

**St Teresa Catholic School**  
**Parish Board of Education Meeting Agenda**  
**October 15, 2024**  
**6:30 pm - 7:30 pm**  
**St. Teresa Parish Center**

- Attendance:
  - *Present: Aaron Day, Mitchell Baum, Catina Mahr, Dan Oschner, Nicole Green, Fr. Joseph Oganda, Emily Totel, Melissa Meirink, Jeff Naylor, Steven Dunn*
  - *Not Present: Brian Reaka, Tammy Grime*
  - *Visitors: Sara Cerny (parent)*
  
- Call to Order and Routine Matters (5 minutes) – *Mitch Baum 1<sup>st</sup> motion, Emily Totel 2<sup>nd</sup> motion to open the meeting at 6:31pm.*
  - *Roll Call and opening prayer – Hail Mary.*
  - *Approval of Minutes August 2024 – Catina Mahr 1<sup>st</sup> motion, Mitch Baum 2<sup>nd</sup> Motion – passed*
  - *Approval of Minutes September 2024 – Dan Oschner 1<sup>st</sup> motion, Catina Mahr 2<sup>nd</sup> Motion - passed*
  - *Public comments*
    - *No requests for current meeting.*
  
- Organizational Reports (PTO, MENS CLUB, Perpetual Help)
  - *PTO (A.Day for T.Kraus)– Tiger Skate 10/4 had 90 students. Trunk or Treat 10/20 from 4-6p. Making paper QR code for Annual Fund. GiveSmart is active.*
  - *Mens Club (Naylor) – Father/Daughter dance February 15<sup>th</sup>.*
  - *Perpetual Help – Nothing to report*
  
- Old Business (5 minutes)
  - *Dan Oschner still working on assembling team and details for outdoor area.*
  - *Resolutions regarding fence and windows are at the Diocese waiting for Bishop’s signature.*
  
- Pastor Report—Fr. Joseph—INFO (5 minutes) – *Bishop McGovern will be at 11am Mass this Sunday 10/20 to celebrate Perpetual Adoration. There will be lunch after Mass. Parish still looking for musical director.*
  
- Principal Report—N Green –INFO (10 minutes) – *Living Rosary tomorrow after Mass. Every student will receive a rosary and divine mercy card. Fire drill today went well. Earthquake drill on Thursday, then school will be compliant on all required drills. \$200 for garden and \$200 for Jr. St. Vincent DePaul from CSMA. Red ribbon week next week. Pumpkin patch 10/24. Parent-Teacher Conference next Thursday-Friday. IOWA testing scores just came back and will be provided to parents at P/T conferences. School results and trends will be shared at next School Board Meeting. Rome meeting Saturday-Sunday 10/26-27. Annual Fund kickoff and culminating 11/1 All Saints Day. November 8<sup>th</sup> Veterans Day assembly at 2pm.*
  
- Finance Report/Budget—S. Dunn —INFO (5 minutes) – *School accounts have been reconciled other than administrative account. Conference in the morning with finance committee to discuss. Adding school admin account (teachers’ fund) to balance sheet. Money for phone system transferred. Adding tuition assistance account to balance sheet. Received \$1300 from State unclaimed property (\$75 to church). Need advisory board for School Endowment Fund – Board will review and discuss at next meeting. Received employee retention tax credit - \$64,000 between parish and school. Must be invested for 5 years per Diocesan requirements. Business manager has been hired and will be announced in a couple of weeks. An outside auditor will be reviewing the Church books.*
  
- Committee Reports (15 minutes)
  - *Finance Committee (Day) – Committee meeting soon to discuss budget. Tentative meeting date November 12<sup>th</sup>.*

- New Business (10 minutes)
  - Postcards for Catholic Schools Week (Green) – *Mrs. Green would like to send postcards in advance of CSW (January 26<sup>th</sup>) and potentially before open house in the fall. Postcard company will obtain relevant addresses within a particular range and mail directly. 2-3 week turnaround time. \$0.20 per card for most expensive, includes postage. Board advises Mrs. Green to proceed.*
  - School Board Update (Day) – *Tammy Grime has resigned from the Board due to other time commitments. Notice of vacancy for parishioner position will be included in newsletters.*
  
- Closed Executive Session (*visitors leave*)
  
- Adjournment and Closing Prayer (5 minutes)
  - Closing Prayer – Glory Be
  - *Aaron asks for motion to adjourn. Emily 1<sup>st</sup> Motion; Jeff 2<sup>nd</sup>. Meeting adjourned at 7:47p.m.*
  - Next Meeting **Tuesday, November 19, 2024**, at 6:30 PM