St. Francis Board of Education Meeting Minutes

7-31-2013 @ 7PM at St. Henry Parish Center

Present: Dr. Matt Herrick, Fr. Don Czapla, Msgr. Jim Miller, John Dawley, Beth Kuhlers, Jeremy Linsenmeyer, Jerilyn Oshel

Absent: Rocio Villagomez

Meeting Called to order: 7:05 pm

Opening Prayer: Kyle Digmann - seminarian

Approval of the agenda: 1st – Jeremy (motion to approve as amended), 2nd - Beth – Motion carried; Amendment: discuss Assistance League request.

Approval of the minutes and report of operations: 1st - Jeremy, 2nd - Beth – Motion carried

Reports:

- Principal – report attached
  - Looking at running conduit to North during the building remodel for potential future fiber hook up to Windstream. Stay with Mediacom for the time being.
  - Looking at boring 3 lines between parish center and school for utilities sharing

- Enrollment and Public Relations
  - Classroom parents to backfill for home and school – want a framework in place to discuss at next board meeting
    - Matt interim president and Carrie interim vice-president
    - Strive for better collection of what the events are and what needs to happen.
    - Purpose is not just ease of finding volunteers but also spread out the work.
  - Discussion around Matt speaking at Masses during start of new school year

- St. Francis Building Committee – no report, Next meeting Aug 5.
  - Starting to develop detail plans for remodeling the existing building

- Home and School –
  - No officers yet
  - Purchase order handling –
    - Two standing committees: Fun Fest and Harvest Ball
    - Chairpersons of each have access to the online PO system
    - Each homeroom teacher fills out POs for the activities in their room and approves spending from volunteering parents.

- Finance committee –
  - Outstanding tuition balances – board discussed sending letters to large balance holders informing them that they will not be allowed to enroll this fall at St. Francis.
• Motion: Matt to send letters on behalf of the board that 6 noted families must pay balance in full or broker payment plan approved by Dr. Herrick in order to enroll for fall. 1st – Jeremy, 2nd – Msgr Jim. Motion carried.

• Promotion Committee – Report attached
• SIAC Committee – no report

New Business

• Approve Round 2 local aid: 1st – Fr. Don, 2nd – Msgr Jim, Motion carried.
  o Family 1: $200
  o Family 2: $686
  o Family 3: $1925
  o Family 4: $2500 retroactive to last year with option to consider local aid for this year after 2nd round STO award
  o Family 5: $865
• How celebrate new name?
  o Motion: Matt to plan something special to celebrate new name on Feast of St. Francis of Assisi – Oct 4. 1st – Beth, 2nd Jerilyn, motion carried
• Review handbooks
  o Uniforms – Motion: Approve the handbooks (Parent, Faculty, Child Care) as presented with the following changes:
    ▪ Add Khaki pants to the approved dress code
    ▪ Verified update to tobacco policy to match Archdiocesan policy.
    ▪ 1st – Jeremy, 2nd – Beth, Motion carried
• Subcommittees
  o Building Committee – Motion: Paul and Jeremy are representatives to the building committee from the school board with Jamie as alternate (contingent on Jamie’s acceptance). 1st – Beth, 2nd – Fr. Don, motion carried.
  o Finance Committee – must be board appointed – Motion: Appoint Beth Kuhlers to the Finance committee for 2013-2014. 1st – Fr. Don, 2nd – Jerilyn, motion carried.
• Review strategic vision – 2013-2014 key focus areas
  o Hispanic Enrollment and retention – continue with Director of Enrollment
  o Alumni outreach – spin off from capital campaign – all school reunion
  o Feedback from parents – continue with SIAC survey
    ▪ Understand why people go to St. Francis and why people don’t go to St. Francis.
• Building Campaign – Should ask Assistance League for donation to campaign – John Dawley to send.
• Presentation from Jamie Henley at next board meeting about Catholic Foundation.
• Motion to adjourn: 1st - Msgr Jim, 2nd – Beth – motion carried
• Adjourned: 8:50pm