

Diocese of Peoria  
Rock Island Vicariate Catholic Schools  
Board of Trustees Meeting Minutes  
May 10, 2011

Our Lady of Grace Catholic Academy  
East Moline, Illinois  
6:00 p.m.

Trustees present: Mr. Stan Banaszek, Dr. Edward Connolly, Mr. Jim Harl, Mr. Steve Kautz, Mr. John (Jack) Kearney, Mrs. Cynthia Keimig, Mr. John Marx, Mr. Mike McNeil, Mr. Tim Murphy, Mr. Robert Noe, Dr. Gerald (Jerry) O’Keeffe, Dr. Susan Rector, Mr. Paul Salabert, Mrs. Debbie Schwiebert, 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. David Mills, Mrs. Jennifer Rowe, Mr. Anthony Scott  
Also in attendance: Mrs. Sheilah Keeven

**I. OPENING PRAYER:** Mrs. Linda VanderVennet

**II. APPROVAL OF MINUTES:** Mr. Jack Kearney  
One correction was noted to the February 8, 2011 meeting minutes. Jordan School’s Principal’s Report, IV. B., is corrected to state, “It was reported in the media that public schools in Rock Island are considering cutting sports and music programs.” A motion to approve the minutes as corrected was made by Dr. Connolly; second by Msgr. Wellman. 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 member for review. Jim reported that the focus of the past months was looking at budgets and getting approval. Jim spoke about the positive note he received from Brother Dygert. Another recent area of focus has been the Alleman audit. Results were received in December. They are working through the four main points that surfaced, all are being addressed. This matter will be reviewed at the next Finance Committee meeting on June 1. Jack then reviewed the audit report that had been distributed, giving a summary of the layout and content of the audit report. It is good for the board to become familiar with this standard audit report format, Jack noted. Jim spoke about the effort that Steve Kautz is leading to examine teacher salary scales. We are a long way from where we need to be. Work will continue on that issue.

III.B. Buildings and Grounds Committee Report: Dr. Jerry O’Keeffe  
A copy of the committee’s report was previously sent to each member for review. OLGCA renovation is still the major focus of this committee. Jerry reported that

they had heard from the Pastor's Board regarding the courtyard project as well as the roof and the boiler projects. The committee is waiting for a response regarding the feasibility study. Jerry reported that the Director of Property from Peoria was contacted. He spoke favorably that he had been consulted before anything was done. Jerry reported that Linda had been keeping the OLGCA families informed by letters and by putting information in bulletins. Jerry also reported that the committee had spoken with all three principals that have lease agreements. The status of Seton's, Jordan's and OLGCA's lease agreements was discussed. There will be a brief meeting of the Buildings and Grounds Committee after this board meeting.

III.C. Program Committee: Mrs. Cindy Keimig

A copy of the committee's report had previously been distributed to each member for review. Cindy spoke about diocesan policy on social media usage; discussion followed. Cindy reported that ITBS and ACT test scores are needed by the committee, as is stated in their report. There was a brief discussion regarding language enrichment. This committee will meet again in June.

Colin pointed out that schools need approval for their parent/student handbooks early in the summer to ensure time for printing and distribution. Board endorsement for parent/student handbooks is needed at this meeting, but faculty/staff handbook endorsement can wait until August. Cindy reported that all parent/student handbooks have been reviewed by the committee. Mike Daly thanked Jane and Linda for their help with Jordan's handbooks. Jack noted that the enhanced collaboration is working. Jack asked if all school's parent/student handbooks are on the web. Alleman handbook is not. Elementary school handbooks are. Cindy Keimig made a motion that the Board of Trustees endorse the parent/student handbooks for all vicariate schools; second by Jim Harl. All in favor. Motion carried.

III.D. Public Relations/Marketing/Development Committee: Mr. Tim Murphy

A copy of the committee's report had previously been distributed to each member for review. Tim reported that much collaboration had happened over the past year and they all learned from one another. This led to the use of best practice with regards to media usage. Tim noted that in the past year goals had been put in place to measure the success of their efforts. Progress was made, and in many areas goals were met. All four schools met their development goals for the past year, Tim reported. He further reported that they are learning from their constituents, their families, by doing surveys twice a year to get feedback. The survey used is similar to the one used in Seton's reaccreditation process. Tim then noted the committee is open to questions and suggestions. Jack noted that the committee's report contained many important key items. Cindy spoke about seeing more media coverage for the vicariate schools. Tim gave credit to the

principals for that. John Marx gave a rundown on the coverage of vicariate schools in the *Dispatch/Argus* newspapers lately.

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#### **IV. PRINCIPALS REPORTS**

##### **IV.A. Alleman High School: Mr. Colin Letendre**

A copy of the Principal's Report was previously sent to all members for review. Colin noted that he is looking for an English teacher in addition to the personnel matters specified in his report. A discussion followed regarding the difficulty in finding and keeping teachers. Colin mentioned that he feels when the teacher salary scales are improved that will help. Colin spoke about how he tries to get the word out through a network of people to find a pool of applicants, but the pool is very limited in the areas of math and science. Bob Noe asked about teachers who had retired from public schools. Colin answered that some are a part of his network, but none have been interested. Colin reported that Alleman had been receiving a few calls from families that are being relocated to the Arsenal.

##### **IV.B. Jordan Catholic School: Mr. Mike Daly**

A copy of the Principal's Report was previously sent to all members for review. Mike reported that his teachers appreciate their new SmartBoards. Mike spoke about the groundbreaking ceremony held at Jordan on May 6<sup>th</sup>. Mike had notified Peoria prior to the event. Mike reported that the land would be owned by St. Pius Church and the building would be owned by Jordan. Mike spoke about the ease of having a successful trivia night fund raiser. A brief discussion was held regarding their lease agreement. Jim Harl inquired regarding Jordan's projected ultimate debt. Mike responded that it might be \$400,000 when all is said and done. Jim then asked about the plan to pay it back. Mike responded that they would borrow from Peoria and repay it over twenty years, using money made at fund raisers. Jordan's projected enrollment was discussed. Mike noted that prospective family inquiries had been picking up lately, but that he still expected a shortfall in enrollment of approximately 25 for the 2011-2012 school year. Jim Harl spoke about the importance of the board making a concerted effort to change the trend and help Jordan grow. Jack Kearney asked that enrollment numbers be presented in terms of preschool/pre-kindergarten as one category and kindergarten through eighth grade as a separate category.

##### **IV.C. Our Lady of Grace Catholic Academy: Mrs. Linda VanderVennet**

A copy of the Principal's Report was previously sent to all members for review. Linda reported that she is cautiously projecting an enrollment of 156 for the 2011-2012 school year. That would be 24 pre-kindergarten and 132 in kindergarten through eighth grade. Their current enrollment is 30 pre-kindergarten and 127 in kindergarten through eighth grade. Linda spoke about changes in teaching assignments for six of the nine teachers. They are embracing the change and the chance to be renewed, Linda reported. She further reported that only the music

teacher is not returning. Linda gave her new email address, and invited all present to the upcoming musical performance as well as graduation at OLGCA.

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

A copy of the Principal's Report was previously sent to all members for review. Jane reported that Robyn McCracken, sixth grade science teacher, resigned. She has accepted a position with Peoria Manual High School for the 2011-2012 school year. Jane noted that this resignation helps, since it is likely there will be only two sections of kindergarten again in the coming school year. Jane added that Connie Knuckey, middle school secretary, is retiring at the close of this school year. When asked about enrollment for the coming year, Jane responded that she is hoping for 588, but right now it is difficult to predict. There have been many inquiries from prospective families. It is hard to say how many will enroll, Jane reported. She further reported that Seton had been officially recommended for full accreditation. She received the report today but has not had time to fully read it. Mike commended Jane and her faculty and staff for their hard work. Jane replied that her faculty and staff all worked very hard throughout the process.

V. **NEW BUSINESS: Mr. Jack Kearney**

V.A. Trustee Nominations: Mr. Jack Kearney

Jack reported that all five trustees whose terms are expiring have agreed to continue to serve. Jack noted that Cindy had recruited another talented individual, Mrs. Sheila Keeven, who was approved by the pastors' board. Therefore all will be returning plus a new member. Jack reminded the board to please continue to look for talented people to recruit throughout the year.

V.B. IHSA Membership: Mr. Colin Letendre

Alleman High School's membership in the IHSA must be renewed. It is a voluntary organization, but renewal must be recorded in the Board minutes.

There are no fees or dues. A brief discussion was held regarding continuing the membership. A motion was made to continue Alleman High School's membership in the IHSA by Colin Letendre; second by Cindy Keimig. All in favor. Motion carried.

V.C. Principals' Evaluations: Mr. Jack Kearney

Jack reported that Colin Letendre and Mike Daly had been evaluated before Christmas, each by a team. The team captains gave copies of evaluations to Jack and he was told to give a verbal report to the board. Jack reported that both turned out well, very strong. Jack further reported that both principals were positive regarding the input they received, and had attitudes reflecting a desire to know ways to improve. Both evaluations were positive, Jack reported, and advised that he would entertain any questions privately after the meeting.

- V.D. Alleman's Endowment Trust Committee: Mr. Jack Kearney  
Jack spoke about needing endorsement for three additional members of the Alleman Endowment Trust Committee. Jack reported that Alleman has an

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endowment fund that is driven by a trust agreement governed by a Trust Committee. That committee has broken down and needs to be revived. Jim Harl made a motion to recommend Msgr. Dale Wellman, Fr. Tony Ego and Steve Nelson for endorsement to the Alleman Endowment Trust Committee; second by Colin Letendre. All in favor. Motion carried. Jack spoke about how much he appreciates the two pastors agreeing to serve on yet another committee.

- V.E. Regional Meeting: Mr. Jack Kearney  
Jack reported regarding the upcoming Regional Diocesan meeting on funding. Jack advised that a summary would be sent out prior to the meeting. Jack reminded the board that this is an attempt to succeed in the commitment that every parent that wants their child to attend a Catholic school will have funding available to help. It is also an attempt, Jack further reported, to provide some relief to parish assessments, though parish assessments are not going to be zero. Jack advised everyone to be sure to read it all, try to understand it and not see only the negative. He further advised that it is everyone's job to help sell this in a positive way. It will take time to implement. There was a discussion regarding members having conflicts with the meeting date/time. Besides the summary that will be available, those who attend will be able to share information with those unable to attend. Msgr. Wellman spoke about Spalding Scholarships coming out of the "Rooted in Faith" campaign, and that over \$600,000 was given out in scholarships across the Diocese.

## **VI. NEXT MEETING**

The next Board of Trustee meeting is scheduled for August 9, 2011 at Alleman. Jack pointed out that the 2011-2012 meeting dates are on the agenda. If anyone has a major conflict, let Colin know and he can adjust dates. Msgr. Wellman thanked Fr. Walder for his years of service to the Rock Island Vicariate. Msgr. Wellman reported that official notification was received that Fr. Walder would be transferred to Chilicothe. The board then expressed their thanks to Fr. Walder. Msgr. Wellman noted that the Pastor's Board would wait for new assignments to be completed before proceeding to fill the vacancy.

## **VII. CLOSING PRAYER: Fr. Keith Walder**