

**St Teresa Catholic School
Parish Board of Education Minutes
January 21, 2019**

- I. Call to Order and Routine Matters
 - a. Roll Call and opening prayer: M Nash, E Totel, R Cole, L Rompel, J Nesbit, M Brandt, C Day, J Kaemmerer, G Morisani, S. Jougard, M Miller, L Robinson, D Hamilton, E Schlueter,
 - b. Approval of Minutes Nov 2019--ACTION Motion R Cole, second L Rompel, all approved.
 - c. Organization Reports (Perpetual Help, PTO, STAA, Men's Club)--INFO
PTO (J. Viviano) - Bee-Bop and boogie Friday night, more on auction later
Mens Club - purchasing napkin holders for Parish Center with school art/advertising to be featured on them.
- II. Old Business
 - a. Delinquent tuition/fee payments: Tuition \$5100, Lunch \$1800, Ext Care \$2800, Tech \$6300. \$16k Past Due.
 - b. Parish Stewardship/school families
- III. Principal Report--S. Jougard—INFO (attached on page 2)
 - a. Tuition and Fees proposal for 2020-2--ACTION (2020/21 k-8 tuition rates, STS 2020-21 budget summary, technology plan summary and technology budget worksheet attached)
 - i. Mike discussed how the current budget takes into account the fact that almost half the kids get some kind of multifamily discount which amounts to almost \$40k of tuition. This is a significant item and helps us more accurately project the budget next year.
 - ii. Questions from attendees about items in the budget to include: of copiers, contract services like alarm, security cameras, option C, clean uniform (mops and other custodial supplies). Sandy and Michelle explained the effort to date to minimize these costs and ensure the budget captures them accurately.
 - iii. PTO members discussed that the auction fundraising goal is to contribute \$50k to the annual school operating budget with the raise the paddle focused portion of the auction going to AC replacements..
 - iv. Concerns from PTO that the budget relies long term on the contribution from the auction which may not be the same every year. Mike acknowledged this and discussed the focus on enrollment and adequate tuition to address this budget concern long term.
 - v. R Cole motion to approve budget and tuition, E Totel second, all were in favor.
 - b. Pre-K update/plans - (attached) program summary to include a new 3 day per week blended program and the tuition update
- IV. Pastor Report—N/A
- V. Committee reports
 - a. Communications—M Nash/ C Day
 - i. Newsletter--INFO
 - ii. School Website--DISCUSSION
 - b. Policy and Planning—M Nash
 - i. Suspension policy
 - c. Finance—M Miller/M Nash/ E Totel
 - i. Profit & Loss-Budget vs Actual FYTD (attached)
 - ii. Proposed Budget 2020-21--ACTION
 - d. Technology/Curriculum—J Nesbit/R Cole

- i. Technology Plan 2020-21 and beyond (attached). Tech fees have been agreed upon by the committee and are in the budget (approved above). Between student owned and school owned devices next year is covered, but beyond that we will need to make a couple large purchases in coordination with Mrs. Jouglard to define the device plan
- ii. METC Conference - 3 staff members are going to go to this conference to see how to make sure the curriculum drives the technology we choose.
- iii. Grants update - R Cole shared that there are a couple grant opportunities:
 - 1. Lean into learning (can cover a wide range of professional development for teachers) opens in June, you can apply for up to \$4k per experience.
 - 2. Innovation grants are the second, come up with a creative idea in the area of innovation and technology, the application is straightforward and opens in November.
- e. Development—M Nash
 - i. Annual Fund update - off to a strong start, projecting that we can make the \$50k goal this year.
 - ii. Collection of alumni info--update
- f. Building and Grounds—M Brandt and G Morisani
- g. Enrollment—L Rompel/C Day
 - i. Open House Jan 26: plans in place for organizations to support, signs, tours of the school, tri-fold informational handout
 - ii. K and Pre-K enrollment plans
 - iii. Trifold idea-Joe N
- h. Mission Effectiveness—J Kaemmerer/G Morisani
 - i. Heart of St. Teresa Awards update
- VI. New Business
 - a. Next Meeting Feb 18, 2020 at 7 PM
- VII. Adjournment and Closing Prayer

January 2020 - Principal Notes

1. Registration and Tuition Information - Packets will be sent home on Thursday.
 - a. Families may complete early registration and every student will need to have a fee for registration/technology paid of \$100.00.
 - b.
 - c. Families may register on Sunday during Open House.
2. Open House - Sunday, January 26 from 1:00 - 3:00 (See Attached Info)
 - a. Video
 - b. Tri-Fold
 - c. Open House Flyer
 - d. Speak at all Masses
 - e. Passport /Goodie bags
 - f. Refreshments - P.C.
 - g. Organizational Tables - P.C.
3. Current Enrollment - Pre-K 39 K -8 206
4. Technology Summary - Plan (See Attached Info)
5. Sound System - Speakers throughout the building are back feeding and Playground Speaker has stopped working)
6. Lights at Crosswalk have stopped operating - company has been notified. (repaired this pm)
7. Lunch Program Evaluated January 23 & 24
8. 2020-21 School Calendar: Start Date August 17 (Need 176 Days) 2 Weeks for Christmas
9. Notre Dame - Will remain open next year and activities will remain with the schools that already have agreements. The Belleville Catholic Schools will begin planning for 2021-22 and look at an East and West School for Belleville.

2020/2021 Budget

Income		Expense	
Tuition		Salaries	
Tuition PreK-8	\$966,816.35	Teacher Salaries (PreK-8)	\$531,278.95
Extended Care	\$43,200.00	Administrative	\$287,769.00
Technology Fees		Payroll/Unemployment Taxes	\$69,000.00
Technology Fees K-8	\$58,500.00	Health/Life Insurance	\$135,000.00
Technology Fees PreK	\$2,250.00	Worker's Comp Insurance	\$16,740.00
PTO (Auction)	\$50,000.00	Retirement and Tuition Benefit	\$32,000.00
Annual Fund	\$50,000.00	Extended Care Salaries	\$37,080.00
Parish Subsidy	\$217,000.00	Instructional Expense	
Cooks Salary Reimbursement	\$35,385.00	Curriculum	\$23,000.00
Empower		Student Testing & Records	\$3,000.00
		Professional Development	\$2,500.00
		Instructional Supplies	\$5,000.00
		Computer Hardware	\$30,890.00
		Office Supplies	\$4,000.00
		Medical Supplies	\$500.00
		Diocese Stem Lab Loan	\$25,452.00
		Utilities	
		Electric & Gas	\$46,800.00
		Trash	\$4,200.00
		Water	\$6,000.00
		Sewer	\$3,250.00
		Maintenance	
		Maintenance Supplies	\$8,000.00
		Repairs	\$20,000.00
		Contract Services	
		Copier	\$10,000.00
		Phone	\$2,000.00
		Internet	\$3,000.00
		Recurring Tech Costs - Option C	\$13,000.00
		Elevator Service	\$2,120.00
		Tech Electronic	\$2,200.00
		Pro Alarm	\$1,400.00
		Tech Support	\$15,000.00
		Clean Uniform	\$2,400.00
		Lawn Care	\$3,000.00
		Snow Removal/Salt	\$4,500.00
		Bus Service	\$1,000.00
		Insurance Prop/Liability	\$13,372.00
		Newsletter	\$3,500.00
		School Development	\$5,000.00
		Extended Care Expenses	\$1,500.00
		Diocese Student Tax	\$8,500.00
Total	\$1,423,151.35	Total	\$1,382,951.95

Budget Surplus

\$40,199.40

2020/2021 PRE-K TUITION AND FEE RATES

(**ALL TUITION/FEEES ARE PER STUDENT**)

PART TIME BLENDED 3 YEAR/4 YEAR OLD PROGRAM

Tuesday/Wednesday/Thursday - All day attendance 8:00am-3:00pm
(No attendance on Monday or Friday)

REGISTRATION FEE:	\$ 75.00
CATHOLIC PRE-K TUITION RATE:	\$ 3,325.00
NON-CATHOLIC PRE-K TUITION RATE:	\$ 3,525.00

FULL TIME 3 YEAR & 4 YEAR OLD PROGRAMS

Monday through Friday - All day attendance 8:00am-3:00pm

REGISTRATION FEE:	\$ 75.00
CATHOLIC PRE-K TUITION RATE:	\$ 5,325.00
NON-CATHOLIC PRE-K TUITION RATE:	\$ 5,525.00

Families using the Catholic Pre-K Tuition Rate will need to show proof of registration to a local parish. Lunch, Extended Care and Nap Mat fees are NOT included in tuition rates.

Payments must be made by check, money order, cash or through *We Share*. If the Registration Fee is paid through *We Share*, a receipt of payment must accompany Registration Form to be accepted. Tuition can be paid monthly over 10 months (August-May). There is a 3% discount off tuition only if paid in full by August 1st.

Registration for the 2020/2021 school year opens on January 25, 2020. **Registration Fee(s) and completed Registration Form must be received promptly to reserve your child's spot in class.** Registration Fees will only be refunded if the school is notified by July 1st.

2020/2021 KINDERGARTEN - 8th GRADE TUITION AND FEE RATES

(**ALL TUITION/FEEES ARE PER STUDENT**)

REGISTRATION FEE: (To be paid at Registration/Applied to Technology Fee) \$ 100.00
 TECHNOLOGY FEE: (To be paid in full by November 1st) \$ 200.00

TUITION (PARISHIONER RATE)

<u>Number of Students (K-8)</u>	<u>Tuition Charges</u>	<u>Technology Fees</u>	<u>Per Student Costs</u>	<u>Monthly Payment</u>
1 Student	\$ 4,275.00	\$ 300.00	\$ 4,275.00	\$ 427.50
2 Students	8,145.00	600.00	4,072.50	814.50
3 Students	11,407.50	900.00	3,802.50	1,140.75
4 Students	14,062.50	1,200.00	3,515.63	1,406.25

TUITION (NON-PARISHIONER)

<u>Number of Students (K-8)</u>	<u>Tuition Charges</u>	<u>Technology Fees</u>	<u>Per Student Costs</u>	<u>Monthly Payment</u>
1 Student	\$ 5,375.00	\$ 300.00	\$ 5,375.00	\$ 537.50
2 Students	10,750.00	600.00	5,375.00	1,075.00
3 Students	16,125.00	900.00	5,375.00	1,612.50
4 Students	21,500.00	1,200.00	5,375.00	2,150.00

Payments must be made by check, money order, cash or through *We Share*. If the Registration Fee is paid through *We Share*, a receipt of payment must accompany Registration Form to be accepted. Tuition can be paid monthly over 10 months (August-May). There is a 3% discount off tuition only if paid in full by August 1st.

TUITION ASSISTANCE: Families wanting to be considered for tuition assistance for students in K-8th grades for the 2020/2021 school year must complete the on-line application process with Empower Illinois. If students are not able to receive funds through Empower Illinois, they may contact the school office for a fee waiver/assistance application. Tuition assistance is not available for the PreK program.

Registration for the 2020/2021 school year opens on January 25, 2020. **Registration Fee(s) and completed Registration Form must be received promptly to reserve your child's spot in class. Registration Fees will only be refunded if the school is notified by July 1st.**

Technology Plan

1. Continue to update school owed equipment as planned in the technology budget including lab and smartboard purchases
2. Make major purchases twice a year (April and November)
 - a. Purchases will be made by school office
 - b. Approval will come from Sandy or Lauren
3. Send 3 staff members to METC in February with time given in faculty meetings to report back
4. Look for additional opportunities for professional development for the faculty
5. Continue to look for ways where technology can be embedded into the curriculum - Goal is to have the curriculum drive how technology is used.
6. Investigate the use of devices as more than e-readers - what device best serves the need?
7. Who is using what?
 - a. Class of 2021 - personally owned ipads
 - b. Class of 2022 - personally owned ipads
 - c. Class of 2023 - school owned ipads
 - d. Class of 2024 - school owned laptops

Recurring Costs Total					\$ 29,184	\$ 43,850	\$ 37,850	\$ 37,850	\$ 37,610	\$ 37,610	\$ 37,610	\$ 37,610
Total Annual K-8 Tech Costs							\$ 65,590	\$ 65,940	\$ 96,300	\$ 65,350	\$ 65,350	\$ 65,350
Curriculum												
Textbooks & Consumables												
McGraw-Hill (K-4)		1203					\$ 1,203	\$ 1,203	\$ 1,203	\$ 1,203	\$ 1,203	\$ 1,203
MyMath (K-8)		7711					\$ 7,711	\$ 7,711	\$ 7,711	\$ 7,711	\$ 7,711	\$ 7,711
RCL-Benzinger, Family Life (7/8)		915					\$ 915	\$ 915	\$ 915	\$ 915	\$ 915	\$ 915
Pearson, Handwriting		352					\$ 352	\$ 352	\$ 352	\$ 352	\$ 352	\$ 352
Sadlier (K-8)		2514					\$ 2,514	\$ 2,514	\$ 2,514	\$ 2,514	\$ 2,514	\$ 2,514
							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ebooks												
Pearson; Reading (5)	\$ 1,374	229					\$ 229	\$ 229	\$ 229	\$ 229	\$ 229	\$ 229
Pearson; English (5-8)	\$ 16,505	2751					\$ 2,751	\$ 2,751	\$ 2,751	\$ 2,751	\$ 2,751	\$ 2,751
Pearson; Science (5-8)	\$ 18,208	3035					\$ 3,035	\$ 3,035	\$ 3,035	\$ 3,035	\$ 3,035	\$ 3,035
McGrawHill; Social Studies (5,6,8)	\$ 2,159	2159		\$ 3,262	\$ 2,159	\$ 2,159	\$ 2,159	\$ 2,159	\$ 2,159	\$ 2,159	\$ 2,159	\$ 2,159
Cengage; Social Studies (7)	\$ 334	56			\$ 15,112	\$ 56	\$ 56	\$ 56	\$ 56	\$ 56	\$ 56	\$ 56
Sadlier; Religion (5-8)		2001				\$ 2,001	\$ 2,001	\$ 2,001	\$ 2,001	\$ 2,001	\$ 2,001	\$ 2,001
Total Curriculum					\$ 17,271	\$ 22,925	\$ 22,925	\$ 22,925	\$ 22,925	\$ 22,925	\$ 22,925	\$ 22,925
St Teresa K-8 Costs Totals	Annualized	\$93,571			\$ 29,184	\$ 85,241	\$ 88,515	\$ 88,865	\$ 119,225	\$ 88,275	\$ 88,275	\$ 88,275
Pre-K					\$ 2,017	\$ 2,018	\$ 2,019	\$ 2,020	\$ 2,021	\$ 2,022	\$ 2,023	\$ 2,024
Smart Boards (6 yr lifespan)	3	0.5	\$ 4,000			\$ 2,667	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Teacher & Staff PCs	5	1	\$ 400			\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400
iPads	10	2.5	\$ 300	\$ 134	\$ 134	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750
Pre-K Total	Annualized	\$ 3,150			\$ 134	\$ 3,201	\$ 3,150	\$ 3,150	\$ 3,150	\$ 3,150	\$ 3,150	\$ 3,150
Total St Teresa & Pre-K					\$ 29,318	\$ 88,442	\$ 91,665	\$ 92,015	\$ 122,375	\$ 91,425	\$ 91,425	\$ 91,425

	Students	Annualized Cost	Cost per student	Tech & Curr Fee
St Teresa K-8	190	\$93,571	\$ 492	\$ 449
St Teresa Pre-K	35	\$3,150	\$ 90	