

**St Teresa Catholic School
Parish Board of Education Agenda
March 17, 2020**

- I. Call to Order and Routine Matters
 - a. Roll Call and opening prayer: Mark B. Lauren Robinson, Rob C. Sandy J. Gene M. Mike N. Emily T. Janet K. Joe N. Lauren Rompel. Colleen D.
 - b. Approval of Minutes Feb 2020--ACTION
 - c. Organization Reports (Perpetual Help, PTO, Men's Club)—INFO

- II. Old Business

- a. Finance (M. Nash, E. Totel)
3-phase financial plan for St. Teresa School—
Phase One (Feb 12-May 1, 2020)

- School Board Finance Committee and Principal review/reconcile expenses and revenues for this academic year, as well as any outstanding balances and restricted funds needed for future purchases
- Parish Finance Council reviews/reconciles expenses and revenues for this fiscal year and develops a new skeleton budget, including how much money can be set aside for school subsidy this year and next year
- School Board Finance Committee, Principal, Pastor, and Diocesan Finance office develop plans to meet operating expenses for remainder of 2020-2021 academic year
- Principal, Pastor, and School/Parish office staff implement temporary procedures to keep financial operations running with no business manager
- School Board Finance Committee and Principal develop a revised budget for 2021-2022 academic year using QuickBooks codes that will be easier to track
- School Board and Pastor approve revised budget at April 21 School Board Meeting
- Parish Finance Council approves revised budget by May 1

Phase Two (May 1-August 1, 2020)

- Current Policies and Procedures (at the School Board and Parish levels) are reviewed, revised/updated if necessary, and implemented regarding finances at the school and parish (e.g. location and review of school and organizational accounts, review of financial statements, etc)
- Ideally a new business manager is hired and trained immediately in these new policies and procedures
- Option C is explored as a new medium for on-line payments and financial tracking and implemented by August 1 if feasible

Phase Three (August 1, 2020 and beyond)

- Continuous monitoring of finances, including accurate monthly Budget vs Actual statements and review of actual account balances on a monthly basis by the School Board

Account balance update - balances have stabilized and the school benefitted from the Auction proceeds.

Revised budget will be presented to the School Board April 21, and to Finance Council by May 1, 2020

- b. STAA Bingo fundraiser update--INFO
- III. Principal Report--S. Jouglaard—INFO/DISCUSSION see attached update
 - a. Coronavirus pandemic and Distant Learning Plan - see attached letter
- IV. Pastor Report—Msgr. Darin—INFO
 - a. Principal Appraisal completed
 - b. masses will be cancelled this weekend. no news back yet from the audit of finances by the Diocese. MSGR is going to request an associate pastor.
- V. Committee reports
 - a. Communications—M Nash/ C Day
Newsletter—ON HOLD
School Website--DISCUSSION Mike asked for input on whether the website should be an external tool for marketing and sharing information about our school or an internal site for parents to get info. Feedback included that a parent tab or page might be good to serve this purpose, adding the teacher's email addresses would be helpful, including important information about enrollment and tuition for prospective families would also be helpful.
 - b. Policy and Planning—M Nash
Suspension policy—ON HOLD
 - c. Technology/Curriculum—J Nesbit/R Cole
METC Conference ideas--INFO
Grants update--INFO
 - d. Development—M Nash
Annual Fund update--INFO
Collection of alumni info—ON HOLD
Donor Recognition Event—ON HOLD
 - e. Building and Grounds—M Brandt and G Morisani - no updates
 - f. Enrollment—L Rompel/C Day
K and Pre-K enrollment update and plans—INFO/DISCUSSION
Mission Statement Trifold idea--“TEN BULLET POINTS ABOUT ST T”--DISCUSSION
 - g. Mission Effectiveness—J Kaemmerer/G Morisani - INFO Heart of St. Teresa Awards nominations--on hold until April Meeting. Additional nominations can be accepted until End of March.
Cannot commit to a gathering at this time.
- VI. New Business
 - a. Next Meeting April 21, 2020 at 7 PM
 - b. MARCH 31 MEETING WITH THE BISHOP ABOUT MODELS OF CATHOLIC EDUCATION AT 7 PM AT DIOCESAN EDUCATION BUILDING

VII. Adjournment and Closing Prayer

Three Phase Financial Plan for St. Teresa School March 17, 2020

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March 16, 2020

Dear Parents:

As we prepare for the continued education of your son or daughter through distance learning, I wanted you to know what was discussed with the staff and where we will begin. Please remember that while this is new to you and your child it is also new to the faculty and staff. We may make mistakes but will work to ensure that our students have every opportunity to be successful. We will work to meet all grade level state requirements.

1. Each teacher will send home a weekly calendar of activities and projects along with instructions for what students will need to complete.
2. Your teacher will explain through their information how they want student work returned to them.
3. Teachers may use video recordings, websites, traditional textbooks, and workbooks for student instruction.
4. Assessments and evaluations may be on-line, take home style tests, project based, etc.
5. Please remember that we hope you will support the school in maintaining academic integrity and honor as students complete work for St. Teresa School.
6. All assigned student work in which a teacher has requested a digital turn in will need to be returned the following day by 9:00 a.m. for grading, unless directed differently by the teacher.
7. Student work may be dropped off at school in the lobby daily if needed. Make sure work is clearly labeled with the student's name, teacher's name, and the grade. Please feel free to drop off work between 8:00 a.m. and 12:00 a.m.
8. Staff members will grade student work and post grades in Option C as usual.
9. The classroom teacher, parents, and students will need to communicate through email. If you have questions and would like to speak with a teacher, please email the staff member with a working phone number and time to call that works best for you.

There have been several confusing statements about the scheduled days out of school.

For clarification, the information communicated previously is that all schools will be closed from March 17 through March 30, 2020. Students will return to school on March 31, 2020. This is a fluid situation and ever changing. We will be in communication as new information becomes available. Your patience, understanding, and flexibility are needed and appreciated throughout this event.

Principal Report

March 17, 2020

Account Balances - See Handout

Collection of Fees:

Tuition - On track to be finished collection at end of May

Extended Care Fees - Lauren and Dawn Spain are working on this. Currently, there are only four families with late fees of owing more than \$100 +. Bills went home on Monday before students left.

Lunch Fees - Will be sent out on Friday, payments are much more fluid with Sharon and Vicky sending out bills.

Payroll is being processed for employees from St. Teresa School Office - PayCor

Teacher Meeting on March 4 - Monsignor, Dr. Nash, Matt Lanter and Jonathan Birdsong

Discussion with teachers was that the school had the support of the Diocesan and that St. Teresa School would continue to register students for 2020-21.

Registration - 105 students to date (on track from last year at this time)

11 - 3 year olds

21- 4 year olds

10 kindergarten students

School Update with Corona Virus

School is closed for 10 days - March 17- 30.

Days are classified as "Act of God Days" - no assigned work can be graded for entry into Option C.

State Board of Education and Belleville Office of Education with the Diocese has asked us to provide "Continuity of Learning" for these days.

Writing an E-learning Proposal so if days go past the current 10 days and the State Board of Education want to have St. Teresa School provide grades to students we will have it ready.

Custodial Staff began deep clean on the building with the Gym this morning.

They will work to complete the three floors and classrooms during the next 10 days. All surfaces will be wiped down with soap, diluted bleach and water.

The information we receive daily is fluid and procedures/decisions change each day.

Lunches are being provided to students through our lunch vendor (District #118) at Jefferson School.

Report Cards will be sent home electronically on Friday.

First Reconciliation cancelled this weekend with all school activities, practices, and games.