

SAINT THERESA PARISH BOARD OF EDUCATION MINUTES

OPENING PROCESS 01/24/2006

Attendees

Title	Name
<i>Board Members</i>	Jill Rodriguez, Barb Chicoine, Nancy McDean, Steve Kouri, Rick Prenger, Veronica Degen, Susan Downey, Paul Galloway, Beth Scheetz, Ellen Stemler, Father Larry Hoffman and Ron Schiller.
<i>Absent Board Members</i>	None
<i>Guests</i>	Brett Toresdahl, Rhonda McCarthy, Hans Peterson, Sue Usher, Maureen Young and Nick Durand.
<i>Secretary</i>	Lisa Bourne

OPENING COMMENTS

- At 6:40 Rick called the meeting to order. Sue led the Board in prayer.
- Rick and Ellen introduced special guest Hans Peterson. Hans performed a few musical numbers for the Board and guests. Ellen reviewed Hans’ schedule for the remainder of the week as Artist In Residence for St. Theresa School, including a concert that Thursday evening for the community.
- Rick asked the Board whether there were any changes required in the previous meeting minutes. Father Larry commented regarding the report on parish demographics, specifically that while the numbers were reported correctly, they might still be misleading. It was determined that additional information would be helpful and that demographic numbers were continually changing. Ellen stated that a family new to St. Theresa parish began school that day. Steve clarified that he had voted against the dress code change pertaining to earrings, as opposed to seconding the motion. Rick requested approval of the minutes as changed, which was moved by Beth, seconded by Jill and approved by the Board.
- Rick extended a welcome back on behalf of the Board to Lisa Bourne as Board Secretary.
- Rick asked for any changes to the meeting’s agenda. Ellen said that the kitchen update would be moved up the agenda.

AGENDA ITEMS

KITCHEN UPDATE

- Rhonda McCarthy addressed the Board about the great things that have been happening since she took over as director. They include: implementation of adult soup and salad bar, introduction of more homemade items, working with the State to recover back reimbursement, choosing reliable, affordable food vendor and service contractor, providing students with a choice in daily lunches, providing a relaxed, comfortable environment for students and exploring options for a “point of sale” software system.
- The adult soup and salad bar was implemented on November 21, 2005, and has resulted in daily participation 15-20 adults, increased adult satisfaction and participation in the program, as well as positive feedback.
- Homemade items are more economical than pre-packaged items, are often more nutritious and taste better. Rhonda included examples for the Board.
- Rhonda has compiled back-data from the months of Sept., Oct. and Nov. She has submitted application for payment for Nov. and Dec., and applied for a one-time exception for Sept. and Oct., which had not been received and was in the review process by the State.
- Rhonda has held a vendor meeting with Sysco, Farner Bocken, Martin Brother and H & H Food Service. She compared prices and service, called other schools that are customers of these companies to assess satisfaction, compared fees and contracts and met with the Windsor Heights HyVee.
- Rhonda has chosen H & H Food Service due to their having no fuel fees or contract, lower prices, reliable service and quality products so far.
- Students now have the choice of a peanut butter and jelly sandwich instead of the main entrée each day. This will include the same sides, etc, and has resulted in increased student participation and given students a sense of ownership. Less food is wasted each day and the students have a choice of fruit.
- Rhonda makes the effort to engage the students as they come through the line, student charges are handled on a lap-top in a non-threatening manner; she solicits feedback while they are eating and gives the younger students the Mickey Mouse High Five when they leave.
- Rick asked Rhonda about specific student numbers. Of roughly 350 students enrolled at STS, 310-320 currently eat hot lunch, as compared to 165 in November.
- Rhonda has researched existing parish and childcare software programs, student ID cards vs. pin numbers and surveyed other schools regarding software vs. paper tickets. The advantages of being paperless were the ability to provide greater choices, less teacher time commitment, parental convenience and promotion of STS as a modern school. The Board discussed software options and costs.
- Rhonda informed the Board that the current paper system was extremely time consuming.
- Breakfast was to be implemented the following week for the students in the childcare program. A survey was taken with childcare parents. Rhonda met with Amelia and the teachers on the logistics. Staff adjustments and accommodations were made. Expansion of breakfast to all students is possible for the fall of '06.
- The Board discussed specifics and possible concerns of a breakfast program. Steve asked Rhonda what the Board could do to assist her efforts in researching improvements to the lunch program. Rhonda said she would let the Board know. The Board discussed more specifics of a point-of-sale system. The State representative had advised Rhonda to get the

system as soon as possible. The Board thanked Rhonda for her report.

ADMINISTRATOR REPORTS

RELIGIOUS EDUCATION

- Kathy Wipf was not present at the meeting. At 7:40 p.m., Ron passed out the Religious Ed report to the Board, which was then reviewed. There was some general discussion of the report, including coordination of retreats with sports events. Rick commented that the report was impressive, which received agreement from the Board.

PARISH

- At 7:45 p.m., Ron passed out the parish manager report, and gave example of how the Lord provides for all of us.
- Ron discussed the energy program for the parish. He also discussed the building and grounds committee's plans to work on the terraces in need of replacement on parish grounds. Ron reminded the Board that a lot of building and grounds work had been done by the Boy Scouts of the parish.
- Ron informed the Board that his last day as Parish Manager would be Feb. third. He told the Board that it's been wonderful and that he was taking away more than he brought. Ron received applause from the Board. Rick thanked Ron and wished him well. There was some discussion about Ron's replacement and the transition period. Ron said he wanted success for St. Theresa.

Finance Report

- At 7:50 p.m., Paul gave the Board the financial report. Paul noted that the school year-to-date was slightly behind in its balance. He said that things were always choppy at the beginning of the school year and they generally settle down.
- Paul said that advertising was over budget due to employment ads. He said that he hadn't spoken with Amelia but that childcare was behind budget, guessing that the mix of kids was different than what was budgeted.
- Paul said that Rhonda was doing an excellent job tying up loose ends in the kitchen, that the budget was way behind on government subsidies, but that Rhonda was on top of it.
- The bus was ahead of budget, and Paul told the Board that at some point they will have to do a credit back to the bus reserve.

SCHOOL

- At 7:55 Ellen gave the Principal's report. She reviewed a bulletin insert, reminded the Board about the upcoming kindergarten/pre-k round-up.
- Ellen read a complimentary letter from the National Catholic Education Association on Mary Landolt's nomination for a distinguished teacher award.

- COGAT was taking place that week and ITBS was coming Feb. 3rd. Paul asked about COGAT. Ellen explained the acronym for the cognitive test administered to 2nd, 4th, 6th and 8th-grade students. There was some discussion of testing. Ellen spoke about Differentiated Instruction and Sue Usher explained that it referred to teaching to each individual student's needs. There was discussion on specifics of Differentiated Instruction. Barb suggested that teachers educate parents at conferences on how their children learn.
- Ellen said STS was lucky to have five Iowa State student teachers at the school, and that Iowa State was happy for the education the student teachers received at St. Theresa. Jill suggested that Iowa State be asked to write testimonials for the purpose of marketing STS.
- Ellen mentioned the Catholic Schools Week open house. There was discussion of having Board members present for the event. Noon dismissal was planned for Wed. of Catholic Schools week, with the teachers to receive service awards at Mass. Ellen reviewed a few changes to this year's round-up, including letters to parents, follow-up phone calls, a fashion show that night, beginning the evening in church and parent visits to the classrooms.
- There was discussion about the school handbook and dress code.
- Ellen pointed out that there were a lot of field trips coming up, reviewed a calendar of events and pointed out student accomplishments.
- She informed the Board that diocesan school-year calendar would change the following year. There was discussion of differing early out days.
- Ellen spoke about the diocesan request for volunteers for the visioning committee for Renewing our Commitment to Catholic Education from the USCCB, specifically the concern about keeping Catholic education financially accessible to all.
- She mentioned mock trial and the middle school religion retreat.
- Barb said some parents had asked about a recruitment bonus.
- Veronica spoke on behalf of the childcare advisory committee about cleaning up the restrooms.

MISCELLANEOUS DISCUSSION

- At 8:20 Father Larry spoke of the Diocesan Council for Catechesis, explaining that it was different from the previous diocesan board of education. He said that it was to pattern down to the parishes and that more would be heard about it.

January ACTION ITEMS

- There was discussion of a document developed to address procedure for visitors to Board meetings who wish to address the Board. Sue passed out the "Welcome to all visitors" letter, which the Board reviewed. The Board discussed the document and Sue said it would be posted at the door to address any future instances of visitors addressing the Board without previously being part of the agenda. Rick thanked Nancy and Sue for crafting the document and asked the Board to email any questions on it before consideration at the next meeting.

CLOSING

- At 8:30 Rick entertained motions to conclude the regular meeting and adjourn to executive session. This was moved by Father Larry and seconded by Beth and approved by the Board.

Next Meeting-February 16 at 6:30 p.m.