

St. Joseph Cathedral School Advisory School Board  
Minutes of the Meeting  
Tuesday, February 12, 2008

Cindy Donovan called the meeting to order at 6:00 p.m. and Monsignor Kurwicki opened with a prayer.

Members present: Monsignor Kurwicki, Spencer Allen, Susan Ponder, Father Shetler, Cindy Donovan, Kathy Frese, Tom Imhoff, Joan Rundle, Mary Simmons, Craig Husting, Barb Prasad and Brenda Haugen

Members absent: Denise Schebaum, Denis Gladbach, Rich Hafner (all excused)

Guests: Mrs. Gina Bailey, Boy Scout Troop 104 members and their leaders

Finance sub-committee report:

Kathy Frese presented the 08-09 school budget. The budget has been given to the finance committee, but has not yet been approved by them. There was general discussion about the budget. Mr. Allen stated that some things are currently in flux, but there were no adjustments to be made to the numbers at this time. Mr. Allen commented that the public schools are raising their teacher salaries and asked if we were able to maintain the 90% of public salaries for our salary structure. It was pointed out that the information sent home with the registration packets showed \$300 for the resource fee, instead of the \$315 previously approved by the board. Mr. Allen said he would send out a correction regarding that.

Monsignor Kurwicki suggested the need for our school to set up some type of "guardian angel" type of fund for school families who were having financial difficulties.

The motion to approve the budget was made by Craig Husting and was seconded by Tom Imhoff. The motion to approve passed. The budget will be passed onto the parish's Finance Committee.

Accreditation Overview:

Mr. Allen gave a brief overview of the school's upcoming accreditation process. He said there will be a meeting on Wednesday, February 20 at 12:00 noon and invited anyone who has been asked to work on a committee to attend. He will have the sub-committee chairs at the luncheon meeting and will give out their packets of information at that time.

Mr. Allen gave the brief timeline as follows:

- Feb. – April 2008: the beginning of the process, a budget will be determined for the visiting team's accommodations, the steering chair (Mrs. Cindy Donovan) and the subcommittees and their chairs will be selected
- April – Oct. 2008: The committee will research and compile information, compliance checks will be performed
- Oct. – Dec. 2008: The steering committee will present their information to the advisory school board
- March – April 2009: The visiting team will come to our school

Retention Policy:

Mr. Allen opened the discussion by outlining what the diocesan policy for retention is – which is what our school currently uses and can be found in the school's policy book. He then relayed what Immaculate Conception and St. Peter's schools' current retention policies are.

Mr. Allen stated he has looked at what the public school uses – a type of "retention scale", which assigns point values to various aspects of the student / classes.

There was discussion regarding whether our current policy should be amended or changed to something more concrete. Mrs. Ponder tracks this issue and stated that our school currently has several students who have four to five Fs in consecutive quarters. It was agreed that there needs to be some remediation policy or let parents know what resources are available to assist their child academically. Mrs. Ponder stated in the past there have been students who were given "completion" promotions, but not a graduation diploma as they left our school. Mr. Allen asked the board to give it more thought and it will be brought up again at the next meeting.

Public Relations Projects:

Mr. Allen asked for ideas as to how to get the "word out" about how great their Catholic schools are. There was discussion as to various ways to do this.

#### Fundraising Activities:

Mr. Allen discussed hiring a "work-at-home" staff member to write grants for our school. His vision is that this person would also serve on the stewardship committee and raise funds on behalf of the school. He thought that the position would pay for itself, with the person receiving a small base salary and a percentage of salary based on the dollar amount of grants awarded to us. Joan Rundle mentioned that her sister in Georgia currently does this and would see if she could give us some insight as to the best way to fund this position. Mr. Allen asked that we discuss this again briefly at the next meeting.

#### Methods/Timing of Recruitment for Advisory School Board Elections:

Letters will be sent to parents in March asking for them to consider running for a position on the Advisory School Board. Anyone running will be asked to have his or her information / photo returned to the board in April and the election will be held in May. At this time there could be three openings on the board for next year. Various methods to disseminate this information were discussed.

#### Luncheon Costs:

Cindy Donovan brought up a discussion as to the Board's luncheon for teachers / staff held annually on the Tuesday before Ash Wednesday. There was some discussion on this topic as to whether to keep having the event or perhaps changing the type of event itself – potluck instead of catered, etc.

#### Principal's Report:

- Contracts for teachers will be offered in early March.
- Advisory School Board will be conducting principal evaluation in May.
- It was suggested that for next year on the "work days" for teachers preparing their grades, the students use that time to work on various elements toward the President's Council on Physical Fitness.
- The heater is currently out in Mr. Allen's office and the teacher / staff office. The repair/replacement of the heater is currently being researched.
- Morale is good among the staff and students.

#### Pastor's Report:

- Monsignor reported that we have reached our \$2.3 million goal in cash for the capital campaign, and he and some board members will be going very soon to the Bishop to request the \$2.3 million loan.
- Monsignor reported that there had been a deanery meeting earlier in the day. He stated Helias' tuition will be \$3400 a year, currently \$3175. He said there are currently 870 students, 600 of which are involved in extracurricular activities. He stated they are projecting a drop in enrollment by about 50 students next year, but they will begin recruiting.
- The Helias alumni Mass will be held at the Cathedral this October.
- Monsignor Kurwicki said that Monsignor Lammers had approached him about taking a second collection at the Cathedral to support the Vogelwied Center at St. Peter's. Monsignor Kurwicki said he would consider this, but was concerned about the frequency of second collections in general.
- Monsignor said that by February 15 he would offer an administrative contract to Mr. Allen.
- Monsignor reported that 5<sup>th</sup> grade training for servers is coming and they will begin Mass rotation after Easter.

#### Home & School Report:

Barb Prasad gave a brief report on Catholic Schools Week and will have more to report at next month's meeting due to the timing of the Home & School officer's meeting.

#### Closing Prayer:

Monsignor Kurwicki closed the meeting with a prayer.

The next meeting is scheduled for Tuesday, March 11, 2008 at 6:00 p.m. in the parish conference room.

Respectfully submitted: Brenda Haugen