

***SAINT THERESA PARISH BOARD OF EDUCATION MINUTES***

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***OPENING PROCESS 6/20/2006***

Attendees

<b>Title</b>	<b>Name</b>
<i>Board Members</i>	Father Larry Hoffmann, Barb Chicoine, Susan Downey, Paul Galloway, Molly Henriksen, Steve Kouri, Geri McMahan, Beth Scheetz, Jean Slaybaugh, Ellen Stemler, Kathy Wipf, Bob Wrobel
<i>Absent Board Members</i>	James Kroll
<i>Guests</i>	Joan Johnson
<i>Secretary</i>	Lisa Bourne

**Opening**

- **Prayer-** At 630 Beth called the meeting to order and led the prayer.
- **Approval of June Minutes-** *Barb moved approval of the amended June minutes, which was seconded by Father Larry and **approved by the Board.***
- **Changes to the agenda-**There was discussion of the open forum as a regular agenda item each month. No open forum had been scheduled and was not utilized. It was determined that a Board Member should monitor time in relation to agenda items to keep the meeting on schedule. Geri volunteered to do this.

**Board Process/Goals**

- At 6:35 the Board began discussion of the Board handbook, Board member roles, code of ethics, procedures, constitution, bylaws and maintenance of handbooks. New Board Members would acquaint themselves with the above referenced items.
- **\*\*Beth would get a copy of the table of contents for the handbook to Board Members for who it was missing.\*\***
- Board of Ed meetings had been moved from the second to the third Tuesday of each month to take place after the monthly meetings of other parish council and committees and facilitate the Board's effectiveness.
- There was discussion of committee work for Board Members, officer requirements, attendance requisites, the specifics of a quorum for the Board and procedures of non-Board Member addressing of the Board.
- Assignment of committee-work was discussed, and **\*\*committee-work specifics would be added to the handbook.\* \***
- Paul's replacement for the Finance Council would need to begin shadowing him in advance

of taking over.

- Introductions were made again since not all members were present at the previous meeting.

### **Vote on Contracts**

- At 6:47 Ellen began discussion of new teacher contracts, and thanked the Board Members who had sat in on interviews.
- Four contracts would be considered: Gwen Lister-PE, Rebecca Beierschmitt-music, Hope Bentley-counselor and Katie White-PreK.
- Ellen read a wish-list from Gwen Lister, and touched on the respective teachers' experience. Hope Bentley will be half-time and work under a temporary provisional license, and Katie White is a recent ISU graduate.
- There was discussion of who was involved in the interview process.
- \*\*Paul would incorporate the salaries of the new teachers into the budget.\*\*
- *Father Larry moved approval of the contracts, Paul seconded the motion, which was **carried by the Board.***

### **ADMINISTRATOR REPORTS**

#### **Religious Education**

At 6:53 Kathy addressed the Board, summarizing her report.

- The Faith Formation department continues to advance the lifelong Faith Formation agenda. An evening of discernment for the Faith Formation Council had been held, resulting 19 people invited back for another discernment evening August 21. St. Theresa is ahead of the curve on this.
- A letter had gone out to PREP families on the changes to Wednesday Faith Formation. The number of sessions will change from 27 to 19. Four Generations of Faith Festivals will be held, becoming part of the Wednesday program with mandatory attendance. The festivals will be held Sunday and Wednesday evenings, and children must be accompanied by an adult.
- Vacated catechist openings had been filled. Catechist orientation was scheduled for Wednesday, September 6, and the 13<sup>th</sup> if needed. Catechetical Sunday would be September 17. WFF sessions were to begin September 20. Sunday School was scheduled to begin September 10. Registration for Faith Formation and Sunday School would take place after Masses August 25 and 26.
- Kathy was meeting with Brian Tingleff the next day regarding how WFF could be involved with the Stampede.

#### **Parish**

At 6:58 Bob began his report.

- Bob updated the Board on the latest work of the Building and Grounds Committee.
- Various repairs around the parish and school grounds were reviewed.

- The wall between the parish office and school was completed with river rock, along with the wall on the south side of the school.
- The biblical plantings at the steeple were continuing, and would have plants added with changing seasons.
- Weeds persisted as an issue.
- Ginny Nelson had retired July 28. Interviews had been completed for her replacement, and offer would soon be extended.
- ParishSoft had some glitches, but was working well.
- Father Larry added that he was encouraged by the response to the Faith Formation evening of discernment. A Stewardship Ministry Fair was scheduled for the same day as the Stampede, and efforts would be made to see that the two were supportive of each other in regards to timing.

### **Finance Report**

At 7:05 Paul began the finance report.

- Figures were complete through the fiscal year-end. The budget fell short in every category.
- Tuition projection was a big issue. The hot lunch program had experienced issues with director turnover. The bus program was a wash.
- Paul explained variances and actuals.
- There was discussion of the budget planning process.
- Paul planned to do a complete revision of the budget model. There would be three pieces: input, process and output. Paul would work with John McMichael on the parish accountant piece. A finance committee member has suggested a tool to show the ongoing timing of non-monthly occurring line items.
- There was discussion of what would entail with someone shadowing Paul at the Finance Council, and how to minimize future negative variances. Paul said St. Theresa is a healthy parish financially.
- Steve asked whether Paul could designate a specific area of the budget to analyze with the Board. \*\*Paul will choose a portion of the budget for analysis each month.\*\*

### **School**

At 7:34 Ellen distributed her report.

- There were currently 329 student registered.
- Teachers would report the following day.
- Mock Trial camp had taken place.
- Safety and wellness policies were discussed.
- Reading, Math and Science scores were distributed.
- There was discussion at length of the School Tuition Organization and state tax credits. \*\*Beth would seek out the specifics of how the tax credit worked for contributions to an STO.\*\* Barb suggested publicizing the STO tuition assistance contribution.
- There had been an open house for the three-year-old program. The threes would be moved to the center basement room of the parish office building.
- Paul pointed out that eight children were enrolled in the three-year-old program. One

more would necessitate hiring a second teacher. Five to six more children would be needed to cover the cost.

- There was discussion of what is involved in the school using parish facility space. Ellen stressed that there should not be walls between the school and parish, the parish was welcome to use the school, and added that the Stampede would be revised to be a parish-wide event. Beth indicated that communication was important in these matters.
- There was discussion of effects on current childcare students from the three-year-old move. There was also discussion of how many fourth-sibling families were registered and whether any families had been approved for tuition absolution.
- Anna Nicolai and Rebekah Burnett had resigned their positions. MaryBeth Hedding would cover a.m. PreK, calls were in to other current aides regarding p.m. PreK and there would be no aides in kindergarten.
- Spanish classes would share John Gaffney's classroom and Independent Learner would be conducted in the Media Center.

At 8:00 p.m. the Board worked to establish available contact information for Board Members.

### Executive Session

- At 8:05 the Board adjourned to Executive Session.

**Next Meeting- September 19, at 6:30 p.m.**

### \*\*ACTION ITEMS\*\*

- Beth would get a copy of the table of contents for the handbook to Board Members for whom it was missing.
- Committee-work specifics would be added to the handbook.
- Paul would incorporate the salaries of the new teachers into the budget.
- Paul will choose a portion of the budget for analysis each month.
- Beth would seek out the specifics of how the tax credit worked for contributions to an STO.