

## **St. Joseph School Board 2010-2011 Minutes**

(Last year's board had not approved and posted minutes in a timely fashion so this summary is provided as approved by this year's board.)

### **December 6, 2010**

**Attending Board Members:** Jim Fleming, Mike Mallon, Maggie Sluzas, Cindy Boor, Matt Fosket, Amy Stephens, Kathleen Buck, Pam Edwards, Stacey Lindeman

**Attending Parish/School Members:** Fr Jerome Kish, Beth Harbauer, Rita Stasi, Fr. John Lindsey

**Not in Attendance:** Sr. Dorothy Randall, C.S.J., Tom Kelly, Peter Eschenbach

There was an open discussion among the board members on the elimination of the School President position.

### **January 17, 2011**

**Attending Board Members:** Rita Stasi, Maggie Sluzas, Stacey Lindemann, Jim Fleming, Cindy Boor, Matt Fosket, Mike Mallon, Pam Edwards, Tom Kelly, Sister Dorothy Randall, Mark Venard

**Attending Parish Members:** Fr Jerome Kish, Beth Harbauer

**Not in Attendance:** Peter Eschenbach, Kathleen Buck

**Guests/Attending Committee Members:** Kelly Roth, Al Mazzocchi

School administration (pastor, president, principal) are developing the leadership plan as directed by Catholic Schools Superintendent Fr. John Belmonte. This includes meetings with staff. An evening of prayer is to be scheduled for the school.

#### **Committee Updates**

##### **A. Finance**

Pre-Budgetary Conference to establish budget guidelines. The Parish investment for next year will be set at 27% with a goal of achieving 25% within the next 2 years. A draft budget will be discussed with Father Jerome by February.

##### **B. Development, Marketing, Enrollment**

Kelly Roth provided an update on Catholic School's week, open house, Trivia Night, the Annual Appeal and the St. Patrick's Day Party. Messages and information pamphlets were shared with the Board and will be finalized by January 21<sup>st</sup>.

##### **C. Alumni**

Jim will reach out to Kathleen and Sister Dorothy to discuss next steps on the Alumni

activities and planning.

**D. Catholic Identity**

All agreed that this initiative will prove important for the future and continued success of St. Joseph School. Father Jerome shared that the Parish members will be very active in ensuring an appropriate catholic identity and shared that Father John is teaching in the classrooms, actively involved in preparing the 2<sup>nd</sup> graders for First Communion and 8<sup>th</sup> graders for Confirmation. Further, Rita advised that the school curriculum supports and will continue to support a catholic religion.

**Communication with Other Parish and School Groups**

Al Mazzocchi attended the School Board meeting on behalf of the Parish Council in an effort to enhance communication among the Parish and School Board.

**Kindergarten Plus**

Rita shared the Kindergarten Plus program being offered next year. It provides an alternative approach to all day Kindergarten by blending morning/afternoon Kindergarten and K-Club. School Administration and Faculty carefully considered this alternative approach and believe it provides a practical solution to address the needs of parents seeking a full-time kindergarten program. Matt advised there will be a trade-off associated with revenue in the amount of \$7,000 but anticipates that trade-off will be short term as more parents enroll their children in the Kindergarten Plus program. The School Board was in agreement to experience a short-term financial impact in the amount of \$7,000.

**February 21, 2011**

**Attending Board Members:**

Rita Stasi, Maggie Sluzas, Stacey Lindemann, Jim Fleming, Cindy Boor, Matt Fosket, Mike Mallon, Pam Edwards, Tom Kelly, Sister Dorothy Randall, Peter Eschenbach

**Attending Parish Members:**

Fr Jerome Kish, Beth Harbauer

**Not in Attendance:**

Mark Venard

**Guests/Attending Committee Members:**

Al Mazzocchi

**Meeting Minutes**

The minutes from the January, 2011 School Board meeting will be updated to include the following comments: (1) school leadership and administration activities are being discussed among Fr. Jerome Kish, Sister Dorothy Randall and Rita Stasi. The School Board will be informed of all plans as well as resolution strategies that address underlying issues; (2) Parish Council Member, Jim Hempler, will be the liaison for the School Board; and (3) Financial impact of \$7,000 to implement Kindergarten plus was approved by the School Board in January, 2011. Members will look for and share the November, 2010 meeting minutes.

**Pastor, President, Principal Updates**

- (1) Catholic Schools Week tours were down from the prior year due to the inclement weather and school closing;
  - a. To-date, Kindergarten enrollment is 31;
  - b. To-date, three-year preschool enrollment is 5; and

- c. To-date, four-year preschool enrollment is full with 16 students and 4 students on the waiting list.
- (2) Marketing is considering several strategies to increase enrollment. Those strategies may include another open house after Sunday mass; enhanced publicity; and bulletin notices.
- (3) Special thanks and recognition is extended to Amy Canty, Amber Hodgskin and Lucy Oleski for their help during Catholic Schools Week and the Fun Fair.
- (4) Father Belmonte will be offering mass at St. Joseph's Children's Mass next Tuesday.
- (5) St. Joseph's School Engineer, Ron Williams, will be retiring at the end of the 2011 school year.

### **School Leadership Update**

School Leadership Team gave an update for their work together, as well as meeting with faculty.

### **Committee Updates**

#### **Finance**

There was an update on the School finances. The kindergarten projection for the up-and-coming school year may be optimistic. Various scenarios were worked out by the finance committee based on feedback by the Diocese. These financial scenarios included the Diocesan projected 1.5% increase in costs. Potential opportunities for revenue may include a tuition increase, decrease to the multi-child discount or additional fees (\$100 registration fee per child that is non-refundable). Concerns were expressed about decreasing the multi-child discount as it is a key element of affordability to a Catholic education. Fr. Jerome supports the Parish investment for next year being set at 27% with a goal of achieving 25% within the next 2 years. Budget discussions continue and a revised enrollment assumptions (modeling with 40 kindergarteners) will be undertaken. Discussions will continue to identify funding options to cover the cost of the 1.5% increase. An updated draft budget that includes the revised enrollment assumptions will be discussed with Father Jerome during March. All budgets must be submitted to the Diocese by April.

**Action Item:** Matt will work with Beth to revise enrollment assumptions and identify potential opportunities for revenue to offset the 1.5% cost increase.

### **2010 – 2011 School Board Year-End Accomplishments**

School Board members requested to submit their recommendations for year-end accomplishments prior to the March meeting to ensure discussion, alignment and action planning. The development of a discernment process, finalizing catholic identity, "manna madness" and a photograph fundraiser were proposed.

### **March 21, 2011**

#### **Attending Board Members:**

Amy Stevens, Maggie Sluzas, Stacey Lindemann, Matt Fosket, Mike Mallon, Peter Eschenbach, Tom Kelly

#### **Attending Parish Members:** Dorothy

Fr Jerome Kish, Beth Harbauer, Rita Stasi, Sister

#### **Not in Attendance:**

Jim Fleming, Cindy Boor, Mark Venard, Pam Edwards

**Guests/Attending Committee Members:** None

### **Pastor, President, Principal Updates**

Father Jerome advised that the Pastoral Council is conducting a survey of parish campus needs and wants. This survey is different from the physical plant needs plan (ie., roof repairs on the school, etc.) that has periodically been discussed by the school board.

The Principal, Rita Stasi provided updates on three items. First, in an effort to better understand the use of technology in grade schools, Rita recently visited the Maternity BVM School and observed 6<sup>th</sup> graders using iPads and viewing Smart boards with no problems. The iPads are school property that must be returned by the children to that school at the end of the year. Rita made only observations, not recommendations, on this technology topic to the school board as something St. Joe's should be aware of going forward.

Second, regarding enrollment for the 2011-2012 school year, Rita advised that the Pre-K 3 class has only 13 enrollees, which means it is undersubscribed. The Pre-K 4 class has 20 enrolled and 7 on a waiting list. Rita is thinking of having an afternoon session for the Pre-K 4 year olds, but has not made the decision yet. Next year, Rita will start Pre-K registration on November 1 in order to gain more enrollees.

Kindergarten enrollment stands at 35, which is still below where we need/want to be of 45 to 50 enrollees.

Third, Rita mentioned that Ministry Sunday is May 22, and that some representation/written description will be needed from the school board describing its role.

Sister Dorothy, the President, mentioned in her update that many St. Joe alumns made the honor roles for the second and third quarters at their respective high schools in the area, and that four St. Joe alumns participated in the very successful Benet musical, *Oklahoma*. This led to a discussion that several St. Joe 8<sup>th</sup> graders were winners of the State Science Fair.

### **School Leadership Update**

#### **A. School Leadership Update**

Following up on the school leadership letter, Father Jerome advised that the school leadership team of Rita, Sister Dorothy and him met two weeks ago. There was an update on faculty meetings.

Fr. Jerome announced the new role of the spiritual director of the school will be by Fr. John, and that this would be announced at the appropriate time. Administrative duties of the president position will also need to be covered.

### **Committee Updates**

#### **E. Finance**

Matt Foskett and Beth Harbauer gave a short, final explanation of the proposed school budget for the upcoming 2011-2012 school year. Comment was made that Second Century Fund was designed as an operating budget back stop, that an operating budget shortfall was the cause of the financial crisis experienced by the school 3 years ago, and that traditionally the Parish budget paid for capital improvements to the school.

Recommendation was made for two separate budgets for the school, an operating budget and a capital budget. There was a concern that without the two budgets that the fund will be unintentionally spent down and may soon be gone. Father Jerome responded that

there will be only one budget. Father also stated that the SCF has changed with the addition of interest earned by the fund and the blue envelope donations. Father Jerome also said that he cannot handcuff future pastors as to the school budget and the uses of the SCF.

F. Motion was made to pass the budget. A vote was subsequently taken and the budget was passed. It's highlight is that tuition will be raised 1.5% for the next school year, and that at least \$134,000 in operating expenses would be paid for by the Second Century Fund.

G. A motion was then made by to gross up the teacher bonuses for tax purposes so that the teachers receive a slightly higher bonus. Matt estimated that \$17,000 rather than \$14,000 would be drawn from the SCF for the grossed up bonuses, a \$3,000 increase. The motion passed.

H. **Development, Marketing, Enrollment**

The Dine and Deal is ready for April 14. The board will receive a report at the next school board meeting on the Dine and Deal results, as well as an overall update on all Development and Marketing results for this current school year. Kelly and Kurt will be invited to make that presentation. A short discussion on Manna was shelved to some other day.

I. **Catholic Identity**

Board members are interested in moving forward with tangible Catholic Identity projects at the school. As mentioned, however, Fr. John will take over as spiritual director of the school. This creates uncertainty as to the role of the school board on the work of Catholic Identity. This will be discussed this with Fr. John, as well as review the Meitler study and other diocesan web sites around the country for ideas.

J. **Enrollment**

The question was raised of how did St. Joe's really do during Catholic School's Week on enrollment. We know that between 31-35 families came through, and that this was lower than last year. Rita Stasi also mentioned that St. Mary's held a technology open house on the Tuesday night before Catholic School's week, and that this drew a large crowd to St. Mary's. 8<sup>th</sup> grader lap top demos were given, as were tours of the kindergarten and pre-school. We will explore whether to do something similar next year.

VI. **Communication with Other Parish and School Groups**

A&B is considering replacement of the gym floor at some point in the next year or two. The cost is in the \$35,000 to \$50,000 range. A representative from A&B will be invited to the school board meeting to discuss this initiative and other issues. This will help to keep the lines of communication open between the two boards.

VII. **Curriculum Night Changes**

Rita discussed her ideas for changing Curriculum Night. Her main idea, based on parent feedback, is to provide more time for parents and teachers to discuss curriculum and to diminish presentation time by the school board and the principal in the general part of the evening. Rita also proposed the idea of a New Parent Night at which school board, its committees, A&B, and Parent Forum could make presentations and attempt to gain new members. A lively discussion ensued on various options for these early September meetings, but nothing was decided.

VIII. **Town Hall Meeting.**

The need for a Town Hall meeting this Spring of 2011 was discussed. It was mentioned that a town hall is unnecessary due to lack of interest and that it is too late in the year to have one

anyway...parents will not attend. It was also mentioned that it is important to maintain the tradition of having a town hall because it is the one time that parents can come together and express what they like and do not like about St. Joe's School in a structured, organized manner. A discussion ensued and it was decided that a Town Hall would not be held this Spring. However, it was also discussed that some of the structures of a town hall, especially parent feedback and committee volunteerism, could be added on to one of the Curriculum Nights or to the potential New Parent Night in the Fall of 2011 at the start of the school year. Rita was asked to look at dates for this.

### **APRIL MEETING SUMMARY:**

1. We agreed that on a group of interested board members to do something nice for Sr. Dorothy, perhaps a plaque or renaming the front door for her, or something else. The group will report back with a plan for consideration at our next board mtg.
2. Father Sims from the diocese is coming back to SJS before the end of the year to facilitate another with faculty and staff. It was suggested he meet with faculty and administration separately and together. It was also mentioned that he would exercise his professional expertise to what was best.
3. Urged extensive communication to parents regarding teachers who are leaving, assurance of programs for next year, and updates on new teachers arriving.