

St. Pius X Parish
Board of Education Meeting Minutes
Tuesday, January 10, 2012

Unapproved Minutes

- I. **Opening Prayer** – Kyle Greening led the opening prayer.

- II. **Roll Call** was taken by Kelly Huntsman.
Members Present: Jill Godfredsen, Kelly Huntsman, Donna Ramaecker Zahn, Mark Youngers, Chris Kyhl, Kyle Greening, Debbie Sheehy, Michael Riesberg, Larry Zahm, Mary Heinrich, Myra Sertich, Teacher Representative

Members Excused: David Stark, Tom Hobt, Dean Flyr, Msgr. Joe McDonnell

Acceptance of Agenda. A motion was made by Donna and was seconded by Kyle Greening to approve the agenda. Motion passed.

- III. **Approval of Minutes from December 5 Meeting.** A motion was made by Kyle Greening and was seconded by Michael Riesberg to approve the minutes from the December 5 meeting. Motion passed.

- IV. **Open Forum.** There was no one present for open forum.

- V. **Board Development.** Draft goals and objectives were reviewed. Several suggestions were made regarding goal 1 including starting an alumnae association. It was suggested that students could assist in building the database. Mr. Zahm noted that there is an existing database that the Vice Principal started several years ago. Donna will make contact with a member of the development committee at her grade school who was successful in raising money from their alumnae. She will bring back additional information.

It was also suggested that we contact other Christian schools without a grade school (i.e. Gloria Dei, Apple Tree) to make a presentation about our school for marketing and recruitment of children.

The marketing committee will also consider identifying “ambassadors” at big companies that could help with the recruitment of new families.

Posters for Preschool and Kindergarten Round Ups will be distributed at grocery stores, libraries, local businesses, etc.

No other suggestions or changes were recommended to the goals and objectives.

Unfinished Business. The board conducted the second reading of the following Student Personnel policies:

There were no changes from first reading of the policies and regulations. 501 Admissions; 501.1 Enrollment Process; 501.2 Class Size; 501.3 Order of Acceptance of Students; 501.31 Late Tuition and Pre-Registration; 501.4 Class Size for St. Pius X School.

A motion was made by Mark Youngers and seconded by Debbie Sheehy to recommend approval of the above Student Personnel policies.

Administrative Reports.

Administrator's Report. Three tours were given. One family has chosen to go elsewhere and we won't know about the remaining two until round up. It was noted that the marketing committee and Mr. Zahm follow up with all families who have toured the school.

In terms of preschool round up (which is on January 19), we need volunteers to give tours and students to assist with childcare. A script will be provided to tour guides. After the tour, the guides will leave the parents with the bullet points and their phone number in case they have any questions. If they don't call with questions, the marketing committee is asking the tour guides to follow up with families.

Kindergarten round up is on February 9th. We will be doing similar things for kindergarten round up and will also be doing activities for the kids including an activity with iPads and a uniform style show.

Preschool teacher interviews were held today.

Director of Faith Formation. Mary Heinrich shared her report. They raised \$2,961 in gross sales from the fundraiser. There are \$4,588 in outstanding fees for 2011 – 2012.

VI. **Teacher Representative Report.** Myrta Sertich was the teacher representative. She reported that they interviewed five people for the preschool position and that it was a positive experience. Jill expressed her appreciation to the teachers for their good work.

VII. **Committee Reports.**

Marketing Committee. The marketing meeting minutes were distributed. Activities for round up were already discussed.

Finance Committee. The committee met several weeks ago in response to a request from Father Joe that they put together a proposal for a development position for the near term. They are working on a three year budget.

We had discussion about the type of skills we want in the position and whether we want the position to focus more on marketing or development. The board feels like the immediate need is for students to fill preschool and kindergarten.

- VIII. **President's Report.** Jill stated that the ministry fair is this coming weekend. The Board of Education will have a table and the marketing committee will be staffing it.

Volunteers will be needed to help with Catholic Schools Week to assist with the cookie table. Board members were asked to sign up.

Preschool fee rates were discussed and set at \$100 per month for 9 months. Registration will occur in mid February and fees have not been set yet.

- IX. **New Business.**

Pastoral Council Rep for January 10. There was no report since the meeting was held tonight.

First Reading of Policies. The following Student Personnel policies were reviewed:

510, Attendance at St. Pius X School. The only change made was with regard to contacting parents in the event of absence.

510.1, Attendance at Sacramental Preparation Classes.

510.2, Expectant Parent: Student Health and Related Attendance.

511, Absences. The only change is that parents may be contacted by the Office of Faith Formation staff.

530, Discipline. Bullet points were removed and the handbook was referenced instead.

530.1, Discipline. This regulation is recommended to be rescinded.

530.2, Threats of Violence. This policy will be changed to 530.1. The policy was revised to reference Diocesan Policy 567. A question was raised about the ability to search a locker at random. Mr. Zahm does have authority to do random searches. Changes were made to reflect that counseling is done at the expense of the family and that following return to school, the student may be searched daily as a condition for attendance at school.

530.3, Substance Abuse. This policy will be changed to 530.2. A recommendation was made to add the following to the last sentence of the

first paragraph.....”shall be administered to the student by school personnel **or the Child’s parent or guardian only”**.

Next Month’s BOE Agenda. 1) Approval of fees for school registration.

X. **Adjournment.** A motion was made to adjourn the meeting by Donna Ramaecker Zahn and seconded by Mark Youngers. Motion passed.

XI. **Executive Session.** Debbie Sheehy made a motion to open the Executive Session and Chris Kyhl seconded.

A request from a teacher was reviewed.

A motion was made by Kyle Greening and seconded by Michael Riesberg to close Executive Session.

XIII. **Reopen Board Meeting.** A motion was made by Mark Youngers and seconded by Debbie Sheehy to reopen the BOE meeting.

A motion was made to accept the teacher’s request. Chris Kyhl made a motion to approve the request and Michael Riesberg seconded the motion. The motion was approved.

XIV. **Adjournment.** A motion was made by Chris Kyhl and seconded by Michael Riesberg to adjourn the meeting.

Respectfully submitted by: Kelly Huntsman