

**St Teresa Catholic School**  
**Parish Board of Education Agenda**  
**February 19, 2019**

- I. Call to Order and Routine Matters
  - a. Roll Call and opening prayer. *Mke Nash, Ann Fries, Robert Cole, Melissa Kajdasz, Michelle Miller, Mark Brandt, Lauren Rompel, Todd Neumayer, Gene Morisani, MSGR David Darin.*
  - b. *Executive Session (see notes below)*
  - c. Approval of Minutes January 2018--ACTION *Motion Mike N. Second Robert C. all in favor.*
  - d. Organization Reports (Perpetual Help, PTO, STAA, Men's Club)--INFO *None Present*
- II. Old Business
  - a. Nominating Committee--INFO    b. Principal Appraisal Forms *Turned into MSGR Darin*
- III. Principal Report--S. Jougard—INFO
  - a. Registration Update *65+ registered to date. This is typical for this time of year.*
  - b. Update on Pre-K part-time options *Sandy looking to get more names to see if we can support both full and part time classes in a fiscally solid way.*
  - c. *other - Sandy wants to implement a grade check for sports and other extracurricular activities, will need support from the teachers, coaches and perhaps improvement to the school handbook which is not explicit on page 47 where this issue is covered.*
  - d. *Sandy will complete evaluations for all teachers and staff by April.*
- IV. Pastor Report—Msgr. Darin  
*Pastoral council agreed to ask a class from the school to manage some of the ministries at the 5 or 11 masses to encourage attendance.*  
*Upcoming events: March 6 Ash Wednesday, March 30 first reconciliation, First Communion May 11.*
- V. Committee Goals and Objectives
  - a. Communications—M Nash
    - i. Newsletter - *revived in January, well received*
    - ii. Website issues - *no update*
  - b. Policy and Planning—M Nash - DISCUSSION
    - i. Parishioner definition/Stewardship -*this will require updates to our school policies by the board.*
    - ii. Timeframe for roll-out - *idea is a factual and education letter that explains how the school operates financially. The Principal can reinforce this through communication with the current parents and families. Next the board must update the school policies to firm up our definitions and what it means to obtain the reduced tuition rate. Next would be face to face meetings with the families to talk about what it means to be a parishioner.*
    - iii. Additional items to update by summer 2019-- *none discussed*
  - c. Finance—M Miller
    - i. Delinquent Payments—INFO/ACTION *Michelle and Sandy reported that we are catching up on payments, everyone has made at least one payment, but we are still about \$14k behind.*
    - ii. *Mike Nash shared that Skip will hold an informational meeting on the "Empower Illinois" program on March 7th.*
  - d. Technology—T Neumayer - *brief discussion of coordination with Robert and Melissa regarding technology and curriculum committee meeting attendance*
  - e. Development—M Nash
    - i. Annual Fund committee - *no update*
    - ii. Fundraising coordination/"wish lists" - *no update*
  - f. Building and Grounds—M Brandt and G Morisani
    - i. Desks/chairs/lockers - *we may have enough from the PTO for 8 classrooms, so for now we are looking to start with 5 rooms initially.*

- ii. Next priorities/roof? - *we have bids, but need to find funds to pay for this*
    - iii. PCA plans - *scheduled to start inspecting March 8th*
  - g. Enrollment—L Rompel
    - i. Pre-K enrollment campaign
    - ii. Open House Recap
  - h. Curriculum—R Cole and M Kajdasz
    - i. Mathematics curricula review - *Robert C. shared that teachers are reviewing curriculum*
  - i. Mission Effectiveness—G Morisani and Ann Fries
    - i. Awards program - *we are seeking nominations by March 15th. Gene to send the form to Sandy and Connie to post on Option c and the website. Major donor recognition night scheduled for April 4th*
    - ii. Catechesis of the Good Shepherd Atrium update - *no update*
- VI. New Business
  - a. Next meeting March 19, 2019
- VII. **Executive Session**—Recommendations of Principal Selection Committee—DELIBERATION  
*We held this portion at 07:00 due to weather concerns.*  
*Mike Nash reviewed the composition, format and timeline of the Principal Selection Committee formed last August. The committee outlined criteria for selecting a Principal. The position was posted on the Diocesan website, and advertisements were placed in several publications. The Diocesan Education office also notified area schools, parishes, the Regional Office of Education, several area universities, as well as Religious Orders. Applications were accepted until February 1, and four qualified candidates, including Mrs. Jouglard, were interviewed by the committee in early February. After the interviews, the committee reviewed the applications as well as feedback and correspondence from the school and parish community. The committee met on February 14 and unanimously recommended Mrs. Jouglard. At our meeting Mke on behalf of the committee provided this recommendation to the School Board. Motion to approve by Mark Brandt, second by Robert Cole, all present were in favor. Msgr. Darin accepted the School Board's recommendation. Sandy then joined the meeting and was informed of the selection, and contract discussions to follow.*
- VIII. Adjournment and Closing Prayer - *Mike Nash*