

Diocese of Peoria
Rock Island Vicariate Catholic Schools
Board of Trustees Meeting Minutes
August 9, 2011

Alleman High School
Rock Island, Illinois
6:00 p.m.

Trustees present: Mr. Stan Banaszek, Dr. Edward Connolly, Mr. Steve Kautz, Mrs. Sheilah Keeven, Mrs. Cynthia Keimig, Mr. John Marx, Mr. Tim Murphy, Mr. Robert Noe, Dr. Gerald O’Keeffe, Mrs. Jennifer Rowe, Mr. Paul Salabert, Mrs. Debbie Schwiebert, Mr. Anthony Scott, Mr. Thomas Showalter
Pastors present: Msgr. Dale Wellman, Fr. Tony Ego
Principals present: Mrs. Jane Barrett, Mr. Michael Daly, Mr. Colin Letendre, Mrs. Linda VanderVennet
Absent Excused: Mr. Jim Harl, Mr. David Mills, Dr. Susan Rector

I. OPENING PRAYER – Colin Letendre

II. APPROVAL OF MINUTES

Minutes of the May 10, 2011 meeting were distributed to all and approved via email in June. A motion to formally approve the minutes was made by Mr. Banaszek; second by Mrs. Keimig. All in favor. Motion carried.

III. COMMITTEE REPORTS

Finance Committee – Jack Kearney

Minutes of the Finance Committee meeting of June 1, 2011 had been distributed and read. Tim Murphy noted that members of the Public Relations/Marketing/Development Committee have been waiting to be informed about the new funding model. That is not on the agenda for tonight’s meeting. Jack Kearney will attend the next meeting of the PR Committee but noted we all are waiting for a clear, concise, consistent message from the Diocese of Peoria for public relations purposes. There is a diocesan school funding meeting in mid-August that Jack plans to attend. The kick-off meeting scheduled for September has been postponed to a later date that has yet to be determined. The final plan will not be put into place until after the Bishop’s approval, so there is time for all to be informed before implementation. Jack advised that he will send all members of the board a copy of the group response he had previously sent to the diocese. Steve Kautz continues to work on the teacher salary scale. The Finance Committee will be meeting again on August 17, 2011.

Buildings & Grounds Committee – Jerry O’Keeffe

Minutes of four Buildings & Grounds Committee meetings had been distributed and read. Linda VanderVennet informed the group of the feasibility study regarding Our Lady of Grace Catholic Academy. Presentations were given to a team of six people who decided to hire Joseph Consulting to go forward with the feasibility study. Tom Showalter shared that the proposal to the diocese was to add a one story addition to one building. The Diocesan Director of Property came and suggested the proposal be changed to add a two story addition. Therefore the price of the proposed project increased to \$530,000. Now they must resubmit the original proposal to the diocese. The diocese gave tacit approval to move ahead with a new proposal. The minutes of the July 19 meeting gives details of the \$530,000. That does not include the \$10,000 fee to Joseph Consulting for the feasibility study. Mrs. VanderVennet spoke about her understanding that the feasibility study fee will be paid by the pastors. There was discussion regarding the diocese being supportive of Our Lady of Grace continuing at its present location. It was pointed out that the Meitler study showed OLGCA as a viable school. Jack Kearney noted that the diocese is relying on the board to play a role, including monitoring enrollment. Jack also noted that at this juncture approval is for the next step, a feasibility study, and not for the entire project. It was agreed that the feasibility study should help provide answers regarding viability. There was then a short discussion regarding buildings and grounds matters at Jordan. Bob Noe pointed out that the committee meeting minutes of June 21 recommend that after the new junior high is built, Jordan has one lease covering the entire school. The old building would be owned by St. Pius with the new building owned by Jordan but on St. Pius property.

Programs Committee – Cindy Keimig

Cindy reported that the Programs Committee received some valuable direction from Brother Dygert by way of Linda VanderVennet and Jane Barrett. Brother Dygert provided the following suggestions for the committee: Annual policy review, including parent/student and faculty/staff handbooks, monitoring testing scores annually, monitoring progress of school improvement efforts and monitoring and facilitating successful completion of state recognition. The committee feels it is good to have structure to guide them and to pass along to future members of the Programs Committee. The committee will meet in September, 2011.

IV. PRINCIPALS’ REPORTS

Alleman High School – Colin Letendre

Copies of Alleman’s Principal’s Report had been distributed and read. Colin pointed out Alleman’s new portable SmartBoard. He also shared the certificates and banners of national recognition that Alleman received for once again winning the Student Food Drive. Colin thanked the other vicariate schools for always helping with the drive. Colin reported that all staff were in place and ready to start the new school year. Alleman has SmartBoards in all

classrooms. There was a discussion regarding SmartBoard in-service and ongoing training, including mentoring by co-workers with advanced abilities. There had been much activity regarding enrollment recently with enrollment expected to stay around 450.

Jordan Catholic School – Michael Daly

Copies of Jordan's Principal's Report had been distributed and read. Mike reported his enrollment at 410 today, had hoped for 450 and budgeted for 430. Last week enrolled ten new students, eight of them preschool. That brought the number of preschool to 64, kindergarten through eighth grade is 346. Mike reported that on-line registration went well, only 20 paper packets were sent out. Jordan has SmartBoards throughout all grade levels beginning with kindergarten. Mike reported that Jordan has a new reading/math resource teacher. It was noted that the position is part time, three afternoon/week. Mike reported that he has made personnel and curriculum changes in the middle school. This is in response to families coming to him. Mike gave credit to Linda and Jane for ideas and information they shared with him. Mike gave an update on Jordan's capital campaign. Fund raisers will be held to repay the loan. Mike thanked Bob Noe for all his help.

Our Lady of Grace Catholic Academy – Linda VanderVennet

Copies of OLGCA's Principal's Report had been distributed and read. Linda reported that in the past few days OLGCA had lost five more families. The majority of those students are in junior high. The enrollment right now is 152. Linda reported that 14 new students had enrolled and that nine more were possible. The lower grades have stronger enrollment numbers. Any loss of students affects OLGCA because of its small size. Linda reported they are working hard to try to improve enrollment. OLGCA also has SmartBoards throughout. Linda reported she has conducted many interviews and is finalizing hiring. A discussion was held regarding Mike Daly inviting OLGCA students to participate in sports with Jordan. Jack noted that should not be a problem, all were in agreement. Jane offered the help of Seton's athletic director.

Seton Catholic School – Jane Barrett

Copies of Seton's Principal's Report were distributed and read. Jane reported Seton's enrollment is 574 today. Seton did get some students that left OLGCA. Jane shared that she and Linda had discussed the situation and agreed it is good that they stayed with a Catholic school. Jane presented the letter and copies of the final report regarding Seton's reaccreditation. Jane shared that it was a lengthy, intense process but 100% beneficial to Seton and totally worth it. Seton has five years to fulfill two recommendations. Cindy pointed out that we all know how great our vicariate schools are but reading the report certainly validates that. All present congratulated Seton. Tom inquired regarding this being marketing material. Jane responded that the diocese has thoughts on that as does the North Central AdvancED.

V. OLD BUSINESS – Jack Kearney

Jack gave an update regarding new members of Alleman's Endowment Fund Trust Committee. New members have been approved by the board. The names were taken to the Bishop on June 8th, but still no word on their approval by the Bishop.

A discussion was held regarding transfers of students to vicariate schools where money is still owed.

VI. NEW BUSINESS – Jack Kearney

a. Trustee Nominations

Jack reminded everyone that they need to recruit qualified, quality members. This will be brought up again in three months.

b. Administrator Salary Approval Process

Jack asked the board to delegate to a subcommittee of the Finance Committee the matter of administrator salary approval. This would help maintain confidentiality and facilitate moving forward. It was agreed.

c. School Funding Calendar of Events

As stated earlier, the school funding model kick-off scheduled for September has been postponed to a yet undisclosed date. August 16th the School Finance Task Force will meet. Jack would like to be at committee meetings.

d. Executive Secretary for 2011-2012: Jane Barrett

Jack congratulated Jane, the new Executive Secretary. Jane thanked Colin and pointed out that he has done a great job in performing the duties and in getting things ready for the next person.

Jack noted that Msgr. Wellman is working on replacing Fr. Walder.

Colin shared that he has a handout on IHSA for anyone wanting one.

VII. NEXT MEETING

The next meeting will be held November 8, 2011 at Jordan at 6 p.m. The board retreat is likely to be scheduled the third week of October.

Dr. Connolly made a motion to adjourn; second by Fr. Ego. All in favor.

VIII. CLOSING PRAYER – Fr. Ego

Respectfully submitted by Kathleen C. Sommers