

**St. Joseph School Board
Meeting Minutes
December 14, 2009**

Attending Board Members: Fr Jerome Kish, Sister Dorothy Randall, Rita Stasi, Tom Kelly, Stacey Lindemann, Kevin Delaplane, Jim Fleming, Cindy Boor, Pam Edwards, Beth Harbauer, Kathleen Buck, Matt Fosket, Mike Mallon, Peter Eschenbach, Greg Elisha

Members Not in Attendance: Maggie Sluzas

Attending Committee Members/Guests: Kelly Roth, Michele Geraghty

School Board President, Tom Kelly, called the meeting to order at 7:39 p.m. in the School Library. The minutes from the November 16, 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 advised that the preschool has received final approval and all action items from the November 16, 2009 meeting have been resolved. Final considerations will be made to choose between the current nursery and hand bell room for the preschool location. Projected renovations will begin upon final determination of the preschool location. Renovation costs, anticipated to approximate \$30,000, will be split (50/50) between the Parish and Second Century Fund. **Action Item:** (1) finalize preschool room location; (2) assess viability for completion of renovations by Catholic Schools week (January 31, 2010).

Rita Stasi forwarded applications to all interested families. Enrollment fee requests and applications were sent to all interested families (fourteen applications were sent to 3-year-old families and nineteen applications were sent to 4-year-old families). **Action Item:** (1) follow up letters will be sent after Christmas reminding parents to send in their enrollment fee and applications by specified deadline; (2) advertising will begin in January, 2010 to obtain applicants for the preschool teacher.

Kelly Roth shared the executed marketing plan and its success as well as considerations for future preschool marketing strategies.

Pam Edwards secured volunteers from an independent third-party safety laboratory to assess donated preschool items (toys, etc.) to ensure all items are compliant to federal safety regulations and not on the Consumer Product Safety Commission's recall list.

The School Board recognized the tremendous work and significant contributions of Matt Fosket and John Economou in finalizing the preschool.

B. School Board Website Revision

Matt Fosket shared the revised School Board description, members, meeting schedule, committees and discernment process that will be posted on the SJS website. **Action**

Item: Board to review revision and provide recommended changes to Matt by Wednesday, December 16, 2009.

C. **School Board Constitution and By-Laws**

Kathleen Buck updated the Board on the revisions to the By-Laws. **Action Item:** Kathleen will continue to lead discussions with a sub-team (Jim, Peter and Pam) to finalize all revisions and provide a recommendation to the School Board at the January or February meeting.

D. **Database Software**

Beth Harbauer and Kathleen Buck explained that contracts were signed with Harris Connect, the search service that will allow Saint Joseph to accurately locate their more than 2000 lost alumni, and keep track of close to 4000 alumni. Once the contracts are signed, it will take approximately two weeks for the updated names and contact information to be returned to the School.

Beth Harbauer reported that she was working with John Becker, Greg Elisha and Kurt Metzler on obtaining additional products from the current Parish vendor, Parish Data Software (PDS). They indicate PDS has new products that will allow the school and parish to collect online donations, track events, and manage the site. Peter Eschenbach cautioned the group about purchasing untested software that had not been on the market long. Beth Harbauer had also previously been researching Sage, and additional alumni management software packages. **Action Item:** Beth Harbauer and Greg Elisha will be taking the lead on determining availability and costs of the PDS option.

E. **School Budget for 2010-2011**

Kevin Delaplane sat in on the recent Diocesan meeting, but indicated it was directed more at the Parish and did not get down to the School level. In or about the middle of January, the School will be provided the salary figures and benefit/health insurance costs. **Action Item:** Once these calculations are available the Finance Committee will begin work on the School Budget for 2010-2011.

F. **Catholic Identity**

Discussion deferred until January 18th, 2010 meeting.

G. **Asbestos Abatement Letter**

Discussion deferred until January 18th, 2010 meeting.

H. **Parish/School Capital Improvement List**

Discussion deferred until January 18th, 2010 meeting.

I. **Potential Insurance Claim**

Discussion deferred until January 18th, 2010 meeting.

J. **School Fundraising Coordination with Development Committee and Parent Forum**

Discussion deferred until January 18th, 2010 meeting.

K. **School Board Sub-Committee Budgets for 2009 – 2010**

Discussion deferred until January 18th, 2010 meeting.

L. **Second Century Fund Charter**

Discussion deferred until January 18th, 2010 meeting.

III. New Business

A. **SJS Response to Diocesan/Meitler School Plan**

Tom Kelly provided the School Board with copies of: the Meitler draft plan's New Directions and Restructuring recommendations for Diocesan schools, the Memorandum from the Parish and School responding to the Catholic Schools Office; and the Consultation Feedback Assignment.

Tom reviewed the recommendations with the Board. Generally, the School agreed with the goals of continuing to operate as a Parish School and working with other parishes to increase awareness of Catholic Education. The Board also discussed problems with a recommendation concerning anticipating moving Saint Joseph School towards a one class per grade model, as well as possibly transitioning to a multi-parish school with Saint Mary's in the future. It was agreed this last recommendation was without merit, and contrary to the direction of Saint Joseph's. The initial response to the Meitler's specific recommendations was shared showing how the School is requesting the final recommendation be removed outright. The response Memorandum was approved by Father Jerome. **Action Item:** Kelly Roth will be working with members of the Board to draft a letter to school families informing them of the Meitler draft recommendations and detailing the School/Parish response. Members of the Board are also working on a response to the first portion of the Consultation Feedback Assignment. Both responses should be submitted to the Diocese by December 18th.

B. **School Endowment Investment Policy**

Discussion deferred until January 18, 2010 meeting.

C. **School Board Leadership Nominations for 2010-2011**

Tom Kelly provided the Board members an Officer Nominations and Subcommittee Interest Form to be completed for the January 18th meeting. The form allows Board members to nominate officers for President, Treasurer and Secretary, as well as list interest in the following committees: Marketing, Development, Centennial, Enrollment, Alumni, Finance, and Pastoral Liaison. **Action Item:** Board members are to complete the nomination form for the January 18th, 2010 meeting.

D. **Proposed Scholarship**

Discussion deferred until January 18, 2010 meeting.

IV. **Committee Reports –**

Discussions deferred until January 18, 2010 meeting.

a. **Pre-School**

Refer to Pre-School Development under Old Business

b. **Enrollment**

c. **Marketing**

d. **Development**

e. **Centennial**

f. **Alumni**

- g. **Finance**
- V. Pastoral Council Update (Meets 2nd Monday of Month)**
Discussion deferred until January 19, 2010 meeting.
- VI. Pastor, President and Principal Comments**
Discussion deferred until January 18, 2010 meeting.
- VII. Next Meeting Date – Monday, January 18th, 2010 School Library**
- VIII. Adjournment** –Meeting adorned at 9:01 p.m.

Respectfully Submitted by,

Pam Edwards and Kathleen Buck

DRAFT