

MINUTES

**Pope Francis Global Academy
Board of Specified Jurisdiction Meeting Agenda
Monday, February 12, 2018**

St Pascal's Rectory

**3935 N Melvina Ave, Chicago, IL 60634
(773) 725-7641**

Parish Rectory

6:30 - 7:30 pm - Open Meeting

7:30 - 7:40 pm "brief break"

7:40 - 8:10 pm - Closed - BSJ Members Only

TOPICS:

Open Meeting - Highlights:

- Overview
- Reports - Committee Work
- State of the School
- Marketing and Enrollment Efforts
- Fund-raising events completed and future
- Pasta Dinner Fundraiser
- Finance Update - Budget Upcoming
- Upcoming Disciple Recognition Program

Attendees: Father Fallon, Ryan Duggan, Kerry Smith, John Fiore, Lillian Johnston, Maria Carlos, Mr. O'Rourke, Katie Kupka, Linda Mendoza

Staff: Margaret Kinel, Mary Lubben, Jodi Thyen
Alternative Attendance: None

Absent: Jeremy Reed, Gina Munoz

Facilitator: Board Chair, Maria Carlos
Note Keeper: Katie Kupka
Timekeeper: Linda Mendoza

Guests: Lorelei Bobroff, Jessica Smith

MEETING OBJECTIVES: OVERVIEW OF PRIORITIES, COMMITTEE WORK, FUTURE DIRECTION

- Objective 1 – Review - Understand Meeting Wise Norms & Agenda on Google Docs
- Objective 2 - Pending – Review - Follow-up - Sundry - New
- Objective 3 - Executive Pastor - Chat / Update -
- 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
- General - Objective 8 - Guests - Comments, Observations, Ideas

TO PREPARE FOR THIS MEETING, PLEASE:

- Read this agenda
- Speakers -- Ready to present your topics.- **Please observe time limits**

Schedule:

6:30 - 7:15 pm - Open BSJ agenda: Pastor, Chair, BSJ Committee Reports
 7:15 - 7:30 pm - "Kind-Sharing" Section - Community addresses BSJ; BSJ listens [does not respond]
 7:30 pm - Open section ends - Guests depart
 7:30 - 7:40 pm - Break [brief] and transition to BSJ "Closed Section"
 7:40 - 8:15 pm - BSJ Members Only - "Closed Section"

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. 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: _____ John Fiore _____</p>	Mary Lubben

<p>6:33 - 6:35 pm</p>	<p>2</p>	<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: Ms. Kinel_____</p>	<p>Katie Kupka</p>
<p>6:35 - 6:38 pm</p>	<p>3</p>	<p>Objective 2 <u>Review objectives this meeting:</u></p> <ul style="list-style-type: none"> ● Update - Working on growing the BSJ membership <ul style="list-style-type: none"> a. Maria Carlos has identified a potential new member to begin for 2018-2019 academic year. b. Lilian Johnston has one other prospective applicant ● Update – Working on inviting support of founding parishes alumni association to help establish and mentor PFGA alumni association, and establish an all associations celebration – fundraiser for the benefit of PFGA ● Update – Working on Board Retreat (June 2018) -- celebration Need to set date -- Suggesting: 06/09/18 & time 10:30 am - to be held at St Cornelius ● Update regarding Speakers: Executive Pastor and Keynote Speaker (in progress) ● Update: Working with Head of School on Strategies for future direction and to inform the work and direction of each BSJ committee ● PFGA-BSJ Calendar for 2018-2019 meetings -- e-mail, check your calendars -- set final dates at next meeting ● Lillian -- Help Jodi with PFGA presence in NW side Irish parade; Sunday, March 11th. Would be great to have students, families, and BSJ members participating in this fun event! Meet at Immaculate Conception School parking lot at 10:30 AM. 	<p>Maria Carlos</p>

6:38 - 6:38 pm	1	Objective 3 - Executive Pastor <ul style="list-style-type: none"> ● Open ● Lorelei Bobroff answered questions relating to increasing BSJ membership 	Father Dan Fallon -

6:38 – 6:53 pm	15	Objective 4 - Head of School <ul style="list-style-type: none"> ● Report / Updates ● Parent survey results - hard copies of raw data provided to BSJ members ● “Take Aways” Top 5 (in order) <ul style="list-style-type: none"> a. update bathrooms at both campuses b. upgrade water fountains c. install early childhood equipment d. whiteboard skins e. relocate North main campus to create more secure entrance ● Strengths <ul style="list-style-type: none"> a. Community b. Faith and Identity c. Teachers d. Communication e. Leadership ● Adjectives (positive) <ul style="list-style-type: none"> a. dedicated b. receptive c. communicative ● Adjectives (negative) <ul style="list-style-type: none"> a. dull b. unorganized c. sloppy ● Overall improvement in positive feedback compared to last year’s survey ● Chainsaw Planning used for creating overall strategic plan; Value Proposition & Mission Statement in progress ● State of the School Meeting TBD 	Terry O’Rourke
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6:53 – 7:00 pm	7	Objective 5 - Chair of Ministry Effectiveness Committee <ul style="list-style-type: none"> ● Report / Updates 	Ryan Duggan
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		<ul style="list-style-type: none"> ● Outline of Distinguished Disciple recognition program (students to nominate other students) to be launched soon. <ul style="list-style-type: none"> a. Form created to be available electronically as Google form as well as paper form available at both campuses b. Ministry Effectiveness to review and finalize reward (certificate) ● “Good Catholic Books” initiative for grades 5 and 8. <ul style="list-style-type: none"> a. St. Francis book from <i>Chime Traveler</i> Series (grade 5) b. <i>100 Things Every Catholic Teen Needs to Know</i> (grade 8) c. Hoping to have sponsors/donors to fund this initiative ● Continue highlighting tenets/charter to the greater community/parish bulletins 	
7:00 – 7:10 pm	10	<p>Objective 6 - Chair of Institutional Advancement Committee</p> <ul style="list-style-type: none"> ● Report / Update ● Committee last met on January 10th ● Upcoming Fundraising events: <ul style="list-style-type: none"> a. Travinia Night #2 Saturday February 24 North Campus b. PFGA - Pasta Dinner, Friday March 16th OLV <ul style="list-style-type: none"> i. Need volunteers on night of event - look for the sign up c. Night at the Races - Saturday, May 12th d. Wolf Run - Thursday, May 24th - using Boosterthon to promote and organize ● Update from Open House <ul style="list-style-type: none"> a. approximately 34 families signed in (combine both campuses; several have already enrolled online for next school year [11 families North, 23 families South]) b. Terrific current family presence c. Book Fairs at both campuses d. Continuous tours for prospective families e. 6 new students enrolled after Christmas Break f. Jodi Thyen to canvas neighborhoods on Friday, February 16th. Contact her if able to help! 	<p>Katie Kupka</p> <p>Jodi Thyen</p>

7:10 – 7:15 pm	5	Objective 7 - Chair of Finance Committee <ul style="list-style-type: none"> ● Report / Update ● Upcoming Budget work in April 2018 ● Finance and Institutional Advancement to set fundraising projections for 2018-2019 	John Fiore Mary Lubben				
7:15 - 7:30 pm	15	Open Floor for Guests - Comments, Observations, Ideas <ul style="list-style-type: none"> ● Concern regarding too many fundraising events / social events (BSJ/Parents Club) ● Concern over access to BSJ meetings - location difficult to find - most helpful if posted on school website - (Last minute room change for this meeting increased difficulty) 	Guests				
		Assess what worked well about this meeting and what we would have liked to change. <table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">+ Plus</td> <td style="text-align: center;">▲ Delta</td> </tr> <tr> <td style="text-align: center;"> <ul style="list-style-type: none"> ● Thank you, Lorelei, for joining us tonight! </td> <td style="text-align: center;"> <ul style="list-style-type: none"> ● Location (room) change </td> </tr> </table>	+ Plus	▲ Delta	<ul style="list-style-type: none"> ● Thank you, Lorelei, for joining us tonight! 	<ul style="list-style-type: none"> ● Location (room) change 	All Members
+ Plus	▲ Delta						
<ul style="list-style-type: none"> ● Thank you, Lorelei, for joining us tonight! 	<ul style="list-style-type: none"> ● Location (room) change 						
		Next Steps from Open Meeting of 02/12/2018 [Who, What, When] Next Meeting: April 9, 2018 at North Campus, LARGE CAFETERIA - 6:30 PM					