

St Teresa Catholic School
Parish Board of Education Minutes

June 16, 2020

- I. Call to Order and Routine Matters
 - a. Roll Call and opening prayer
 - b. Approval of Minutes May 2020—approved
- II. Old Business
 - a. Finance
 - i. Account balance update/Diocesan investigation update-- S Jougard –account balances were presented for relevant school accounts including administrative, lunch, extended care, annual fund, restricted and all are stable/improved; Diocesan audit is still in process
 - ii. Option C/FACTS/Vanco for payments—S Jougard—Goal will be to use Option C for lunch/ex care/incidental payments and FACTS for tuition, Mrs. J is working with Option C for full details and FACTS should be ready to go in August
- III. Principal Report--S. Jougard
 1. Graduation completed - June 12
 2. Continuing to collect tuition fees, lunch fees, and extended care fees (\$ 12,400 in uncollected tuition at this time)
 3. CARES Act - Currently has awarded St. Teresa School \$5800 from Title I, possible additional money of \$39,000 awarded
 4. Reopening Plan needed by June 30 to Mr. Birdsong for approval.
 5. Survey completed and sent to families about e-learning on June 12th (Parents will have until June 26 to complete and return)
 6. Enrollment is currently 206 - all families have been called, still waiting for responses to phone call reminders
 7. PPE items ordered this week - masks, handsanitizer, gloves (6 thermometers have been delivered and 2 disinfecting sprayers are on order)
 8. Student grades and permanent records were completed on June 10 (Only one student did not complete 75% of work and took incompletes, 2 students took incompletes in one class - one of the students now working on completing the class)
 9. Custodians have computer lab and atrium on third floor to clean, all hallways, and working on last 6 rooms on the second floor.
 10. No parish picnic on August 21 - would like to change school calendar and remove no attendance on August 21 to have school. Mr. Birdsong asked all schools in Diocesan to start school on August 13, 14, 17, or 18th. Our calendar which was approved this past spring had school beginning August 17 which we will use.
- IV. Pastor Report—Msgr. Darin—Parish reopening is proceeding according to Diocesan Guidelines modeled after Archdiocese of Chicago, plans being made for new Bishop installation next month
- V. Strategic Discussions
 - a. St. Teresa School Reopening Task Force--M Nash, E Totel, J Nesbit, C Day

- i. Scenarios and contingencies for 2020-21—weekly meetings and full documents to be sent to DOE by 6/30 and once approved will share with school families and staff; CDC/IDPH/ISBE guidance continues to evolve; key areas:
 - 1. Health and Safety
 - 2. Space/Physical Distancing
 - 3. Scheduling/Staff
 - 4. Extended Care and Pre-K
 - 5. Policy and Cohort Model
 - 6. Food Service
 - 7. Distant Learning
 - 8. Catholic Identity and Group Gatherings
 - b. Development—M Nash /E Totel
 - ii. Annual Fund update-continue to have positive balance in AF account, last AY donations trickling in ii. New Donor/Alumni Database plans will save \$2088/yr—will transition from NEON to an excel database, working on exporting data and making sure we can still track what we need
 - b. Enrollment—L Rompel/C Day
 - i. K and Pre-K enrollment update and plans—need to have contingency plans if enrollment drops at younger grades due to pandemic uncertainty and difficulty of remote learning at these grade levels
 - ii. Enrollment and the pandemic—task force is discussing remote learning/hybrid contingency plans, awaiting DOE guidance
 - c. Communications
 - i. Letters to families—general letters from SB to update on reopening task force process; Mrs. J will “Trickle” information out via Option C in July and August
 - ii. Virtual “town hall” or presentation—planned for July and August
 - iii. Other gatherings/communication—will depend on Illinois state guidance
 - d. Grants update-opened June 1--Rob Cole, Sandy J, Joe N
 - i. Dawn S/Lauren Robinson working
- VI. New Business
 - a. Next Meeting August 18, 2020 at 7 PM
 - b. New Board Member Selection—plan to install at August meeting, Mrs. J has put notice out to interested parishioners
- VII. Adjournment and Closing Prayer