

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

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### ***OPENING PROCESS 5/16/2006***

#### Attendees

<b>Title</b>	<b>Name</b>
<b><i>Board Members</i></b>	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

#### ***Absent Board Members***

***Guests*** Mary Hingtgen

***Secretary*** Lisa Bourne

### **Opening**

- **Prayer-** At 6:31 Rick called the meeting to order. Beth read a prayer.
- **Approval of April minutes-** Jill moved approval, seconded by Beth and ***approved by the Board.***
- **March Minutes-** Rick apologized for not being in contact with Lisa regarding status of the March minutes. Lisa will condense March minutes.
- **Changes to agenda-** Ellen moved Mary Hingtgen up to after Kathy and Religious Ed.
- **Open Forum-** None necessary

### **ADMINISTRATOR REPORTS**

#### **Religious Education**

At 6:35 Kathy addressed the Board, summarizing her report.

- Prep was ending. Sunday school had one session remaining. Catechists received recognition. Children's liturgy of the word would continue through the summer. Confirmation went well, with lots of people assisting.
- John and Kathy learned a lot during the year and were discussing plans for next year. Kathy asked for prayers for her and John.
- Seventh-grade retreat was cancelled and would not be held until next year.
- Kathy and Barb Woods attended an RCIC workshop, 11 children participated in RCIC this year.
- First Communion went fine. Vacation Bible School was the next effort. Kathy had

designated vacation days for request.

Kathy asked for questions.

- Rick thanked Kathy for participating in confirmation. Nancy said First Communion was wonderful.

Father Larry had received reports from confirmation sponsors that found the experience was good for them too. Father Larry told the Board that a contract for next year had been extended to Kathy.

Kathy responded to the previous request by the Board for ideas on how to support her. Lifelong parish-wide faith formation was discussed at length, including research and statistics, current approach, ideas for the future and examples from other places. Rick said it was good to have Kathy on staff. Ellen congratulated Kathy for the year in Prep.

### **School Literacy Committee**

At 7:05 Mary Hingtgen distributed her report on a proposed literacy program.

- An umbrella graphic illustrated where the school was headed with literacy and included balanced literacy with all components taught together with a consistent approach.
- A vision statement was outlined. History of the committee was given and members identified.
- Literacy is crucial to the work done at St. Theresa. Staff was surveyed and ideas combined for philosophy and vision of the committee.
- Research was considered, area schools had been visited.
- The literacy program has been successful, current skills would be built upon, standards and benchmarks were taken into consideration.
- Necessary materials, costs and additional training were outlined.
- A final presentation to Ellen was being prepared.
- St. Theresa reading scores were good and would become better. Reading would be a priority in all classes.

There was discussion at length with Mary responding to numerous questions.

- Reading problems would be caught earlier with the program. Initial cost estimates for the program were \$40-\$60K. Houghton-Mifflin offered for St. Theresa to be a pilot program, including training and follow-up, for \$19,800. The program had been presented to the PTC. Between PTC support and other applicable subsidized funds, the cost could be covered.

### **Parish**

At 7:55 Bob began his report.

- Bob hosted four eighth-graders at a pizza lunch for his prize contribution to Fun Night.
- He visited with Ellen, Ronda and Paul on lunchroom numbers and likewise with Ellen and Amelia regarding daycare numbers. A follow-up was done with Amelia on requirements for the three-year-old program. The east meeting room was under consideration for a location, as it best met egress and square-footage needs.
- He would have numbers for school at the finance committee meeting.
- The Parishsoft module needs review. Effective in the new school year, the parish

manager would do tuition billing to break up accounting duties.

- In accordance with Board policy, each account would be billed every month unless Bob receives an email from Ellen for temporary suspension of ACH.

There was discussion of ACH billing.

- Bob met with building and grounds for consideration of the proposed new student pick-up and drop-off policy.
- Bob presented his revenue-producing idea for a monthly sponsor of the website.

### **Finance Report**

At 8:10 Paul distributed the finance report.

- The school was still showing as off on income, but expenses were holding where they should be. Daycare was the same scenario. Hot lunch subsidies were still out.

There was discussion of hot lunch billing.

- The bus was behind compared to budget, caused by public school system subsidies not present.

There was discussion of bus reimbursement.

- School income, expenses, year-to-date actual figures and variances were outlined. Ellen, Paul and Bob will re-do the budget with adjusted enrollment in consideration.

There was discussion of budget numbers.

- The finance committee was concerned that the budget is not accurate with regard to projected numbers.

Paul said the parish could potentially be of assistance in balancing the budget, and that it was not yet cause for concern. More would be known after Thursday. Rick suggested a basic accounting education for Board members. There was continued discussion of the budget.

### **Enrollment**

At 8:48 Ellen distributed enrollment numbers. 263 students were enrolled, 70 were not. There was discussion of enrollment. Ellen distributed a report of parish subsidy requests. There was discussion of tithing, parish contribution and how to facilitate reporting.

### **School**

Ellen distributed her regular report.

- The marketing committee met recently. Open house was coming up. St. Theresa would participate in the Windsor Heights and state fair parades. Speech and debate teams placed third in a recent competition. Mrs. Ites was named Wal-Mart teacher of the year, and would go on to compete at the state level. Childcare would have some changes. Windsor would be remodeled next year and students would be displaced to other locations for services. The first annual senior dinner was coming up. St. Theresa night at the I-Cubs took place. A lot people were doing great things. There would be a change in discipline from marks and strikes to behavior choice slips.

### **Parent Survey Results**

Ellen distributed the survey results, which had gone home to parents. Additional information would be available at the next meeting. There was discussion of the survey. The SIAC would review

results.

### **Teacher Contracts**

At 9:30 contracts for John Gaffney and Stephanie Wilson as assistant principal were considered. Colleen Itis had not returned her signed contract in time for consideration. Jill moved approval of the contracts, which was *passed by the Board*. Karen Buffington asked for a two-week extension on return of her contract. There was discussion of contract specifics. The Board agreed to a final two-week contract extension for Karen Buffington.

### **Proposals for Board consideration**

At 9:35 the Board considered a list of proposals previously submitted to the Board. Steve expressed reasons for limiting Friday folders to school or approved non-profit communication. There was discussion of the proposal. Susan brought up dress codes for school dances, which was discussed. Rick distributed material pertaining to Board member duties.

### **Board of Education election**

At 9:55 Rick ran down the current status of the impending election. There was discussion of the process. Board members would take various slots at Mass that weekend to speak to the congregation about electing Board members.

### **Executive Session**

- At 10:00 the Board adjourned to Executive Session.

**Next Meeting- June 13, at 6:30 p.m.**