

## **St. Joseph School Board Minutes**

### **January 26, 2010**

The meeting was called to order at 6:00pm. Members in attendance were Russ Hart, Charlotte Vielweber, Matt Zittel, Randy Elser, Kim Haas, Dave Collins, Pat Herzing, and Roni Juracek.

Guests in attendance were Father Mark Reyling and Angie Mueller.

The group opened the meeting with a prayer. The new school mission statement was read.

### **Approval of the Minutes:**

Randy Elser made a motion to accept the December minutes; second by Pat Herzing. Motion carried. (The minutes are posted on the school website.)

### **Report from Father Mark**

- RENEW Small Faith Communities—Lent 2011: 6 week program *Lifting Up Our Hearts* which focuses on the upcoming changes in the Liturgy.
- Children's Liturgy of the Word—Beginning September 2011, at 10:00 AM Mass. Volunteers are needed to help with this program.
- Mike Vogel, Community Affairs chairperson on the Parish Council (Welcoming Committee) is looking for about fifteen parish couples to mentor new parishioners.
- The Parish Council has approved a letter that is being distributed to all parish families regarding the Building Today for Tomorrow Campaign for the Parish Center. Those who did not make a pledge are being asked to re-consider, and those who have paid off their pledge are being asked for an additional donation. Father Mark asked School Board members to sign the letter in support of the campaign.
- Father will work with Catholic baptized adults who have not received the Sacrament of Confirmation during Lent. He will also facilitate a discussion on Matthew Kelly's book, *Rediscovering Catholicism* during the Easter Season.

### **Standing Committee Reports**

#### **Mission Effectiveness:** (Roni)

#### **PTF**

The PTF is continuing to sponsor events to raise money for St. Joseph School.

Dates to remember:

- Jan. 29—Bowling Fundraiser
- Feb. 8—Auction meeting
- Feb. 8 and Feb. 22—Pizza Hut Fundraiser
- Feb. 12—Big Daddy's Adult Fundraiser
- Feb 20—Fun Spot skating (a Family Fun Night)

- Angie Mueller will be selling pizza at home games that fall on the second and fourth Tuesdays using the Pizza Hut gift cards from TWB
- The next PTF meeting is March 9.

### **Athletics**

Girls' volleyball started the week of January 17. Boy's volleyball will start the week of January 24.

Michelle will inform us when next Athletic Committee meeting is scheduled.

### **Enrollment:** (Pat)

### **Recruitment**

There are many activities for Pre-K and School Age children. Marketing activities for alumni are also active. There are 160 friends on Facebook. A full recruiting report is on file. (See attachment 1)

### **Policy and Planning:** (Kim)

The selected committee met January 18 to work on the Parent/Student Handbook revision. The next meeting is scheduled for February 9.

### **Finance:** (Dave and Matt)

Dave shared a graphical financial layout for St. Joseph School for 2010-2011. Our anticipated revenue is a little under what we expect and our actual expenses are a little over what we have budgeted. Donations and contributions still exceed the required revenue. A full financial statement is on file.

After the meeting on February 10, we will have more information regarding next year's budget.

### **Development:** (Randy)

### **Annual Fund**

- Due to the capital campaign for the outstanding balance on the Parish Center and the PTF Dinner Auction, the 2011 Annual Fund will begin in mid April. 2012 Annual Fund will begin later this year (fall 2011).
- A committee will be formed to assist with the Annual Fund. Society names and contribution levels need to be finalized and approved prior to Annual Fund mailings.
- The goal for the 2011 Annual Fund is \$25,000.

### **Planned Giving**

- Randy met with Randy Flachsart, Director of Planned Giving for Diocese of Belleville, in an effort to promote planned giving.
- First step for St. Joseph's is an awareness campaign to introduce parishioners and school families to the idea of planned giving. Announcements will be included in the bulletin as well as the parish and school newsletter.

### **Endowment**

Randy will set up a meeting with Frank Heiligenstein.

### **Building and Grounds:**

The awnings for the south side of the school building have been ordered.

### **Assistant Superintendent's Report**

- Evaluation of the teachers is on the agenda.
- Principal evaluations should be submitted to Matt Zittel. At the next meeting, the board together will write a summary based on the individual evaluations. The summary and individual evaluations will be given to Father Mark who will share them with Mr. Posnanski.
- Work on the School budget should begin soon.
- When revising the Parent Handbook, remember to give the Principal the authority to make the final decision.
- We need to review the Sport's Handbook.

### **Principal's Report:** Full report is on file. (See attachment 2)

- Catholic Schools Week: There are many events planned beginning with Mass on Sunday, January 30 and ending on Friday, February 4.
- Pre-School Program: Plans are in full-force, accepting registration of students, advertising, accepting donations for books and other items for the Pre-school, and planning a rummage sale benefit.
- Men's Club donated one child and one adult ticket for each grade level to Monster Jam.
- Meetings to critique and revise the Parent-Student Handbook are scheduled for January 18 and January 27.

### **Old Business :**

The awnings on the south side of the school have been ordered.

### **New Business:**

There was no new business.

### **Next Meeting: Wednesday. February 23. 6:00 pm**

The meeting was closed with a prayer.

Respectfully Submitted,  
Roni Juracek