

Diocese of Peoria  
Rock Island Vicariate Catholic Schools  
Board of Trustees Meeting Minutes  
November 8, 2011

Jordan Catholic School  
Farrell Hall  
Rock Island, Illinois  
6:00 p.m.

Trustees present: Mr. Stan Banaszek, Dr. Edward Connolly, Mr. Jim Harl, Mr. Jack Kearney, Mrs. Sheilah Keeven, Mrs. Cynthia Keimig, Mr. John Marx, Mr. Mike McNeil, Mr. David Mills, Mr. Tim Murphy, Mr. Robert Noe, Dr. Gerald O’Keeffe, Dr. Susan Rector, Mr. Paul Salabert, Mr. Anthony Scott, Mr. Thomas Showalter

Pastor present: Msgr. Dale Wellman

Principals present: Mrs. Jane Barrett, Mr. Michael Daly, Mr. Colin Letendre, Mrs. Linda VanderVennet

Absent Excused: Fr. Tony Ego, Fr. Greg Jozefiak, Mr. Steve Kautz, Mrs. Jennifer Rowe, Mrs. Debbie Schwiebert

**I. OPENING PRAYER – Mike Daly**

**II. APPROVAL OF MINUTES**

Minutes of the August 9, 2011 meeting had been distributed to all members. A motion to approve the minutes was made by Mr. Showalter; second by Dr. O’Keeffe. All in favor. Motion carried.

**III. COMMITTEE REPORTS**

**Finance Committee – Jim Harl**

Minutes of the Finance Committee meeting of August 17, 2011 had been distributed and read. Jim Harl reported that the Finance Committee is looking at 5 year budgets as well as looking at enrollment numbers for each vicariate school. Final budgets for next year will be completed before the next Board meeting in February. Budgets will be presented to Msgr. Wellman and the pastors for their review before the budgets are taken to Peoria in February. There was a discussion regarding how to attract families with students at the youngest possible age. It was noted that Catholic education is a ministry of the parishes and therefore the pastors need to promote it at their level. We all must work together in a proactive manner to encourage enrollment. A discussion was held regarding the Diocesan requirement that high schools undergo an audit by an outside firm each year. McGladrey has proposed another audit of Alleman High School that will cost \$13,000. The cost had been included in Alleman’s budget. Concern was expressed about the necessity and cost of annual audits. Mr. Murphy made a motion to approve

the audit of Alleman by McGladrey for \$13,000; second by Mr. Showalter. Thirteen voted in favor, four voted against. Motion carried.

It was noted that Seton will undergo an audit during the next budget cycle and the cost will be included in Seton's budget. A discussion followed regarding all vicariate schools utilizing a standard format if not the same software for budgets. A question was asked regarding who oversees all aspects of school budgets. The business manager of each school is responsible for all finances involving their school. Jim reported that the Finance Committee is looking at principal and assistant principal compensation. They are looking for structure that is not there now, as well as fair and equitable compensation throughout vicariate schools.

#### **Buildings & Grounds Committee – Jerry O'Keeffe**

Minutes of the Buildings & Grounds Committee meeting had been distributed and read. Jerry spoke about safety inspections conducted by the insurance company that occur each year at vicariate schools. Jerry requested a copy of the inspection reports from all principals. Brother Dygert has requested long range (5 year) plans, these are just beginning to be developed by a subcommittee that will be chaired by Ed Connolly. Jerry gave an update regarding the OLGCA feasibility study. This study will determine whether the project will move forward. A report is expected by the end of January. The feasibility study is to be paid by the parishes. If the study determines that the building project will move forward, then the \$10,000 cost of the feasibility study will be added to the capital campaign and the parishes will be reimbursed. Mike McNeil presented the plans for the OLGCA two story classroom addition. The plans are different than originally thought, but the new version is structurally more sound and the cost per square foot is better. If the feasibility study determines moving forward, the anticipated time frame would be breaking ground in the summer of 2012 with the hope of completion by the start of the 2012-13 school year. The committee is confident that the feasibility study will present the real facts. A discussion was held regarding the possibility that there may not be a clear cut result, which would mean the Board must then interpret and make a decision.

#### **Programs Committee – Cindy Keimig**

Copies of the Programs Committee meeting minutes of September 8, 2011 had been distributed and read. Cindy reported that the minutes stand as written. The next meeting of the Program Committee will be Thursday, November 10. Cindy commented that the presenter at the Board retreat was very good. Others were in agreement.

#### **Public Relations/Marketing/Development Committee – Tim Murphy**

This committee met twice since the last Board meeting. Copies of minutes of both meetings were distributed and read. Tim commended the principals for doing a nice job with public relations, marketing and development. Whether it is flyers, annual reports or the like, their efforts make a difference. This

committee is looking forward to communication from the Diocese regarding the new funding model. While they wait, they are laying the groundwork on the cost of educating a student and presenting the message that we “run a tight ship.” The sooner we receive communication from Peoria and put concrete goals in place, the sooner we will be able to get to the next level of marketing. Public relations/marketing messages would likely be coordinated but would also be specific to each school. The Meitler study indicated a marketing expert would be part of the plan, but that person has yet to be named. Bob Noe suggested that Tim contact John Cooper, Vice President of Enrollment Management at St. Ambrose University as Mr. Cooper has marketing experience at the elementary school level.

#### **IV. PRINCIPALS’ REPORTS**

##### **Alleman High School – Colin Letendre**

Copies of Alleman’s Principal’s Report had been distributed and read. Colin reported that his report stands as written.

##### **Jordan Catholic School – Michael Daly**

Copies of Jordan’s Principal’s Report had been distributed and read. Mike reported that the enrollment at Jordan is 408 today, 347 in grades kindergarten through eight and 61 in preschool. Jordan has been receiving positive comments regarding their new addition, but not much money is coming in right now, Mike noted. They are still working on raising funds. Mike reported that Jordan recently did a mailing to all alumni. A discussion followed regarding continued fund raising efforts.

##### **Our Lady of Grace Catholic Academy – Linda VanderVennet**

Copies of OLGCA’s Principal’s Report had been distributed and read. Linda reported that her report stands as written. Linda expressed appreciation to the group handling the feasibility study. She feels they have been doing an excellent job. It was noted that Linda is up for evaluation this year.

##### **Seton Catholic School – Jane Barrett**

Copies of Seton’s Principal’s Report were distributed and read. Jane reported that her report stands as written. Jack mentioned that he saw a preview of Seton’s Annual Report and was impressed. Jane expressed appreciation to Karla Larsen and Lois Harring for their hard work on the Annual Report. The report is being printed and all Trustees will receive a copy.

#### **VI. NEW BUSINESS**

##### **a. Trustee Nominations – Jack Kearney**

Jack reported that he has received some names to work with, there are seven members whose first (two year) term will expire in June, 2012. Jack will contact those members to see if they are interested in continuing. The Executive Committee functions as the Nominating Committee.

b. Alleman Endowment Committee – Jack Kearney  
There has still been no response from the Diocese on this.

c. Approval of Meeting Minutes – Jane Barrett  
Jane reported that she will be emailing the meeting minutes when they are prepared so that the minutes can be approved before the next meeting. This way the minutes can be shared on a timely basis with the pastors, which Colin handles. Jane will give members a time frame during which to reply and if Jane receives no reply by the specified date she will assume approval.

**VII. NEXT MEETING**

The next meeting will be on February 7, 2012 at Seton Catholic School at 6:00 p.m.

**VIII. CLOSING PRAYER – Msgr. Wellman**

Respectfully submitted by Kathleen C. Sommers