

SAINT THERESA PARISH BOARD OF EDUCATION MINUTES

OPENING PROCESS 3/14/2006

Attendees

Title	Name
<i>Board Members</i>	Barb Chicoine, Steve Kouri, Veronica Degen, Susan Downey, Beth Scheetz, Ellen Stemler, Father Larry Hoffmann, BobWrobel, Kathy Wipf
<i>Absent Board Members</i>	Rick Prenger, Paul Galloway
<i>Guests</i>	Denise Clark, Amanda Vande, Brett Toresdahl
<i>Secretary</i>	Lisa Bourne

AGENDA ITEMS

- At 6:31 Beth called the meeting to order. Barb led the Board in prayer.
- The Board reviewed the January minutes. Veronica added her abstention on the dress code vote. Father Larry moved approval of the January minutes with the correction. Barb seconded the motion, which was approved by the Board.
- Beth asked for any agenda changes. A gospel values program previously sent by Sue to the Board via email was added. Also added after the Administrator Reports was discussion of the Health and Wellness Fair.

ADMINISTRATOR REPORTS

Religious Education

- At 6:35 Kathy addressed the Board, highlighting some items on her report.
- Prep was moving into the second half of the year, with 21 of 28 weeks completed. Prep students went to confession, three had received First Reconciliation. At the April 12 class, Prep students would learn about the Stations of the Cross. Prep would not meet over spring break.
- There was an ongoing effort to get more catechists for Children’s Liturgy of the Word.
- Sacramental preparation was moving toward conclusion. Letters were sent to parents of students with deficiency in meeting preparation requirements. Kathy had met with John Gaffney regarding Confirmation preparation. Kathy appreciated the support of everyone she had received in her role. Letters would go out to parents with impending deadlines for

sacramental preparation. A parent meeting for First Communion was scheduled, and the sacrament would be administered May 6 and 7.

- Kathy had learned something new every day since she had been at St Theresa. Sacramental preparation programs were not preparing children and adults for one day in their lives, but rather for the rest of their lives.
- Kathy asked for questions. Jill said she had heard that IGNITE was great, and expressed how well things were going with John and Kathy in their new roles at St. Theresa.
- Father Larry had met with Kathy and gone through religious education program assessment forms from the diocese He offered to bring them to the next meeting for the Board's review. The Board agreed to this.
- There was discussion of the upcoming youth service trip to the Gulf of Mexico. A planned jeans-day for the school would also support the service trip.
- Ellen thanked Kathy for braving the Minnesota blizzard to get back for the PTC meeting the evening before.

Parish

- At 6:44 Bob began the Parish Manager's report.
- He attended the faculty and staff meeting, meeting most of the teachers.
- On the old side of the school, approximately \$3,000 worth of work was performed already, and parish staff was reviewing suggestions from three contractors about the remainder of the work. Compressor lives are extra short.
- Bob spoke about implementing an email update with daily biblical reflections. Users would have the option to subscribe and unsubscribe to the updates.
- A personnel manual was in progress, and would be completed in a few months.
- One of the retaining walls had been started and should be completed within the week.
- Chain-link fence was being considered, with the possibility of involving the Boy Scouts for installation.
- The lights in the gym were not working during a recent retreat, but were rewired and repaired.
- A request was received for a 20x20 space by the shed at the school. It would be for growing produce for the World Food Bank. There was discussion of implementing the project.

Finance Report

- At 6:50 Ellen distributed Paul's report.
- The school numbers were off due to PTC allocations.
- Ellen said there had been an issue with the Des Moines district reimbursement. Paperwork was prepared but the contract had not been approved. This had been fixed and the check received.
- The parish finance committee had seen the new tuition structure, and there were some

questions. There was discussion among the Board of government subsidies.

- Ellen indicated a change in the lunch program from \$47,000 to \$50,000, terming it a reasonable increase due to food costs, which had been unchanged for a few years.
- The cost, pros and cons of using the Des Moines Schools lunch system for the school were being considered.
- Ellen said the various issues would have to be addressed. She would ask Paul and Ronda to meet with her and email results to the Board.
- There was discussion of next year's food costs. Ellen mentioned that some lunchroom costs had been higher during the time with two people working in the kitchen, and the resulting additional use of processed foods.
- The government reimbursement for the kitchen for October had been received, despite having incomplete point-of-sale rule compliance, and September was still being worked on.
- Father Larry had done research on kitchen fees and expenses, and ran through figures for September through February. The Board held additional discussion on the lunchroom budget and determined that it looked as though the budget was close to being on. The expenses should remain the same next year without the use of prepared food.
- Father Larry suggested an increase in fees.
- After more discussion the Board determined that the budget should be adjusted to compensate for the subsidy discrepancy. The Board would await final numbers before proceeding with any changes.
- Ellen told the Board that the letter on the new tuition structure had been very well-received. She had spoken with almost all families, and there were some with issues. At least one family was considering not returning. Ellen mentioned the USCCB initiative on Catholic education, and spoke of Father Larry's possibly contacting families to reaffirm the good things happening at St. Theresa. There were some questions from families, but the majority of responses to the letter were good, and the finance council liked it as well.

School

- At 7:08 p.m. Ellen began her report.
- She distributed fourth-grade math exemplars to the Board. There was general discussion of the exemplars, their scores, ITBS, SCASS and COGAT. Ellen clarified which grade levels took the tests, as well as how the scores were processed and used.
- St. Theresa students would be given state IDs by April 7. The numbers would stay with them through attendance at Dowling. The Board discussed the use of student IDs.
- Students would celebrate the sacrament of reconciliation that week.
- Ellen reviewed student activities and accomplishments for the Board.
- The PTC had authorized new point-of-sale software for the kitchen, which would be installed over spring break. Ronda would have additional training and Ray Landolt had been hired for the kitchen.

- Ellen said that some changes had been made to the Health and Wellness Fair. There was discussion of the concern over yoga and the use of class time for the fair. Federal regulations mandated that a health and wellness policy be in place by July. The diocese had a committee working on it. St. Theresa can stay with the diocesan policy or adopt a more stringent policy. Sue had received questions and concerns on the fair, and expressed a need to better communicate who was presenting and what would be presented. The Board held general discussion on the subject. Discussion of the matter at the PTC meeting had gotten mean-spirited. The Board discussed how the school should approach the committee. Denise Clark said the teachers were concerned at first about the use of class time for the fair, but that day's assembly had been very appropriate. Denise said teachers should be on the committee. It was suggested to not give up on the concept.
- Ellen reviewed the following PTC funding approvals for the Board: media center books, two laptops for Ellen, the PTC and the teachers, two teacher computers, two projectors-one for the computer lab and the other to be mobile and two switches on the server.
- Ellen spoke about compliance with regard to the sneeze glass on the salad bar. A jeans-day had raised approximately \$1,000 for the leukemia and lymphoma society
- Ellen was to meet the next evening with first grade parents regarding teacher arrangements for the following academic year.
- Wal-Mart teacher of the year would be announced May 9.
- Ellen distributed St. Augustin's cyber bullying policy for the Board's review, and the Board discussed the implications of various technologies and school disruptions.
- Jill asked about school attendance when sports tournaments were being held. It was clarified that curriculum was not interrupted for sports events.
- Susan distributed a list of gospel values, which are presented as a similar concept to the pillars of character and came from St. Francis in Wichita. Christ the King has a gospel values program similar to character counts. There was discussion on the possibility of incorporating the program in to St. Theresa curriculum.
- The school calendar for the following academic year was reviewed. August 23 would be the start date, with an end date of June 1. Conferences had been scheduled and early-outs would vary at the elementary level. This was due to Heartland AEA having the same consultant for all of the schools.
- Current registration numbers were for 21 pre-k and 18 for kindergarten. A three-year-old program was being prepared. Eight families had expressed interest and three had registered. Ellen would email updated numbers to the Board.
- Ellen mentioned development of a tuition assistance program as Project Hope results were not very good. Creation of a board to oversee tuition assistance was being considered, as were various fundraising efforts. There was discussion of Project Hope programs. Steve expressed discontent with the Adventureland ticket sale verbally and in a typewritten handout. There was additional discussion of fundraising and costs.
- The Board discussed tuition assessment. Father Larry spoke of clarification of contributions as tithing. He suggested the parish develop its own tuition assistance program with an organized approach. Additional fundraising opportunities were discussed. Ellen suggested a Board member should volunteer to be on the proposed tuition assistance committee. There was a need to build community through fundraising efforts.

March Action Items

- 8:20 There were no action items..

Miscellaneous Discussion

- Sue suggested with the Des Moines schools considering use of the MTA for transit in the future; there could be an opportunity to buy busses.

Executive Session

- At 8:23 the Board adjourned to Executive Session
- Teacher contracts were discussed and extended as appropriate. The meeting adjourned after Executive Session at 10:55 p.m.

SPECIAL SESSION

- On March 15, the St. Theresa Board of Education went into Special Session at 6:45 p.m. Barb made a motion to add a second section of second grade for the 2006-07 school year and hire an additional teacher. Paul Galloway seconded the motion. The motion was passed. The Board adjourned at 6:50 p.m.

Next Meeting- April 25, at 6:30 p.m.