

St Teresa Catholic School

Parish Board of Education Meeting Minutes

April 21, 2020

- I. Call to Order and Routine Matters
 - a. Roll Call and opening prayer—meeting conducted via Zoom, all members and ex-officio members present except G Morisani
 - b. Approval of Minutes March 2020--completed
- II. Old Business
 - a. Finance (M. Nash, E. Totel)
 - i. Account balances reviewed and at expected levels—S Jougard
 - ii. Review and approval of revised 2020-2021 Budget—approved unanimously, based upon following assumptions:
 1. “Clean Slate”—SBA/CARES act will cover much of 2019-20 shortfalls
 2. Enrollment down from 241 to 226 due to economic fallout from COVID
 3. Parish Subsidy down due to recalibration of Parish budget
 4. Technology, Lunch and Extended Care all must self-balance
 5. Areas of savings
 - a. Faculty and staff adjustments per Mrs. Jougard
 - b. Decreased copier costs
 - c. Eliminate Scholastic readers, travel, meeting, conferences, postage
 - d. Professional Development covered by grants
 - e. Business manager contribution decreased
 6. Areas of increased revenue
 - a. \$35000 from Empower Illinois
 - b. \$50000 from PTO Auction proceeds
 7. Previously unaccounted for expenses
 - a. \$13000 needed for e-book reserve
 - b. \$2000 needed for technology reserve
 - c. More needed for benefits (retirement, etc)
- III. Principal Report--S. Jougard—INFO/DISCUSSION
 - a. Coronavirus pandemic and Distant Learning Plan—everyone continues to adjust to distant learning and shelter-in-place, learning as we go, getting direction from ISBE and Diocesan Education office as things evolve; graduation not until June or July, first day of school next year tentatively 8/17; last day of school this year TBD awaiting guidance from DOE
- IV. Pastor Report—Msgr. Darin—INFO
 - a. No live masses due to pandemic, timeline for resumption unclear; new bishop selected, installation unclear; confirmation tentatively 6/13; 1st reconciliation/communion likely in the Fall
- V. Committee reports
 - a. Communications—M Nash/ C Day

- i. Newsletter—ON HOLD
 - ii. School Website—discussion about continued improvements, recent ones well received
 - b. Policy and Planning—M Nash
 - i. Suspension policy—ON HOLD
 - c. Technology/Curriculum—J Nesbit/R Cole
 - i. Grants update—still open June 1 and per Dr Cole they will still be available; planning to apply
 - d. Development—M Nash
 - i. Annual Fund update—donations continue to come in, looking at alternative options to NEON for tracking
 - ii. Collection of alumni info—ON HOLD
 - iii. Donor Recognition Event—ON HOLD
 - e. Building and Grounds—M Brandt and G Morisani—NO UPDATE
 - f. Enrollment—L Rompel/C Day
 - i. K and Pre-K enrollment update and plans—updates and discussion, a lot of unknowns due to pandemic
 - ii. Enrollment and the pandemic—strategies were discussed, awaiting further guidance from state, ISBE and DOE
 - g. Mission Effectiveness—J Kaemmerer/G Morisani
 - i. Heart of St. Teresa Awards nominations—ON HOLD DUE TO PANDEMIC
- VI. New Business
 - a. Next Meeting May 19, 2020 at 7 PM
 - b. New Board Member Selection—WILL DISCUSS IN MAY
- VII. Adjournment and Closing Prayer