

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

Seton Catholic Middle School
Moline, Illinois
6:00 p.m.

Trustees Present: Mr. Stan Banaszek, Dr. Edward Connolly, Mr. Jim Harl, Mr. Steve Kautz, Mrs. Cynthia Keimig, Mr. Mike McNeil, Mr. David Mills, Mr. Robert Noe, Dr. Gerald O’Keeffe, Dr. Sue Rector, Mrs. Jennifer Rowe, Mr. Anthony Scott, Mr. Thomas Showalter

Pastors Present: Msgr. Dale Wellman, Fr. Tony Ego, Fr. Keith Walder

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

Absent Excused: Mr. John Kearney, Mr. John Marx, Mr. Tim Murphy, Mr. Paul Salabert, Mrs. Debbie Schwiebert

I. OPENING PRAYER: Mrs. Jane Barrett

II. APPROVAL OF MINUTES: Mr. Thomas Showalter

A correction was made to the minutes of the November 9, 2010 meeting regarding IV.C. Our Lady of Grace Catholic Academy, Mrs. Linda VanderVennet’s Principal’s Report. “None of the respondents chose the Guadalupe site” is corrected to reflect, “28% of the respondents chose the Guadalupe site, 72% chose Our Lady of Grace’s current site.” A motion to approve the minutes as corrected was made by Stan Banaszek; second by Ed Connolly. All in favor. Motion carried.

III. COMMITTEE REPORTS:

III.A. Finance Committee Report: Mr. Jim Harl

A copy of the Finance Committee report was given to each Board member. Mr. Harl reported that the Finance Committee met with the principals on December 1, 2010 to walk through the budgets. All were commended for their efforts. Mr. Harl stated that the committee feels comfortable after the mid-year review. Mr. Tony Scott (representing PR/Marketing/Development Committee) spent some time with the Finance Committee to better understand the role of development. The principals and business managers met with the Finance Committee on January 26, 2011 to go over line item details of each school’s proposed budget. The proposed budgets and circumstances of each school were discussed in detail at that time. All budgets were recommended to be put forth for approval by the Board of Trustees. Mr. Harl explained that Alleman High School had a change in their proposed budget since the January 26 meeting of the Finance Committee. Alleman is now proposing an increase in tuition of \$150 rather than \$100 as had been previously discussed and approved. The Finance

Committee is in approval of Alleman's \$150 increase in tuition. If the Board approves the budgets, they will be presented to Brother William and the Diocesan Finance Committee in Peoria on February 18, 2011 for their approval. A discussion was held regarding whether or not Alleman's \$150 increase in tuition is expected to affect enrollment. Mr. Letendre pointed out that some of the funds from the increase would be put toward financial assistance for families in need, and hopes the increase would not affect enrollment. Development efforts at Alleman were discussed, and meeting the challenges of inevitable changes that will occur in time. Jerry O'Keeffe stated that it is important to raise tuition, there is value there. There is value in showing we know that Catholic education is worth more. A discussion was held regarding some schools having academic fees that are separate from tuition, while others have their fees included in tuition. It was noted that academic fees are non-refundable if separate from tuition. There was an update on the audit at Alleman. As of this date, the final audit results have not been received. A motion to approve the Finance Committee report was made by Jerry O'Keeffe; second by Ed Connolly. All in favor. Motion carried.

III.B. Buildings and Grounds Committee: Dr. Gerald O'Keeffe

A copy of the committee's report was previously sent to each Board member. Dr. O'Keeffe apologized for presenting the Our Lady of Grace Catholic Academy Location Analysis and Recommendation at the last meeting for approval without much notice, but they were faced with a deadline. He thanked everyone for their part in that project. The Buildings and Grounds Committee will have a brief meeting after the Board of Trustee meeting tonight. Dr. O'Keeffe asked the principals to let him know if they have any buildings and grounds issues, otherwise they will be absorbed in the OLGCA project. There was a discussion regarding lack of "wobble room" in OLGCA's budget and the need to find a way to deal with unforeseen expenses that could occur and cause a big problem. A motion to approve the Buildings and Grounds Committee Report was made by Stan Banaszek; second by David Mills. All in favor. Motion carried.

III.C. Programs Committee: Mrs. Cindy Keimig

A copy of the committee's report was previously sent to each Board member. Mrs. Keimig reported that the committee has been meeting regarding handbooks. Alleman, OLGCA and Seton follow the same template as Peoria. Jordan is working on making theirs match the template. Mike Daly has met with the other principals, and is making progress toward that end. The committee is looking for clarity and complete disclosure in all areas. There was a discussion regarding bullying, particularly in regards to social networking. Diocesan policy is referred to in some cases but there are some gaps. The point of view that social networking issues should be dealt with at home and handled by parents was discussed. Mr. Letendre stated that he feels that language in handbooks regarding Christian values and respect can be considered to cover unacceptable social networking behavior. With current handbook language he can respond appropriately to misuse of social networking if the school feels a response is necessary. It is hoped that parents address such issues in the home. A motion

to accept the Programs Committee Report was made by Sue Rector; second by Tony Scott. All in favor. Motion carried.

III.D. Public Relations/Marketing/Development: Mr. Tony Scott
A copy of the committee's report was previously sent to each Board member. Mr. Scott reported that the committee's development goal is to continue to identify and create ideas to get more results with less work. So much of development involves too much "elbow grease" work. Creative ideas are needed to come up with new and different sources of revenue. Catholic Schools Week was discussed. It is a concentrated effort that is successful. There was a discussion regarding the need to sell our strengths, and keeping our strengths on target with our goals. A discussion was held regarding getting our face and story out, specifically at this time to the Arsenal/Army people relocating to the Quad City area. A motion to accept the Public Relations/Marketing/Development Committee Report was made by Bob Noe; second by Jennifer Rowe. All in favor. Motion carried.

IV. PRINCIPALS REPORTS:

IV.A. Alleman High School: Mr. Colin Letendre
A copy of the Principal's Report was previously sent to each Board member. Mr. Showalter spoke about going to a Rock Island Rotary function where Dave DeJaeger and Lynn VanDeHeede did a very good presentation on Alleman High School. There were many positive remarks at and after the meeting, he stated. Mr. Letendre reported that the Catholic Schools Week open house went well. They had about 60 families sign in. Some took the formal tour. Mr. Letendre stated that 119 students took the placement test. This is not as high as the 129 that took it last year, but is higher than the previous year. More students from OLGCA than expected took the placement exam this year. A motion to approve Alleman High School's Principal's Report was made by Jim Harl; second by Tony Scott. All in favor. Motion carried.

IV.B. Jordan Catholic School: Mr. Mike Daly
A copy of the Principal's Report was previously sent to each Board member. Mr. Daly spoke about inquiries from prospective families in Rock Island due to the recent negative media regarding Rock Island public schools. It was reported in the media that public schools in Rock Island are cutting sports and music programs. Mr. Daly is hoping for increased enrollment at Jordan. A motion to approve Jordan Catholic School's Principal's Report was made by Mike McNeil; second by Jerry O'Keeffe. All in favor. Motion carried.

IV.C. Our Lady of Grace Catholic Academy: Mrs. Linda VanderVennet
A copy of the Principal's Report was previously sent to each Board member. Mrs. VanderVennet reported that the new music teacher and new business manager are great additions to OLGCA. The business manager is part time at fifteen hours/week. A motion to approve OLGCA's Principal's Report was made by Stan Banaszek; second by Jennifer Rowe. All in favor. Motion carried.

IV.D. Seton Catholic School: Mrs. Jane Barrett

A copy of the Principal's Report was previously sent to each Board member. Mrs. Barrett stated that her report stands as written. A question was asked regarding curriculum mapping for math. Mrs. Barrett responded that Seton's math curriculum map will be finished this year and Seton will be aligned to the new Common Core Standards for math. In response to another question, Mrs. Barrett explained that the Diocese wants curriculum aligned with the new Common Core Standards. Currently, only math and language arts are available. Mrs. Barrett spoke of the Regional Office of Education workshop on Common Core Standards that she and others from Seton recently attended. Also in attendance were Michelle Gau from Alleman and Mike Daly. Mr. Harl asked if it would be possible to get summaries of standardized testing for all four vicariate schools. A motion to accept Seton Catholic School's Principal's Report was made by Cindy Keimig; second by Tony Scott. All in favor. Motion carried.

V. **NEW BUSINESS:** Mr. Jim Harl

V. A. Alleman High School Budget

A copy of the Finance Committee 2011-2012 Budget Resolutions was given to all Board members, which included the latest budget figures from Alleman. Mr. Harl pointed out that Alleman's parish assessment figures were down, which is something we all need to move toward in establishing the future funding model. Parish assessment dependency should be minimized with a move toward higher tuition. This is a shifting that puts more on the parents. There is a feeling that some families can pay higher tuition costs and will. There needs to be financial assistance for those who cannot pay cost based tuition. There was a discussion regarding Alleman's tuition being the lowest in the Diocese and one of the lowest in the state. Alleman has been able to do that because of a strong development fund. Mr. Noe stated that the parents who can afford cost based tuition are the ones that step up and help with the success of fundraising. A motion to approve Alleman's Budget Resolution as specified in the Finance Committee 2011-2012 Budget Resolutions, Resolution #1 was made by Jennifer Rowe; second by Jerry O'Keeffe. All in favor. Motion carried.

V.B Jordan Catholic School Budget

Mr. Harl reported that tuition is up 5.6% for the coming school year. A motion to approve Jordan's Budget Resolution as specified in the Finance Committee 2011-2012 Budget Resolutions, Resolution #2 was made by Cindy Keimig; second by Jerry O'Keeffe. All in favor. Motion carried.

V.C. Our Lady of Grace Catholic Academy Budget

Mr. Harl explained that there is no increase in tuition at OLGCA, few can pay full tuition there. There is also no raise in teacher base salary for 2011-12. There was a discussion regarding the history of parish assessments at OLGCA. A motion to approve OLGCA's Budget Resolution as specified in the Finance Committee 2011-2012 Budget Resolutions, Resolution #3 was made by Stan Banaszek; second by Mike McNeil. All in favor. Motion carried.

V.D. Seton Catholic School Budget

Mr. Harl pointed out that Seton's tuition is increasing by almost 6% for the coming school year. Seton's projected enrollment is slightly down, though still healthy. A motion to approve Seton's Budget Resolution as specified in the Finance Committee 2011-2012 Budget Resolutions, Resolution #4 was made by Ed Connolly; second by Cindy Keimig. All in favor. Motion carried.

Mr. Thomas Showalter commended the Finance Committee members, principals and business managers for all their hard work on budgets.

V.E. Trustee Term Renewals: Mr. Thomas Showalter

Mr. Showalter stated that Jack Kearney had contacted all five Trustees that are up for renewal, and all have agreed to stay. The five Trustees are: Mr. Stan Banaszek, Mr. David Mills, Mrs. Cindy Keimig, Mrs. Jennifer Rowe and Mr. Tony Scott. A motion to approve the renewal of these five Trustees was made by Bob Noe; second by Jim Harl. All in favor. Motion carried.

V.F. New Trustee Nominations: Mr. Thomas Showalter

There has been a proposal to add an additional member to the Board of Trustees. There are eighteen Trustees now, the by-laws specify there may be twenty five. Mrs. Cindy Keimig has recommended Mrs. Sheilah Keeven. A nomination form was given to each Trustee containing information on Mrs. Keeven. There was a discussion regarding adding this new member. Mr. Letendre spoke of a positive conversation he had with Mrs. Keeven. A motion to pass this new Trustee nomination to the Pastor's Board was made by Steve Kautz; second by Tony Scott. All in favor. Motion carried.

V.G. Special Recognition

Bob Noe suggested it would be a good gesture to send a note of congratulations to Dr. Bill Burrus, principal of Moline High School, on receiving an award for 2010-2011 High School Principal of the Year by the Illinois Principal Association. Sue Rector said she would write the congratulatory letter.

VI. NEXT MEETING:

Our Lady of Grace Catholic Academy, May 10, 2011 at 6:00 p.m.

VII. CLOSING PRAYER: Msgr. Wellman

Respectfully submitted,
Kathleen Sommers, Recording Secretary

