

St Teresa Catholic School
Parish Board of Education Meeting Agenda
August 20, 2024
6:30 pm - 7:30 pm
Parish Center

- Call to Order and Routine Matters (5 minutes) – *Emily Totel 1st to motion to open meeting, Mitch Baum 2nd*
 - Roll Call and opening prayer – *Emily Totel, Mitch Baum, Catina Mahr, Dan Oschner, Aaron Day, Melissa Meirink, Nicole Green, Fr. Joseph Oganda, Tiffany Kraus, Sheila Faszold*
 - Approval of Minutes May 2024 – *1st motion made by Catina Mahr, Mitch Baum 2nd.*
 - Public comments
 - No requests for current meeting
 - Organizational Reports (PTO, MENS CLUB, Perpetual Help)
 - *Men's Club – Parish picnic upcoming. Help needed to work booths. Set up on Friday and tear down on Sunday morning. Also looking for students to help at 8:00am on Friday for set up. Lunch will be provided, and they are expected to be finished with set up by 12:00.*
 - *PTO – Auction date has been set for 2/8/2025 at Gateway Classic Cars. The theme is Alice in Wonderland. Also, back to school bash will be held the week after school starts in the school parking lot.*

- Old Business (5 minutes)
 - Enrollment projection update – *actual student enrollment is 176 as of date and time of this meeting. Budget projection was for 185 students. Mrs. Green requested guidance on revising the budget. Finance chair, Emily Totel, advised to not modify the budget at this point. The budget will be followed throughout the year.*

- Principal Report—N Green (10 minutes)
 - *New principal appraisal form was distributed to all board members present at meeting. This form is issued by the diocese. They are due to Fr. Joseph in February 2025.*
 - *Mrs. Green reported tech has only used \$15,000 from the budget for the year. Mrs. Green received grants for the other \$10,000 that has been spent so far. These grants have purchased 4 new Smart Boards and numerous computer upgrades.*
 - *Annual Fund will be pushed early this year in an attempt to meet our budgetary goal of \$30,000. Starting on September 11th with Grandparent's Day. There will be a separate roll out to school families on September 30th. A GiveSmart QR link will be available for online donation.*
 - *The Fun Run will be pushed out in March and April and the run will be held on April 4th. Mr. Jordan is working with Mrs. Green on this project.*

- Pastor Report—Fr. Joseph— (5 minutes) – *Nothing to report.*

- Finance Report/Budget—Business Manager — (5 minutes) – *No numbers to report from business manager, as Bob Wojcik has resigned. Stephen Dunn will provide the school board with updated financials as soon as possible. A third member needs to be assigned to the tuition assistance committee.*

- Committee Reports (15 minutes)
 - Building/Grounds and Safety
 - Review of bids for school safety upgrades
 - *Bids for fencing were distributed to board members and reviewed. Chesley fence was voted as the winning bid for the fence project as part of the NSGP-IL money. The total for the fence project was \$24,100. The winning bid was forwarded to the parish finance council for approval. Motioned to approve by Melissa Meirink, 2nd motion by Catina Mahr. All in favor of awarding bid to Chesley Fence.*

- *Bids for window and door film were distributed to board members and reviewed. ClearArmour was chosen as the winning bid for this project. Although not lowest bid, ClearArmour was chosen for superior product, customer service and 10-year warranty. The total for the bid was \$26,402.92. Motioned to approve by Dan Oschner, 2nd motion Emily Total. All in favor of awarding bid to ClearArmour. The winning bid was forwarded to parish finance council for approval.*
 - Update on Illinois NSGP grant money.
- New Business (10 minutes)
 - Voting for new board members
 - *7 anonymous applications were presented to the school board for review. Members voted to extend additional 3-year term to Melissa Meirink, approve Tammy Grime and Jeff Naylor for 3-year terms. Aaron Day and Mrs. Green will notify the newly voted school board members.*
 - Committee member selection & assignment of duties
 - *Committee assignments were sent out late July for review. Committees were discussed among board members and assigned as such: Secretary – Melissa Meirink, Vice President – Catina Mahr, Finance – Emily Total & Mitch Baum with assistance from Jeff Naylor, Special Buildings & Grounds Projects – Dan Oschner, Brian Reaka with assistance from Jeff Naylor, Annual Fund/Fundraising – Tammy Grime, Communications – Melissa Meirink & Jeff Naylor.*
 - Business manager update
 - *Bob Wojcik recently resigned as business manager. Parish committees are interviewing several candidates for the position. Stephen Dunn and Matt Lanter will keep president and vice president updated.*
- Adjournment and Closing Prayer (5 minutes) – *Emily Total motion to adjourn, Mitch Baum 2nd. Meeting adjourned at 7:40pm*
 - Next Meeting **Tuesday September 17, 2024**, at 6:30 PM