

**St Teresa Catholic School**  
**Parish Board of Education Meeting Agenda**  
**November 19, 2024**  
**6:30 pm - 7:30 pm**  
**St. Teresa Parish Center**

- Attendance:
  - *Present: Mitchell Baum, Catina Mahr, Nicole Green, Fr. Joseph Oganda, Melissa Meirink, Jeff Naylor, Stephen Dunn*
  - *Not Present: Brian Reaka, Aaron Day, Dan Oschner, Emily Totel*
  - *Visitors: Tiffany Kraus*
  
- Call to Order and Routine Matters (5 minutes) – *Mitch Baum 1<sup>st</sup> motion, Jeff Naylor 2<sup>nd</sup> motion to open the meeting at 6:32pm.*
  - Roll Call and opening prayer – *Fr. Joseph*
  - Approval of Minutes October 2024 – *Not enough voting members present. Deferred.*
  - Public comments
    - *No requests for current meeting.*
  
- Organizational Reports (PTO, MENS CLUB, Perpetual Help)
  - PTO (T.Kraus)– *Invitations to auction going out soon; need to discuss and decide on raise the paddle.*
  - Mens Club – *Nothing to report.*
  - Perpetual Help – *Holiday Game Night is on Friday.*
  
- Old Business (5 minutes)
  - Fence and Window Update (N. Green) – *Work will begin the week of December 2-6. Deviation of drop-off/pick-up procedures possible due to fence installation. Windows in classrooms will be worked on after dismissal. Window workers have been background checked by company.*
  - School Board Member Vacancy – *Still open parishioner position. Mrs. Green has included in principal newsletter. Will also be posted in church bulletin.*
  - Advisory Board for School Endowment Fund – *Deferred.*
  
- Pastor Report—Fr. Joseph—INFO (5 minutes) – *Nothing to report.*
  
- Principal Report—N Green –INFO (10 minutes) –
  - *Discussion of IOWA testing results.*
  - *\$3,000 technology grant through District 118 to be used to upgrade teacher’s computers.*
  - *Proposal for use of FACTS online enrolling process – all school forms can be completed through FACTS instead of hard copies to office that are manually entered into system. Will save time and ensure accuracy. \$10 for existing FACTS enrollees, \$15 for first time enrollees. Fee could be included in registration fee. Vote deferred to next meeting.*
  - *Encourage families to leave positive Google and Yelp reviews.*
  
- Finance Report/Budget—S. Dunn —INFO (5 minutes) –
  - *Quikbooks online has been implemented for school and church.*
  - *Review of profit and loss balance sheet.*
  - *Setting up autopay for utilities and payment of parish subsidy.*
  - *Endowment Fund – Recommend put \$35,000 from Wells Fargo account returned by State of Illinois into the School Endowment Fund. Deferred to next meeting.*
  - *Recommend putting school activities account on school balance sheet.*

- *Review Diocese guidance on employee retention tax credit. Total \$64,000 including school and both parishes (St. Luke \$4,000 and St. Teresa \$8,000 of total). Seeking approval from parish councils for school to receive all funds. Deferred to next meeting.*
  - *Restricted Accounts – Recommendation to have a statement to show what accounts are for and who has access.*
  
- **Committee Reports (15 minutes)**
  - *Building and Grounds (J.Naylor) – For area behind parish center, new proposal on floating deck and roof attached to building as opposed to concrete and pergola. Would need approval from Diocese to attach roof to the building. Committee will review with Mrs. Green and Fr. Joseph. Mrs. Green applied for a \$5,000 grant that could be used for the space – will find out in December if received.*
  
- **New Business (10 minutes) – Discussed by S. Dunn with finance report.**
  
- **Adjournment and Closing Prayer (5 minutes)**
  - *Closing Prayer – Hail Mary*
  - *Catrina asks for motion to adjourn. Jeff 1<sup>st</sup> Motion; Mitch 2<sup>nd</sup>. Meeting adjourned at 7:40p.m.*
  - **Next Meeting Tuesday, December 17, 2024, at 6:30 PM**