

**St Teresa Catholic School
Parish Board of Education Agenda
May 21, 2019**

- I. Call to Order and Routine Matters
 - a. Roll Call and opening prayer: M Nash, M. Brandt, T. Neumayer, R. Cole, G. Moriani, M. Kajdasz, A. Fries, MSGR Darin.
 - b. Approval of Minutes April 2019--ACTION Motion R. Cole, Second T. Neumayer, all in favor.
 - c. Organization Reports (Perpetual Help, PTO, STAA, Men's Club)--INFO No reports tonight.
- II. Old Business
 - a. Nominating Committee - We need to fill 3 spots (one at large two school), Mike to stay on one more year, Gene moves to an at-large member. We have 5 volunteers: Joe Nesbit, Emily Totel, Jared Viviano, Coleen Day, Janet Kaemmerer. Mark Brandt motion to accept Joe, Emily and Janet, second R. Cole, all were in favor no objections. Mike to confirm with these volunteers.
 - b. Stewardship letter to families. Draft on the google drive has been reviewed by all and is satisfactory, Gene to clean up the final comments and send a revised version to Sandy to send out in the mail.
- III. Principal Report--S. Jougard
 - a. Donna Klaus has submitted her retirement letter, she will work one more year then retire.
 - b. Technology committee is looking at copy costs to find savings, but overall the tech curriculum fee of 395 appears satisfactory to cover expenses.
 - c. Sandy, conducted interviews and plans to hire Shelly Dowling as the full time secretary to replace Rosemary Heinen.
 - d. Sandy talked to the PTO about consolidating efforts between the school board and the PTO on the auction and the annual fund. Mike will attend a follow up meeting with Sandy and the PTO.
 - e. St. Teresa received a \$60k donation in the Empower Illinois scholarship fund for tuition assistance. The families that requested assistance will be contacted by the fund to offer assistance.
 - f. Tom Whitworth gave resignation notice today.
 - g. Sandy and the teachers have re-evaluated the amount of technology the school is using and the subjects it is applied to, and plans next year to go to paper textbooks for math in 5-8 which will free up i-pads and computers for lower grades to get more time with technology.
 - h. See additional calendar update and draft survey questions for feedback attached at the end of these minutes. There was no added feedback on these from the board.
- IV. Pastor Report—Msgr. Darin--
 - a. Pastoral Council for STS and SL are going to combine in a slightly smaller group with more committee representation and a focus on pastoral planning. MSGR is looking for a leader for this new direction.
 - b. Finance Council is working to address budget shortfall resulting from the weekly offerings not meeting budgeted amounts.
 - c. 20 year anniversary of the Adoration Chapel is coming up.
 - d. MSGR will be out of town for 10 days returning June 1.
 - e. Bishop's birthday party is coming up, MSGR shared the invite to anyone on the board.
- V. Committee Goals and Objectives
 - a. Communications—M Nash
 - i. Summer Newsletter

- b. Policy and Planning—M Nash
 - i. Parishioner definition/Stewardship-done Letter to go out after final corrections this week.
 - ii. Grade checks for activities - policy with IL sports orgs requires grade checks, Diocesan policy says if a student is failing they cannot be excluded. The school must defer to the sports organization policy. Sandy asked if the board agrees with this summary to be incorporated into our school policy.

Extra Curricular Grade Eligibility

In accordance with Diocesan Policy 6145.2.11.3.B: A student may not be excluded from participating in sports activities because of low grades or unfinished homework. However, students participating in extracurricular activities that will be entering events with SIJHSAA, IJHSA, or IESA will be required to follow their grade eligibility policies in order to participate. SIJHSAA, IJHSA, and IESA require students to have weekly grade checks and passing each subject. This requirement will be applied yearly to students involved in those organizations.

R. Cole made a motion to approve the above into the school policy, second, Nash, all were in favor.

- iii. Tuition assistance policy - no update
- iv. Planned handbook updates - no update
- c. Finance—M Miller
 - Finance council wants a \$40k cushion in the budget, and this has been accomplished in the plan. Teacher salaries are reduced and helped lower expenses to achieve this.
- d. Technology—T Neumayer
 - i. Tech/curriculum budget updates
- e. Development—M Nash
 - i. Annual Fund Committee update
 - ii. Fundraising coordination
- f. Building and Grounds—M Brandt and G Morisani
 - i. Desks/chairs/lockers - new desks are in place, looking for another school to take the old ones.
 - ii. PCA update and next priorities - first draft of the top priority items and budgetary estimates is in, will present at the June meeting.
- g. Enrollment—L Rompel
 - i. Pre-K enrollment campaign - No Update
- h. Curriculum—R Cole and M Kajdasz
 - i. Mathematics - see notes above in Principal's update.
- i. Mission Effectiveness—G Morisani and Ann Fries
 - i. Catechesis of the Good Shepherd

VI. New Business

- a. Annual school family survey - Sandy has questions done, in bottom of these minutes, plan to send out on survey monkey in the next 2 weeks so we have results for next meeting.
- b. Board Self Evaluation-June Meeting - asking each committee to summarize their accomplishments in advance of next meeting.
- c. Final meeting 6/18/19

VII. Adjournment and Closing Prayer - M. Nash.

Additional info for Principals Update:

Principal's Calendar Report May 2019

St. Teresa and St. Luke Confirmation - May 5 at Cathedral with Bishop Braxton (all confirmed)

St. Teresa and St. Luke First Communion - May 11 at St. Teresa (37 second graders)

St. Teresa Graduation - May 17 at St. Teresa (29 students graduated)

Monday, May 20: Pre- K Last Day of School & Pre-K Program 6:30 in Gym

Tuesday, May 21: Kindergarten Program 6:30 in Gym, School Board Meeting @ 7:00

Wednesday, May 22: Mass at 8:30

Monday, May 27: No School

Tuesday, May 28: Last Day of School - Mass at 8:30, School Dismisses at 11:00

Wednesday, May 29: Preschool (3 & 4 year old) Open House 6:00-7:30

Sunday, June 9: Rosemary Heinen's Retirement Open House 1:00-3:00

Summer Office Hours:

May and June - Open Daily from 8:00 - 1:30

July - School Office Closed

August 1 - Open Daily from 8:00 - 3:00

August 11 - Mass @ 11:00 Blessing of Backpacks

Final Registration @ St. Teresa School 1:00 - 4:00

(Registration Packet, School Supplies, and Parent/Teacher Meet & Greet)

August 15 & 16 - Teacher/Staff Meetings 8:00 - 1:00

August 19 - First Day of School 8:00 - 3:00

Enrollment - 152 students enrolled as 5-16-2019.

Proposed Questions for Parent Survey 2019

1. Are you happy with your son/daughter's learning at St. Teresa school?
2. Do you feel your student is using the right amount of technology at school for education?
3. Does your student's teacher provide you with weekly information about the class via e-mail or website updates?
4. Do you feel the weekly updates in Option C are beneficial?
5. Overall, would you recommend St. Teresa School to other families?