

**St. Joseph School Board
Meeting Minutes
November 16, 2009**

Attending Board Members: Fr Jerome Kish, Sister Dorothy Randall, Rita Stasi, Tom Kelly, Stacey Lindemann, Kevin Delaplane, Jim Fleming, Cindy Boor, Maggie Sluzas, Pam Edwards, Beth Harbauer, Kathleen Buck, Matt Fosket

Members Not in Attendance: Mike Mallon, Peter Eschenbach

Attending Committee Members/Guests: Matt Borgard

School Board President, Tom Kelly, called the meeting to order at 7:09 p.m. in the School Library. The minutes from the October 19, 2009, School Board Meeting were presented, discussed and approved.

I. Prayer

Father Jerome opened the meeting with a prayer.

II. Old Business

A. Pre-School Development

Matt Fosket presented the “Request for Approval to Begin a Preschool at St. Joseph School” presentation that was submitted to the Diocese on September 9, 2009. Matt also advised that the Diocese granted approval for St. Joseph to begin a preschool. Matt further advised that he will coordinate the following activities: (1) cost structure analysis regarding enrollment and staffing consideration recommendations; and (2) secure additional bids related to potential renovations. **Action Item:** Matt will meet separately with Father Jerome to review the first renovation proposal from RML Norway. John Economou has committed to getting two additional quotations by December 5th. These activities will be finalized in anticipation of our December 14, 2009 School Board meeting as which time a “go/no go” decision will be made.

Rita Stasi obtained enrollment interest of approximately 22 preschoolers (9 potential 3-year-old students and 11 potential 4-year-old students). Additional enrollment is anticipated and a waiting list will be generated once we reach the necessary enrollment capacity of 34 students.

B. Update on 10/28 Parish Financial Meeting/School Budget for 2010/2011

Discussion deferred until December 14, 2009 meeting.

C. Asbestos Abatement Letter

Discussion deferred until December 14, 2009 meeting.

D. Potential Insurance Claim

Discussion deferred until December 14, 2009 meeting.

E. School Board By-Laws Revision

Initial revision shared with School Board. Further review requested and additional comments should be submitted to Kathleen Buck. **Action Item:** Kathleen, Jim, Peter

and Pam will meet (in person or via conference call) to finalize all revisions and provide final recommendation to School Board at December 14, 2009 meeting.

III. New Business

A. Proposed Committee: Catholic Identity and Curriculum

Tom Kelly shared a proposal to develop a committee dedicated to “Catholic Identity and Curriculum.” School Board supported desire to incorporate St. Joseph Mission and Philosophy into more activities. Positive feedback related to enhancing the “Catholic Identity.” Confusion arose related to incorporation of curriculum. **Action Item:** School Board to continue brainstorming ways to incorporate the St. Joseph School mission and philosophy at School Board meetings and through coordinated activities with school families. Assess need to develop new committee or incorporate into existing committee.

B. Grand Raffle Update

Matt Borgard updated the School Board on the Grand Raffle activities and amounts received to-date (November 16, 2009) which total \$45,650. We need about \$33,000 to break even. The rest is profit for the school, so we are already ahead by over \$12,000. The first drawing is scheduled for Sunday, November 22, 2009. The School Board recognized and extended sincere appreciation for Matt’s hard work and significant contributions.

C. Diocesan Partners-In-Education Meeting Review

A brief overview was shared by those members in attendance of the Diocesan Partners-In-Education Review. The Diocesan Finance presentation discussed the declining enrollment challenge across the Diocese. (St. Joes is one of four out of 56 diocesan schools that increased enrollment for the 2009-2010 school year.) To improve school finances, the seven areas that the diocese thanks all schools should focus on include enrollment, development, prudent expense management, tuition collection, communication, creativity/marketing, and strengthening Catholic identity. Fortunately, SJS actively focuses on all of these through the efforts of the school administration, school board, and the various committees. The Diocesan Marketing presentation provided suggestions on fundraising and identified that personal solicitation was the most successful method. The survey results from the Meitler Study were also discussed and final statistics will be distributed in the near future. As additional information becomes available, further discussion related to key learnings and potential action plans will be developed by the School Board.

D. School Endowment Investment Policy

Discussion deferred until December 14, 2009 meeting.

E. Proposed Scholarship: Miss Virginia Memorial

Discussion deferred until December 14, 2009 meeting.

F. Database Software

Discussion deferred until December 14, 2009 meeting.

IV. Committee Reports

a. Pre-School

Refer to Pre-School Development until Old Business

b. **Enrollment**

Discussion deferred until December 14, 2009 meeting.

c. **Marketing**

Discussion deferred until December 14, 2009 meeting.

d. **Development**

Discussion deferred until December 14, 2009 meeting.

e. **Centennial**

Discussion deferred until December 14, 2009 meeting.

f. **Alumni**

Discussion deferred until December 14, 2009 meeting.

g. **Finance**

Tom, Peter, and Matt from the School Board met with members of the Parish Finance Council as well as Father and Beth to have a preliminary 2010-2011 school budget meeting. The school is currently in the third year of the current three year agreement with the parish. Much of the discussion was focused on the parish subsidy to the school, which Father and the Diocese would like to see reduced. **Action Item:** School Board Finance Team to work with Father and the Finance Council to develop a new strategy for the 2010-2011 school budget. The strategy may be influenced by the Meitler-Joliet Diocese School Study meeting on 11/24/09 and the Diocesan finance meeting on 12/1/09, which we will attend. Work on the new strategy is beginning, and a budget will be drafted in late December or January.

V. Pastoral Council Update (Meets 2nd Monday of Month)

VI. Pastor, President and Principal Comments

VII. Next Meeting Date - Monday, December 14, 2009 School Library

VIII. Adjournment

Respectfully Submitted by,

Pam Edwards and Kathleen Buck