

SAINT THERESA PARISH BOARD OF EDUCATION MINUTES

OPENING PROCESS 4/25/2006

Attendees

Title	Name
<i>Board Members</i>	Barb Chicoine, Steve Kouri, Veronica Degen, Susan Downey, Beth Scheetz, Ellen Stemler, Father Larry Hoffmann, Bob Wrobel, Kathy Wipf, Paul Galloway, Jill Rodriguez, Nancy McDean, Rick Prenger
<i>Absent Board Members</i>	Father Larry Hoffmann
<i>Guests</i>	Stephanie Wilson, Brett Toresdahl, Carmen Reising
<i>Secretary</i>	Lisa Bourne

Opening

- **Prayer.** At 6:32 p.m. Rick called the meeting to order. Bob read a spiritual reflection.
- **Changes to agenda.** Rick called for any amendments to the previous meetings' minutes. There was discussion of the level of detail in the March meeting's minutes. It was determined that the extent of detail exhibited in the minutes should be consistent with the level decided upon by the Board during the previous year. The minutes should summarize the meeting, and include action and voting results of the Board. Rick stated that he and Ellen should be in contact with Lisa after the meeting to facilitate condensing of the March minutes.
- **Additions to the agenda.** Ellen added a presentation from Stephanie Wilson on a middle school art proposal.

Middle School Art Program Proposal

- At 6:43 p.m. Stephanie distributed copies of her proposal.
- The reason for consideration of an art program stems from art lacking at St. Theresa. Art is essential for well-rounded students. After communicating with Dowling staff, it came to light that St. Theresa alums could be identified by lack of exposure to art.
- Reasons to have a good art program include the program being a marketing tool, an educational tool and its fostering community alliance.
- The specifics of class scheduling, who would establish curriculum, corporate partnership and advantages of an art program were discussed.
- Resources, financial and otherwise would be needed, and were included in the proposal.
- The program would be in place in the fall of the 2006-07 school year, and would start with middle school before expanding to elementary grades.

- There was discussion of enrollment being negatively impacted by the lack of an art program.
- Diocesan art benchmarks, comparison of St. Theresa with other schools and specifics of implementation of a new program were discussed.
- The Board discussed as well, how the PTC would be involved in implementing the art program, administration of the program start-up and maintaining future funding for the program.
- Teacher expectation, contracts and compensation, corporate partnership and grading for the program were considered by the Board.

Motion- Beth moved approval to adopt an active visual arts program for middle school provided sufficient funding could be procured. Jill seconded the motion, which was passed unanimously by the Board.

ADMINISTRATOR REPORTS

Religious Education

- At 7:14 Kathy addressed the Board, summarizing her report.
- Fifty students were to be confirmed the following night. There would be two more sessions of Prep. K-6 Prep invited families to learning centers during holy week. There was a 78% turnout and good feedback. Prep registration for the following year was coming up, and the program may need a few new catechists in the coming year. Confirmation and RCIC numbers were presented. Learning centers for first Eucharist were well attended. Barb and Kathy would travel to Council Bluffs to attend a generations of faith workshop right after Confirmation. Volunteers were needed for Vacation Bible School. Kathy had attended a Parishsoft meeting with Ginny Nelson earlier in the month.
- Jill urged Kathy to consider what support she may need going forward, and to call on the Board for such.

Parish

- At 7:20 Bob gave the Parish Manager's report.
- Central Iowa Mechanical had expended eight man-hours on the air conditioning. The chiller barrel was not working. Based on a prior agreement, since the problem differed from what the company diagnosed, Bob estimated approximately \$10,000 in repair costs had been saved. The kitchen freezer had gone out, with a \$2,000 replacement cost. Iowa Bankers Association had donated a copier to the school. A table had been donated for the parish conference room. Employee benefits forms had been sent out for confirmation. Bob had participated in Fun Night by posing for pictures with his Harley. Four switches/power strips for computers had been donated. Discussion had taken place with Renee Groene regarding consistency between the parish and school websites. Bob would address school budget questions from the parish Finance Committee had the committee's next meeting. Bob suggested consideration of a day of recognition for custodians.
- The Board discussed repairs and how they factored into the budget. The website and

communication via email were discussed as well.

- Ellen would take ideas discussed by the Board to the technology committee.

Finance Report

- At 7:44 Paul began the Finance Report. He had been out of town during the last parish finance committee meeting.
- There had been some adjustments in the school income. Some expenses for grounds had been added. Overall the school showed as behind. There was discussion of actual figures versus estimated, record-keeping and the budget. The new three-year-old program and how it figured in the budget were discussed. Hot lunch numbers would be discussed at the next finance committee meeting. The Board discussed the overall parish and school budget. Data that had not previously been entered into the budget by John McMichael was now included. It was suggested that a copy of the parish budget would be available to the Board to facilitate the school budget process. There was discussion of tuition reporting in relation to Parishsoft. Bob would report back to the Board after checking into linking Parishsoft with ACH tuition withdrawal.

School

- At 8:09 p.m. Ellen began her report.
- Fourth and eighth graders had taken the CRS. The diocese was reevaluating at the SCAS test. Sacramental preparation was taking place. The Pro-Life contest was in progress. Alumni Shining Star awards were reviewed. Parent surveys had come back and the results would be shared. May 5th would be a teacher professional development day. The school would pair up with Holy Trinity the following year on literacy. Ellen attended the NCEA conference the previous week. A marketing presentation at the conference asserted that the issue of enrollment maintenance existed across the country. Customer service was presented as a way of retaining students. Ellen reviewed varying workshops and tuition structures from the conference. A number of the ideas presented at the conference would be considered for use at St. Theresa. The diocesan marketing committee for schools planned to continue use of the "Where Christ is the principle" slogan the following year. Ellen reviewed the number of departing students, and then ran down current re-enrollment numbers. The figures were 70% of current enrollment, which is on target for this point in the re-enrollment process. There was discussion of the three-year-old program, and its marketing. It was determined that the Board would participate in contact with families who had not yet re-enrolled. Ellen distributed ITBS results. The composite proficiency report was positive. The results would be broken down for parents.

Discernment Process

- At 8:47 Bob distributed information on Father Larry's behalf regarding the new diocesan discernment process for Parish Council and Board of Ed. There was discussion of the changes. It was the first introduction of the discernment information to the Board, and the expected action was not clear. Rick stated he would get with Father Larry to clarify the Board's role in the discernment process.

Teacher Contracts

- At 9:01 Ellen conveyed a thank-you message from Maureen Young to the Board for her contract offer. Ellen informed the Board that the school counselor was seeking full-time employment, necessitating a deadline extension for return of her contract, and that a contract would be extended to John Gaffney.

Motion- Veronica moved approval of accepting all teacher contracts which had previously been approved, a two-week extension of contract return for Karen Buffington and offer of contract to John Gaffney. The motion was approved unanimously by the Board.

Executive Session

- At 9:05 the Board adjourned to Executive Session.

Next Meeting- May 16, at 6:30 p.m.