

**St. Joseph School Board  
Meeting Minutes  
March 15, 2010**

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**Attending Board Members:** Rita Stasi, Maggie Sluzas, Stacey Lindemann, Kevin Delaplane, Jim Fleming, Cindy Boor, Pam Edwards, Kathleen Buck, Matt Fosket, Mike Mallon, Peter Eschenbach, Greg Elisha

**Board Members Not in Attendance:** Tom Kelly

**Attending Parish Members:** Fr Jerome Kish, Sister Dorothy Randall, Beth Harbauer

**Attending Committee Members/Guests:** Michele Geraghty, Mara Kearney, Mark Venard

**School Board Treasurer, Kevin Delaplane, called the meeting to order at 7:07 p.m. in the School Library. Approval of the minutes from the February 22, 2010, School Board Meeting were deferred until the April meeting.**

**I. Prayer**

Father Jerome opened the meeting with a prayer.

**II. Old Business**

**A. Pre-School Development**

Rita Stasi advised that pre-school enrollment for the 2010-2011 school year is at capacity. She further advised that hiring efforts continue for the preschool teacher. Interviewing of potential preschool teacher candidates is anticipated to be completed by March 19, 2010.

Matt Fosket advised that renovation costs were higher than originally anticipated due, in part, to the DG Fire Department requiring a new smoke alarm system be installed in the church. Additional renovations include bathroom retrofit, stairway painting and aesthetic upgrades to the preschool room. Anticipated costs are approximately \$70,000 with a recommended payment split between the Second Century Fund (\$40,000) and the Parish (\$30,000). Specifically, the Second Century Fund will pay the cost to upgrade the preschool room, the bathroom retrofit and the west stairwell painting and will contribute \$10,000 to the cost of installing the new smoke alarm system. The Board and Father Jerome approved the payment split.

**Action Items:** (1) Beth Harbauer will contact the Diocese to determine whether the installation of the new smoke alarm system provides any savings in insurance premiums. (2) Matt Fosket will assess security needs for the preschool to prevent unauthorized access to the preschool room while maintaining access to the church, and appropriate evacuation routes are clear. He will ensure a telephone is installed in the preschool room. (3) John Economou is in the process of finalizing the work to be done and the cost for the stairwell painting, bathroom retrofit and preschool room upgrades. (4) The Preschool Committee will present the final renovation budget and timeline at the April Board meeting.

**B. School Budget (2010-2011)**

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The School Board finance sub-committee is finalizing the 2010-2011 school budget and working on finalizing a 3-year-plan for Father Jerome and the Finance Council.

**Action Item:** Matt Foskett will provide the budget proposal to the Board via email prior to submission to Father Jerome and the Finance Council. Any comments/questions should be directed to Matt or Kevin.

- C. **New School Board Member Update - Discernment**  
An e-Messenger and Parish Bulletin posting will solicit potential School Board members for discernment. Mark Venard and Mara Kearney were attending the meeting as part of their discernment process.
- D. **School Board Leadership Nominations for 2010-2011**  
Nomination forms have been received and leadership positions are under consideration.
- E. **SJS Scholarship Program**  
Peter Eschenbach advised that the goal of the St. Joseph Believes in G.R.A.C.E (Giving Resources Advances Catholic Education) Scholarship Program is to enable inclusiveness and accessibility to all students seeking a Catholic education. The Board was receptive to the concept of a Scholarship Program. The Board discussed the tuition assistance amount being proposed did not cover the cost to educate a child at St. Joseph School, but was inline with current tuition costs. Kathleen Buck explained that programs throughout the country are based on the tuition subsidized costs, not the higher cost to educate a child. She explained that All Saints Catholic Academy has a program in place wherein donors provide the tuition costs at the parish sponsored tuition level. Father Jerome wanted to review the costs further and discuss the program with the Diocese before taking an action. **Action Items:** If implemented (1) consider expanding to Kindergarten; (2) consider sharing concept with St. Mary's School to act in the spirit of cooperation and in response to the Meitler recommendations that St. Joseph and St. Marty's work together; (3) further examine costs, tuition structure, in light of enrollment concerns; and (4) Father Jerome will contact the Diocese.
- F. **Alumni Mass**  
The St. Joseph Alumni mass is scheduled for Sunday, March 21, 2010. The Alumni Newsletter was mailed a month late, but did reach alumni towards the end of the first week of March.
- G. **Alumni Database**  
Discussions continue to develop and finalize a database. Mara Kearney has agreed to assist in reorganizing the excel databases, and correcting the errors in the process.

**The following Old Business topics were deferred until the April 19, 2010 meeting for discussion:**

- H. **Parish/School Capital Improvement List**
- I. **School Board Constitution and By-Laws Revision**
- J. **School Endowment Investment Policy**
- K. **Parish Data Software**
- L. **School Discipline and Bullying Policy**
- M. **Proposed Scholarship: Miss Virginia Memorial**
- N. **Catholic Identity**
- O. **Asbestos Abatement Letter to State of Illinois**
- P. **Potential Insurance Claim**

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- Q. **School Fundraising Coordination with Development Committee and Parent Forum**
- R. **Second Century Fund Charter**
- S. **Revised Joliet Diocese/Meitler School Plan**

**III. New Business**

**A. Town Hall**

Proposed date for the Town Hall meeting is April 26, 2010. **Action Item:** Rita to check the availability of the school hall and date to be finalized, followed by communication of the date to the school parents.

**B. Annual Appeal Matching Grant Idea**

An anonymous donor has committed up to \$10,000 to the Annual Appeal under the condition that the money be used as a 50% match to incoming donations. **Action Item:** Beth will coordinate the logistics behind communicating the matching program.

**C. Development Fee**

Beth Harbauer provided an update on the collection of unpaid development fees. Some Board members questioned whether the development fee multi-tier participation program and payment options are being properly conveyed to school families. **Action Item:** Beth will continue her efforts to collect unpaid fees.

**IV. Committee Reports**

Discussions deferred until April 19, 2010 meeting.

- a. **Pre-School** (Refer to Pre-School Development under Old Business)
- b. **Enrollment**
- c. **Marketing**
- d. **Development**
- e. **Centennial**
- f. **Alumni** (Refer to Alumni under Old Business)
- g. **Finance**

**III. Pastoral Council Update (Meets 2<sup>nd</sup> Monday of Month)**

Discussion deferred until April 19, 2010 meeting.

**IV. Pastor, President and Principal Comments**

Discussion deferred until April 19, 2010 meeting.

**V. Next Meeting Date – Monday, April 19, 2010 School Library**

**VI. Adjournment** –Meeting adjourned at 9:12 p.m.

Respectfully Submitted by,

Pam Edwards and Kathleen Buck

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