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\_\_\_ Pastoral Council  
\_\_\_ FFC  
\_\_\_ Finance

**St. Patrick Monthly Meeting Report to Parish Leadership - DRAFT**

**Date:** 4/5/11 **Time:** 7:00 p.m. **Place:** Deery Family Library

**Call meeting to order:** Gene Cunningham

**Opening Prayer:**

**Roll Call:** Present: Gene Cunningham, Liza Hulme, Melissa Magee, Sr. Marilou Irons, Katie Anderson, Dan Corrigan, Diane Kremer, Fr. Ev, John Demmer, Judy Bullis, Rick Halbmaier, Kristine Smith, Denise Walgren, Marilee McAlpin, Amy Kuehner, Dave Kuehner, Janae Gross, Deb VanDyke, Alissa Kjeldsen, Laura Dobson, Joni Krejchi, Brock Krejchi, Deb Marchesani, Iwona Perrone, Beth Gleason, Tishika Jackson, Caludette Hill, Michelle Heine, Brigid Moody, Tom Moody, Andrea Liechty, Chris Williams, Kelly Williams, Kim Vandendriessche, Pam Schmitt, Bill Magee, Jessica Zabel, Tim Hanson, Michele Hanson, Tom Buysse, Lisa Wageman, Suzanne Benda, Jim Benda, Rachel Russley, Joel Anderson, Julie Simonson, Lisa Newgard, Leslie Rhomberg, Diane Thompson, 4 confirmation students, 3 children

**Approval for last Month's minutes:** \_\_\_Katie moved / \_\_\_Fr. Ev\_\_\_ seconded to approve minutes

**Called for motion to approve agenda:** \_\_\_Liza\_\_\_ moved / \_\_\_Katie\_ seconded to approve the agenda with the following change/additions:

- #2) Principal's recommendations for 2011-12 faculty staffing - moved to Executive Session
- #8) Budget review with Dan Corrigan. Lisa to send out to all for Tuesday April 12 approval meeting.
- #9) Review all aspect of contract numbers

**Action(s) Approved at the Meeting:**

1. Approval of St. Patrick School 2011-12 calendar with teacher start date of August 11. Moved inservice date from Feb. 3 to Feb. 10 to have five days of school during CSWK.  
\_\_\_Katie\_\_\_ moved / \_\_\_Dan\_\_\_ seconded - vote approved

**Board Information/Discussion/Concern Items:**

1. ITBS scores - good growth - teachers should be commended.
2. Operational Concerns - Katie introduced John Demmer - handout
  - Financial/Administrative issues - put a plan in place to resolve issues  
John Demmer - the Board financial person changes making it difficult to have a grasp on the job. Board should define position/process
  - Rumors that parish wants school closed are not true. Parish is a great supporter. School is parish's biggest ministry.
  - Mistrust between school and parish/financial concerns - the Board approved items based on incorrect information (tuition, teachers salaries).

- Enrollment down from 330 in 2008 - 39%/expenses are up 74% for one-student tuition -  
COMMENTS/CONCERNS
  - Chris Williams - what is enrollment compared to other schools? How many K students does CF have?
  - Laura Dobson - what are other schools doing for marketing?
- Year end report – \$6,500 in interest on account with \$124,000. Questions regarding acct.
- Concerns that budget is not based on need.
- Teacher's salaries lower than CVCS and area public schools.
- Preschool enrollment continues to drop.

COMMENTS/CONCERNS

- Julie Simonson - Preschool is partnering with CF preschool program. She foresees enrollment going up - *not passed yet*
- Sr. Marilou - preschool needs to be self-supporting. Right now the numbers do not allow it to be self-supporting.
- Tom Buysse - If we don't know student numbers until late August and have to hire teachers at that time, where will they be if we need them?
- Kim Vandendriessche - Preschool is meant to feed school

F&A has not yet approved budget - see handout

ACCOUNTING

- F&A wants school and parish on same accounting system - Sr. Marilou is willing to work with Connie and Carol to combine systems however has concerns about confidentiality and difference in categories between school and parish. Fr. Ev said bookkeeper and business manager would be only people with access. Downside of one bookkeeper would be that person would have two bosses.

COMMENTS/CONCERNS

- 2009 - Mike Hulme could not get any reports from school bookkeeper  
Liza Hulme stated the reports don't look like a spreadsheet
- Board should approve balance sheet each month - months were lumped together
- Limited time to review reports
- Jim Benda asked for accountability
- Dave Kuehner stated the recent audit was fine. Stated board meeting was mean
- spirited, many accusations, not helpful in finding a solution
- Suzanne Benda - did not agree - wants accountability
- Joel Anderson - everyone should be up to speed with goings on
- Diane Thompson - tension, confusion, communication is missing
- Fr. Ev - CSB Policy states CSB is not required to share financial information with F&A
- Dan Corrigan - felt mistrust, Parish not helpful. Dan will present reducing maintenance and explore accounting systems. Must be educated before making decisions.
- Michelle Heine - is there a timeline for these decisions? Update by June?

MAINTENANCE

- F&A wants to know in advance any school maintenance projects
  - Suzanne Benda stated maintenance and finances should be combined so Sr. Marilou doesn't have to worry about it - Sr. Marilou will be willing to look into that
- F&A does not understand the need for more space at preschool if preschool numbers are low
- Sale of Convent - Parish needs to keep Sr. Marilou in a house close to school. FUMC will purchase house.

SOLUTIONS

- One person responsible for both parish and school accounting  
Fr. Ev asked Chris and Kelly Williams to research other schools with a parish and how that accounting system and maintenance is handled.

- Parish and school work together
- Maintenance of school become responsibility of parish
- Katie Anderson - teachers want a voice on the school board as non-voting members
  - Teachers wanted to give an honest evaluation of Sr. Marilou to Dubuque. Pam Schmitt misspoke. Evaluations were to go to Sr. Marilou.
    - Ask Gene to collect evaluations
    - Appoint a teacher liaison
  - Teachers were not comfortable knowing there were to be staff reductions
- Recommended that Agendas be put on the school website prior to the next month's meeting.

### 3. Election Guidelines

- Candidates must provide picture and info to business administrator. The flyers will be in parish bulletin now thru April 21. Voting is weekend of May 14/15.
- Candidates must be 18 years old, a confirmed member of the parish, etc. (eligibility guidelines)
- Liza and Melissa are going off the board. They will be on election committee
- Everyone should come up with two names for possible candidates.

### **Committee Information Reports:**

Legislation - all

Pastoral Council - Gene Cunningham - elections, deanery, constitution, fund raisers, social justice second collections, Hadlick gift, convent sale, 7th & Washington (water)

CSI Advisory Committee - Melissa Magee. Meeting dates are Oct. 19, 2010, Feb 22, 2011, March 29, 2011 and May 10, 2011.

Finance - Dan Corrigan-

Maintenance - Dan Corrigan-

CVCS Rep - Katie Anderson, Diane Kremer.

FFC - Sr. Marilou - elected officers; quality adult education; invite new people  
Officers: Doug Christensen, Chair; Cindy Winert, VP; Kelly Williams, Secretary

STO Liaison - Garth Cornish

### **Items to be placed on next meeting's agenda:**

- 1.
- 2.

**Closing prayer** -

**Liza motioned the Board recess to have group photo taken at 9:15 pm. Went into executive session at 9:25 pm**

**Adjourned from executive session at 9:58 pm:** \_\_Liza\_\_ moved / \_\_Fr. Ev\_\_ seconded

**Meeting Adjourned: 10:35 p**

**Next meeting: Tuesday, May 3, 2011**

**Prayer Leaders:**

September 7, 2010 - Sr. Marilou Irons (9/20/10 FCC)

October 5, 2010 - Katie Anderson (10/18/10 FCC)

November 2, 2010- Dan Corrign (2010-13)(11/15/10 FCC)

December ?, 2010 - Joint CSB/Finance/Pastoral Council

January 4, 2011- Gene Cummingham (2009-11)(1/17/11 FCC)

*12/20/10 - Sr. Marilou to FCC*

February 1, 2011 - Liza Hulme (2/21/11 FCC)

March 1, 2011 - Fr. Ev Hemann (3/21/11 FCC)

April 5, 2011-Diane Kremer (4/18/11 FCC)

May 3, 2011-Melissa Magee (5/16/11 FCC)

June 7, 2011 - Katie Anderson

*The board does not meet in July or August*