

St. Francis of Assisi Board of Education Meeting Minutes
January 8, 2015, 6:30pm

In Attendance: Julie Matternas, Lou Flori, Mike Waller, Fr. Ray, Stacey Dorsey, Lori Haigh, Mike Brinker, Chris Jenkins, John Bethel, Lori Frericks, Stephanie Drey.

Administrators: Misty Hade, Jennifer Raes, Deacon Bill Richter, Christen Cota, Tammy Myers

Guests: Fr. Dolan – Representative of Diocesan School Board

Call to Order – By Julie Matternas at 6:35 p.m.

Prayer – Lori Haigh

Approval of Agenda – A motion was made by Mike Brinker and seconded by Mike Waller to approve the agenda. All in favor/none opposed. Agenda was approved.

Approval of Minutes – done electronically

Pastor's Report – *Fr. Ray*

- The annual Diocesan appeal has a \$23,000 shortfall. The Finance Council is working on funding the gap.
- There were a total of 5,400 people at the Christmas masses.
- Fundraising for Mary's Meals is continuing. This effort is now beginning parish wide. RE and the day school raised a total of approximately \$15,000 to \$16,000.
- Fr. Ray is going to South Africa in January for 12 days on a mission trip.
- Interviews were completed for the Vision 2016 process. A preliminary report should be available by early February.
- Met with the Diocese Building Commission regarding the track project. We are waiting on approval for the project.

Chairperson Report – *Julie Matternas*

- Stephanie Drey has been asked by Fr. Ray to fulfill the remaining term of Dominic Napolitano who has relocated. She has generously accepted.
- Pulpit talks for the Board of Education discernment will be during the masses on January 31 and February 1. The discernment information meeting will be on February 15 and discernment will be on March 8.

Day School – *Misty Hade/Jennifer Raes*

- A meeting was held regarding the playground project. Bids are being obtained to replace the grass area with AstroTurf.
- A family from Liberia wanted to enroll their children in the day school. However, St. Francis School cannot accept children with a visa since not licensed by Homeland Security. The cost to get licensed would be \$2,300. Misty Hade is researching the licensing process.
- The technology program was discussed.

Preschool – *Tammy Myers*

- The report was submitted electronically.
- One additional pre-k student may enroll.
- Issues with the heating system were discussed. The system is not working properly and it is often very cold in the preschool areas.

RE – *Christen Cota*

- The report was submitted electronically.
- The winter in-service had to be cancelled due to weather.
- There are not enough catechists for youth Liturgy of the Word on Sundays. More pulpit talks will be done to try and get more volunteers. Other alternatives were also discussed.

Youth Ministry – *Deacon Bill Richer*

- The report was submitted electronically.

Athletics/Policy – *John Bethel*

- No report.

Building and Grounds – *Jim Hoyt*

- No report.

Finance/Budget – *Mike Brinker/Lou Flori*

- The report was submitted electronically. No additional report.

Home and School – *Stacey Dorsey*

- No report.

Marketing – *Mike Waller*

- Baptismal cards have been sent out.
- Data is being gathered to aid in the marketing campaign.

Preschool – *Lori Haigh*

- No report.

SIAC – *Lori Frericks*

- Requested board members to send question suggestions for the parent surveys which are being prepared.

Technology – *Chris Jenkins*

- No report.

Pastoral Council – *Cassie Edgar*

- No report.

Old Business

-The budget was discussed.

-Preschool budget

– The budget was changed to a salary increase of 2.5% rather than 2%. The preschool budget had already been approved by the board subject to adjustment for final salary increase.

-Youth Ministry budget

–An estimate of 305 student participation was assumed for the budget. A total of 140 freshman were also assumed for sacrament fees.

–A motion was made by Mike Brinker and seconded by Lori Frericks to approve the Youth Ministry budget. All in favor/none opposed. Motion approved.

-Religious Education budget

-A 2.5% increase in tuition was assumed for the budget.

-A motion was made by Mike Brinker and seconded by Lori Frericks to approve the RE budget. All in favor/none opposed. Motion approved.

-Day School budget

-Looking to increase the nurse hours from part time to full time. Some other staff is currently helping out and this would free them to do other duties.

-There has been a decrease in the number of band students so the band instructor position is being changed to 0.8 time rather than full time.

-Clerical staff hours are being reduced during the summer.

-The *Inclusion of Recent Immigrants* plan has been submitted to the Diocese.

New Business

-Board members should encourage people to discern for the Board of Education.

-Revisions of job descriptions were requested since some positions have been revised.

Executive Session

A motion was made at 8:25 p.m. by Lori Frericks and seconded by Lou Flori to enter Executive Session. All in favor/none opposed. Motion approved.

A motion was made at 8:50 p.m. by Mike Brinker and seconded by Lori Frericks to exit Executive Session. All in favor/none opposed. Motion approved.

A motion was made by Mike Brinker and seconded by Lori Frericks to approve day school budget and related tuition and registration fees as presented. All in favor/none opposed. Motion approved.

A motion was made by Mike Brinker and seconded by Lori Frericks to approve base salary scale as presented. All in favor/none opposed. Motion approved.

A motion was made by Mike Brinker and seconded by Lori Haigh to increase the teacher contract salaries for those teachers who are at the end of their lanes on the pay scale by 50% of the average increase of the other full-time teachers who did not change lanes in the current year and who are not at the end of their lanes on the pay scale. All in favor/none opposed. Motion approved.

Closing Comments/Good of the Order

None

A motion to adjourn was made by Stephanie Drey and seconded by Lou Flori. All in favor/none opposed. Meeting adjourned at 8:55 p.m.