

**St Teresa Catholic School
Parish Board of Education Agenda
December 18, 2018**

- I. Call to Order and Routine Matters
 - a. Roll Call and opening prayer Mike N, Robert C. Sandy J. Michelle M. Gene M. Todd N. Mark B. Melissa K. Lauren R. Anne F.
 - b. Approval of Minutes for both Oct and Nov 2018--ACTION: Motion Robert, Second Lauren all approved.
 - c. Organization Reports (Perpetual Help, PTO, STAA, Men's Club)--INFO None
Sandy shared PTO update from last meeting, Auction Feb 2. PTO has funds available to spend their max carryover year to year is \$10k.
- II. Old Business
 - a. New Board Member Selection - no update
 - b. New Principal Selection/Hiring Process--INFO Job is advertised. Most ads will end by Christmas. The job application will close on Feb 1. Mr. Birdsong will review the applications and pass on viable candidates for the STS search committee to review submitted candidate resumes and then conduct interviews.
 - c. LRP approval--ACTION
Discussion: We added a list of accomplishments from the last school year to the beginning of the plan. We made revisions to several objectives to reword using terms like advise/assess/consider to highlight the advisory role of the board.
There are interconnected objectives that will require coordination between the committees for things like:
 - financial aid request policy between enrollment, finance and policy
 - wish lists for in multiple areas that tie to finance and development and looking into campaign planning - tech, B&G, curriculum,
 - building and grounds property condition assessment
 - enrollment, mission effectiveness, development and communications on getting out the message about our school out to families and the community.Motion to approve the Oct 27 Update to the LRP Gene M., Second Robert C. All in favor.
- III. Principal Report--S. Jouglard—INFO and ACTION (see attachments from Sandy)
 - a. 2019-20 Calendar - see attached
ACTION: Unanimous board recommendation to approve as submitted. Motion Mike N. second Gene M. All in favor.
 - b. Summer Extended Care Program Proposal.
option 1 - No extended care for the summer
option 2 - Have a program with more strict controls and limited to only current students.
ACTION: Unanimous board recommendation to go with Option 1 - no extended care. Motion: Mike N. second Anne F. All in favor.
- IV. Pastor Report—Msgr. Darin
With mass attendance and stewardship down, it will be very difficult to maintain the parish subsidy in the future. Michelle has run reports to quantify the numbers of families that attend the school but do not make contributions to the parish.
The board agrees recommending the following actions:
 - Michelle is working on a letter to all parish families outlining the financial situation that the parish subsidy cannot be maintained without parish stewardship

- The board will update the school policy handbook to clarify the expectations for obtaining the parish subsidy.
- At registration the Principal and possibly the board members meet with families to explain the subsidy and the handbook requirements for it.

V. Committee Goals and Objectives

- a. Communications—M Nash
 - i. Newsletters
- b. Policy and Planning—M Nash
 - i. Parishioner definition/Stewardship
 - ii. Financial Aid
 - iii. Fundraising
- c. Finance—M Miller
 - i. Budget Development Process Sandy and Michelle reviewed the attached budget based on 210 students in K-8 and 38 in Pre-K. The board asked if scenarios had been considered with lower enrollment, different tuition and less parish subsidy. Sandy and Michelle have looked at all of these possibilities.
 - ii. Setting tuition/fees. Sandy and Michelle provided information on the tuition rates of the other schools in our area, and STS is one of the lowest. All are expected to increase by at least 2% next year. Board recommends the following: \$4000 for k-8 and \$5000 for Pre-K and \$395 Tech. Motion Robert C. Second, Todd N. All were in favor.
- d. Technology—T Neumayer and R Cole
 - i. Google classroom update
- e. Development—M Nash
 - i. Annual Fund update
 - ii. Fundraising coordination/"wish lists"
- f. Building and Grounds—M Brandt and G Morisani
 - i. Roof/playground/bathrooms/desks/chairs/HVAC/lockers/fence
Need to consider making this a focus of this year's fundraising/auction. Consider making this a request of the outside organizations that have cash balances that may not be able to be carried over.
- g. Enrollment—L Rompel
 - i. Pre-K enrollment campaign - no update due to time constraints.
- h. Curriculum—R Cole and M Kajdasz
 - i. Mathematics (Iowa score follow up) - No update due to time constraints.
- i. Mission Effectiveness—G Morisani and Ann Fries
 - i. Awards program. Tentative structure is to recognize 2 teachers, 1 volunteer of the year, 1 distinguished alumni and service pins for number of years served.

VI. New Business

- a. Next meeting Jan 15, 2018

VII. Adjournment and Closing Prayer - Mike N.

2019-2020 Draft STS Budget

Income		Expense			
TuitionK-8	\$829,500.00	Teacher Salaries (PreK-8)	\$657,753.00		
Tuition Pre-K	\$190,000.00	Administrative	\$187,304.00		
Extended Care	\$58,500.00	Payroll/Unemp Taxes	\$75,210.00	7.65% &1.25%	
Technology Fees K-8	\$82,950.00	Health/Life Insurance	\$101,410.00	12%	
PTO (Auction)	\$20,000.00	Worker's Comp Insurance	\$16,902.00	2%	
Annual Fund	\$45,000.00	Retirement & Tuition Benefit	\$42,252.00	5%	
		Extended Care Salaries	\$32,909.00		
Parish Subsidy	\$266,690.00	Substitute Teacher Salaries	\$8,300.00	See Notes below	
Pre K Tech and Reg.	\$7,600.00	Instructional Expense			
		Curriculum	\$20,000		
		Student Testing & Records	\$2,500.00		
		Professional Development	\$2,500.00		
		Instructional Supplies	\$4,800.00		
		Computer Hardware	\$29,200.00		
		Office Supplies	\$4,000.00		
		Utilities			
		Electric & Gas	\$46,800.00	\$3,900	per month
		Trash	\$900.00	\$75.00	per month
Cafeteria Reim.	\$47,024.00	Water	\$6,600.00	\$550.00	per month
Other School Subsidies	\$ -	Sewer	\$4,740.00	\$395.00	per month
Late Fee Revenue	\$ -	Telephone	\$4,680.00	\$390.00	per month
		Maintenance			
		Maintenance Supplies	\$7,800.00		
		Repairs	\$20,000.00		
		Contract Services			
		Copier	\$20,000.00		
		Phone	\$3,120.00		

		Internet	\$6,700.00		
		Recurring Tech Costs - Option C	\$16,690.00		
		Elevator Service	\$506.43		
		Tech Electronic	\$4,275.00		
		Pro Alarm	\$3,450.00		
		Tech Support	\$15,000.00	Mr. White	
		Clean Uniform	\$2,000.00		
		Lawn Care	???		
		Custodial Cleaning	\$30,000.00		
		Snow Removal/Salt	\$9,000.00		
		Bus Service	\$500.00		
		Insurance Prop/Liability	\$12,615.00		
		Newsletter	\$3,500.00		
		School Development	\$4,500.00		
		Extended Care Expenses	\$1,000.00		
		Diocese Student Tax	\$8,500.00		
Totals	\$1,547,264		\$1,417,916		
Difference			\$129,347		
		Notes	Substitute Teacher Pay \$10.00 per hour		
			Long Term Substitute Pay \$12.50 per hour		