

## ST. PETRONILLE SCHOOL BOARD MINUTES

Monday, February 22, 2010

Parish Council Room -- 7:30 p.m.

**In attendance: Rita Hatfield (RH), Bob Hohe (BH), Matthew Manzella (MM), Mike Metz (MZ), Marty Mudge (MG), Elizabeth Lewis (EL), Diane Sakach (DGS), Dan Stevenson (DS), Dr. Mary Kelly (MK)**

**Guest: Kathy Reedy**

**Excused Absence: Paul Bozych**

I. Call to Order

The meeting was called to order at 7:45 p.m.

II. Opening Prayer

MM conducted the opening prayer.

III. Action Items

A. Routine Matters

Approve Prior Minutes

The minutes from February 1, 2010 were approved.

B. Old Business

1. Outstanding Tuition Collection: BH updated the Board on the status of outstanding tuition. MK reported improved communication and some tuition payments expected later this week as a result of the recent school mailing offering assistance and FACTs applications.
2. Long Range Strategic Plan: MM updated the Board on the proposed Plan format. More detailed information collection from appropriate faculty will begin.

C. New Business

1. Preliminary Budget Review: BH reviewed the preliminary budget with the Board. It is anticipated that the Parish contribution will remain the same, at 22%. MK led the Board in a detailed review of budget cuts and anticipated changes for next year. She also noted some ideas for additional cuts, if necessary, but not desirable. BH reviewed known and anticipated annual increases in such items as insurance and building operation and maintenance costs. The Board will continue its discussion of a potential tuition increase

next month when additional information is available and can be factored into the final budget.

2. Board Election. MG led a discussion of the status of the Board election process and potential candidates for the three open Board positions for next year. The Application is in the Parish Bulletin and in backpack mail. Applications must be submitted to the school office by March 15<sup>th</sup>.

D. Communications – No report.

E. Official Delegations – No report.

F. Non-Staff Communications and Reports

1. Finance: BH reported on communications with the Parish Finance Committee. He reviewed variances to budget, with no significant new items.
2. Parent Organization: MK noted with appreciation the PO's preparation for its annual auction on March 13<sup>th</sup>.

G. Principal's Report

1. Alumni Newsletter: MK commended BH and DS for a wonderful alumni newsletter. It will be posted on line once final parental approvals are received for student photos.
2. Student Service Projects. MK reported on the positive feedback from veterans and others who received Valentine's Day cards from our students. She also reported on the success of the 6<sup>th</sup> Grade's project to provide handmade rosaries to the residents of the Sunrise Assisted Living facility.

H. Board Members' Reports

1. Finance: No additional report.
2. Elections: No additional report.
3. Technology: No additional report.
4. Long Range Strategic Planning: MM is implementing analysis to develop the detailed plan.
5. Maintenance & Safety: No report.
6. Institutional Advancement: No additional report.
7. Political Action: The State of Illinois has stopped providing textbook funding in the amount of \$68/student. DGS will coordinate with Dr. Kelly to develop a model letter to appear in backpack mail for school families to send to appropriate contacts with the State of Illinois protesting the failure to provide funds for textbooks.
8. Endowment and Development: No report.

9. Policy: EL provided two draft Board policies for review: the Parish/Offertory Support By School Families Policy, and Faculty Benefits. The Board was also asked to review the Curriculum and Curriculum Night Policies as written, since no changes are proposed for these two policies. Approval of these four policies will be sought at the next meeting. Any revisions to these Policies will then be presented to the Pastor for final approval.
10. President's Report: RH shared with the Board various information she collected from other Catholic School Board Presidents via on-line forums.

IV. Future Business and Events

- A. The Board will finalize review of the following school policies: Curriculum, Curriculum Nights, Parish/Offertory Support By School Families, and Faculty Benefits.
- B. Other items for next month's Board agenda include: the 2010-11 budget and tuition, personnel, long range plan, tuition collection, and election updates.

V. Adjournment

The meeting was adjourned at 9:18 p.m.

VI. Closing Prayer

MM conducted the closing prayer.