

St Teresa Catholic School
Parish Board of Education Meeting Minutes
November 20, 2018

- I. Call to Order and Routine Matters
 - a. Roll Call and opening prayer Mike N. Sandy J. Michelle M. Mark B. Gene M. Erin S.
 - b. Approval of Minutes Oct 2018--ACTION - not enough voting members present.
 - c. Organization Reports (Perpetual Help, PTO, STAA, Men's Club)--INFO
PTO - Erin S. Next meeting, Monday the 26th at 6:30.
- II. Old Business
 - a. New Board Member Selection - No news at this time, still looking for an at large parishioner.
 - b. New Principal Selection/Hiring Process - Advertisements in regional catholic publications, and on the Diocese HR website.
 - c. Diocesan Board Training Manual "Calendar" (Nov—finalize goals/begin budget process)
 - d. LRP - latest version on google drive
- III. Principal Report--S. Jouglard--INFO
 1. **November 5 - 8 Vocations Week - visits by Priests, Sister Annette, and Deacons**
 2. **November 8 & 9 - Parent - Teacher Conferences**
 3. **November 16 - Grandparents Day Mass**
 4. **November 19 - Staff Attended Virtue Based Restorative Discipline**
 5. **November 27 - Vocations Trip to Kenrick and Daughters of St. Paul (5th and 6th Grade) Cathedral**
 6. **December 3 - Advent Monday Assemblies & Activities**
 7. **December 3 - 4 Santa's Kottage**
 8. **December 11 School Penance Service**
 9. **December 21 - ½ day Attendance with Christmas Parties**
 - **Report and Discussion about IOWA Scores**
 - **Met with Mike Nash, Lauren Robinson, and Michelle Miller about Budget. Budget will be presented at December School Board Meeting.**
 - **Scheduled Evaluations of Teachers will be completed by Christmas Break.**
 - **School Cancellations and Procedures**
- IV. Pastor Report—Msgr. Darin

Advent and Christmas coming up, events are on the parish calendar
Mass attendance and stewardship is down
Pastoral Councils for St. Luke and St. Teresa will start to meet at the same time each month rather than alternating months.
- V. Committee Goals and Objectives
 - a. Communications—M Nash
 - i. Newsletter - we will look at local options for printing a newsletter.

- ii. Catholic Schools Marketing update - this company compiles a database for you to use in marketing to families in a zip code with school age children. This is not the service we were looking for.
 - b. Policy and Planning—M Nash
 - i. Parishioner definition/Stewardship
 - ii. Financial Aid
 - iii. Fundraising
 - c. Finance—M Miller
 - i. Budget Development Process - working with Sandy on next year's budget.
 - ii. Setting tuition/fees - relooking at extended care and summer day camp to avoid losses.
 - iii. STEM debt - \$170k
 - d. Technology—T Neumayer and R Cole
 - e. Development—M Nash
 - i. Annual Fund timeline update
 - f. Building and Grounds—M Brandt and G Morisani
 - i. Looking to conduct a facility condition assessment in the spring, so that by the end of the school year we have a report with a prioritized list of requirements and budget cost for sustaining the building.
 - ii. Other areas Sandy is interested in investigating are improved desks/chairs/lockers for the classrooms
 - g. Enrollment—L Rompel
 - h. Curriculum—M Kajdasz
 - i. Mission Effectiveness—G Morisani and Ann Fries
 - i. Calendar for Catholic Identity
 - ii. Awards program
- VI. New Business
- a. Next meeting Dec 18, 2018
- VII. Adjournment and Closing Prayer