2nd) g. Night at the Races - Friday May (4th?) date has been set h. Thursday, May 27th - Wolf Run i. Other: Restaurant percentage-back fundraisers throughout the year ● Concern expressed that more events need to be held at St. Cornelius and OLV 	
7:45 – 8:00 pm	15	<p>Objective 7 - Chair of Finance Committee</p> <ul style="list-style-type: none"> ● Report / Update ● Technology needs - Teacher survey indicated a need for 6 document cameras. Committee is developing a direct appeal to parishes for support to purchase document cameras. Appeal will be publicized at start of school year at Sunday masses to be determined. ● Mason Orchard Award will be instituted for the 2017-2018 school year. Criteria as drafted by Finance Committee will be shared with all committees for their input and review before finalizing guidelines for full BSJ presentation and approval. 	John Fiore (phone dial-in) / Jeremy Reed

		<p>Assess what worked well about this meeting and what we would have liked to change.</p> <table border="1"> <thead> <tr> <th>+ Plus</th> <th>▲ Delta</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> • Thanks for refreshments, Linda! • Nice, cool room on a hot, hot night in Saint Pascal's Rectory! </td> <td> <ul style="list-style-type: none"> • Over time • Confusion prior to meeting regarding Open and Closed Meeting • Need to continue to focus on more work in subcommittees </td> </tr> </tbody> </table>	+ Plus	▲ Delta	<ul style="list-style-type: none"> • Thanks for refreshments, Linda! • Nice, cool room on a hot, hot night in Saint Pascal's Rectory! 	<ul style="list-style-type: none"> • Over time • Confusion prior to meeting regarding Open and Closed Meeting • Need to continue to focus on more work in subcommittees 	All Members
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		<p>Next Steps from Meeting of 06/12/17 [Who, What, When]</p> <p>NOTES:</p> <ul style="list-style-type: none"> • Each Committee to select some strategic goals for the next academic year and send to Maria by July 12, 2017 • Time-keeper for next meeting: Jeremy Reed • Maria to answer when Board Retreat will take place 					