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

St. Patrick Monthly Meeting Report to Parish Leadership- DRAFT

Date: Sept. 6, 2011 Time: 7:00 p.m. Place: Deery Family Library

Call meeting to order: Dan Corrigan

Opening Prayer: Dan Corrigan (Katie Anderson will do next month)

Roll Call: Present: Gene Cunningham, Mike Hulme, John Demmer, Sr. Marilou Irons, Katie Anderson (excused late), Dan Corrigan, Diane Kremer (excused late), Guest(s) Melissa Magee, Judy Bullis, Jen Barnes-Seger, Laura Dobson, Cate Verduzco, Kim Vandendriessche, Lisa Wageman, Rick Halbmaier, Jeff Henderson. Absent: Fr. Ev

Approval for last Month's minutes: \_\_\_\_\_ moved / \_\_\_\_\_ seconded to approve minutes - Minutes not available, approval deferred until next month.

Called for motion to approve agenda: Dan moved / Katie seconded to approve the agenda with the following change/additions: PDS Software discussion, FFC membership.

Action(s) Approved at the Meeting:

1. Motion to approve \$850.00 for PDS program for school accounting

Gene moved / Mike seconded - vote approved - all

2. Motion to change Nov. 1, 2011 meeting time from 7:00 pm to 5:30 pm due to All Saint Day Mass Schedule

Gene moved / Katie seconded - vote approved - all

Move to Executive Session - Move out of executive session John/Diane

3. Motion to accept the resignation of Judy Bullis contingent upon finding an interim teacher or permanent replacement.

Gene moved / Diane seconded - vote approved - all

4. Motion to enforce \$1000.00 penalty clause for breach of contract

Gene moved / Mike seconded - vote approved - all

5. Motion to adapt that all maintenance should have a "point of contact" through Regina in parish office.

Gene moved / Mike seconded - vote approved - all

6. Motion to approve annual progress report goals, technology plan, catechetical plan and professional development calendar for 2011-12

Mike moved / Gene seconded - vote approved - all

## Board Information/Discussion/Concern Items:

1. Jeff Henderson spoke of code of ethics and "chain of command" for board members. Follow four main areas:

- a. policy
- b. procedure
- c. personnel
- d. planning

Jeff put emphasis on working with CVCS on middle school plans. Appointing teacher rep - good idea. Get agenda planned ahead of time, board reports should be read before meeting to help shorten meeting time.

Mike Hulme clarified: board should get reports out a week before meeting to allow others to read.

Jeff continued: Don't rehash committee reports - plan plan plan get lots of input and support to make plan work. Please feel free to contact Jeff, he is here to help.

2. John Demmer spoke on PDS package for school. He met with Sr. Marilou, Connie, Carol & Regina to discuss how accounting programs work at school vs parish. All agreed to move ahead with same PDS as parish. Expenses for pkg. are: \$250 for ledger and payroll, \$400 for annual support cost, additional \$10 per to set up employee payroll. Total expenses are \$850.

Dan Corrigan - Does Carol still use support pkg? yes Since Connie will be training can we have 2nd person train along with her? Sr. Marilou will look for 2nd

3. Lisa Wageman, representing CPTO & Marketing/Recruiting Committee addressed the board on concerns of large preschool class size. Would like to be placed on next month's agenda to discuss class size and parents' concerns. Hard for Marketing Committee to promote small classes when some are pushing high teacher/student ratio. Preschool needs an "ambassador" for St. Patrick School, preschool should act as "pipeline" for school. Would love to see an on-site director at preschool for long-term goal. Feels that split classroom is mandatory at preschool.

John Demmer asks: What does an additional aide add to class? just another body, does not change ratio.

Judy Bullis: Class size of 12 students, one teacher with one associate is perfect size. Judy also adds that moving preschool on-site to main school would be a good thing.

Lisa concludes by thanking the board for approving the PR position - they are excited and looking forward to the new direction.

4. Board carries on with discussion of preschool opening.

Katie Anderson: We need 2 teachers, an associate in each room (2) and then one more associate to float. Quick turnaround needs to happen - 3 weeks.

Mike: What direction do we send Sr. Marilou?

Dan: Sr. Marilou, please pursue questions with Angela Dean.

John: When Sr. Marilou has plan, send to me and board will discuss.

Small discussion of board approval of budget with building rental. Where money goes now that building is paid off. Sr. Marilou clarified that was not part of budget, it came from tuition fees.

5. Maintenance-John Demmer: 3 page dialog, parish will cover school maintenance except major appliances at school, they are school responsibility. Bus maintenance-small items such as bulbs, should check with parish first, if they are unable to fix, school is responsible for payment to bus company for repairs. Effective Oct. 1, Regina in parish office is point of contact for all maintenance.
6. Long range planning committee - Dan: survey generated at July meeting. Planning committee will have a rep coming from parish council.
7. Dan Corrigan & Gene Cunningham discussed trading rep. jobs. Dan will be rep for Faith Formation and Gene will be rep for Parish Council.
8. Mike Hulme reviewed everyone's tasks and is looking for updates at the Oct. meeting.
9. Discussion of approval of school APR goals for 2011-12.
10. Mike Hulme questions why Tim Funk's name is still on FFC. Was he re-elected or does his name need to be removed? - Sr. Marilou will check into concerns with Amy Hoyer.

**Committee Information Reports:**

Legislation - All

Pastoral Council - Dan Corrigan-

CSI Advisory Committee - Meeting dates: Oct. 11, 2011; Feb. 14, 2012; March 27, 2012, May 8, 2012 (Room 17, 4-5 pm); Diane Kremer-

Finance - (4th Thursday monthly, 7pm school computer lab); John Demmer, Mike Hulme, Philip Bash-

Maintenance - (Quarterly); Gene Cunningham-

CVCS Rep - (Monthly); Katie Anderson-

FFC - (3rd Monday of each month, 7pm Deery Library); Gene Cunningham-

STO Liaison - Garth Cornish-

Marketing Committee - Mike Hulme-

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

1. Discuss parents' concerns on class size
2. Discuss teacher representative on CSB
3. 3rd discussion on certified staff carryover of personal days - Sr. Marilou

**Closing prayer** - Dan Corrigan

**Adjourned:** Dan moved / Mike seconded

**Next meeting:** October 4, 2011 7:00 pm

**2011-12 Prayer Leader schedule:**

September 6, 2011 - K. Anderson (2009-12)

October 4, 2011 - D. Corrigan (2010-13)

November 1, 2011 - G. Cunningham (2009-12) \*5:30-7:00 pm

December 6, 2011 - J. Demmer (2011-14)

January 3, 2012 - M. Hulme (2011-14)

February 7, 2012 - Sr. M. Irons

March 6, 2012 - D. Kremer (2009-12)

April 3, 2012 - Fr Ev

May 1, 2012 - K. Anderson (2009-12)

June 5, 2012 - D. Corrigan (2010-13)

*The board does not meet in July or August*