

**St. Stephen the Martyr
Board of Education Minutes
January 19, 2010**

Attendance: Nicole Neesen, Dr. Dave Peters, Sandra Jameson, Tom Jorgensen, Al Zach, Sue Knier, Jeanne Meyer, Joyce Snowden, Greg Youell, Mary Maguire, Fr. Jim Tiegs

I. Opening Prayer: The meeting was called to order with a prayer.

II. Approval of Nov. 17, 2009 Minutes: The minutes were approved as written.

III. Religious Education Report: Mary Maguire

- A. Calendar items were shared.
- B. Many new catechists are needed for the rest of the year because current catechists have experienced changes in work and personal schedules.
- C. Sunday School students are participating in several service projects (Project Linus, 40 Cans for 40 Days, joining school in Catholic Schools Week project for Our Lady of Guadalupe).
- D. Sacramental Preparation for Confirmation and First Communion continues.
- E. Planning for Vacation Bible School is underway, with registrations beginning in 5 – 6 weeks.
- F. Registration and planning for the 2010-2011 school year will begin the end of February.
- G. Youth Ministry**
 - 1. Parent's Night Out will be held on Feb. 6. 125 children attended the last one.
 - 2. Soup Supper will be held Feb. 17, with money collected going to the poor.
 - 3. Wednesday Small Groups (high school) are using the program, "Theology of the Body".
 - 4. The Walk for Life in Washington, D.C. will be held this weekend. Two students from our parish joined students from Skutt Catholic High School for the trip.
 - 5. Life Teen students are studying Social Justice and Vocations this semester.
 - 6. Edge students begin and end each session with prayer in the Daily Mass Chapel.
 - 7. Planning is underway for the Steubenville Conference (July 16 – 18) and the Life Teen Mission trip to St. Louis (July 25 – 31).
- H. The calendar for the 2010 – 2011 year was reviewed and approved by the Board of Education.

IV. School Report: Dr. Dave Peters

- A. Calendar items were shared.
- B. The School Advisory Committee presented the 2010 – 2011 school calendar for approval. After discussion, the Board of Education approved the 2010 – 2011 calendar.
- C. A demerit report for the first and second quarter was shared.

- D. A “snow day” report was shared. SSM has many more student and staff hours scheduled than the state requires. At this time, no days need to be made up.
- E. The choice of school uniform providers was discussed. SSM currently has an agreement with Dennis Uniform, but is looking at other providers, and will try to work out a compromise that will be best for families and the school.
- F. The US Cellular promotion has ended. SSM won’t find out if it has won the \$100,000 until sometime in February.
- G. The Catholic Schools Week calendar of events was shared. The theme this year is “Dividends for Life.”
- H. Lent – Dates have been set for students to attend the Stations of the Cross and receive the sacrament of Reconciliation.
- I. A new Social Studies series has been chosen for next year: Harcourt Social Studies 2010 (an update of the 2003 currently being used).
- J. Toby Letak, the seminarian from SSM, was thanked for visiting every classroom while he was home from school.

V. Pastor’s Report: Fr. Jim Tiegs

- A. The maintenance staff was thanked for the incredible work of keeping up with snow removal during the recent storms.
- B. Parishioners were thanked for their generosity with both the Christmas collection and the Catholic Relief Services collection for Haiti.
- C. Home and School Association was thanked for their leadership and enthusiasm during the US Cellular promotion.
- D. The process of hiring an Assistant Principal has begun.
- E. The Finance Council is working on the budget, and hope to set tuition rates and staff pay by mid-February.
- F. The parish has been able to keep up with its bills, but the extremely high costs for snow removal are still coming in.
- G. A ministry conference will be held on Jan. 26 to discuss new parish goals as we look ahead to our 25th anniversary.

VI. Old Business

- A. During Catholic Schools Week, the BOE will serve cookies to all our teachers, volunteers, and catechists. Board members will be scheduled to pass out these treats.
- B. Al Zach, our president, has been appointed to the Archdiocesan School Board.
- C. Parent/Staff surveys are being revised. A timeline for putting them out on Survey Monkey and for their return will be decided.
- D. The revision of BOE policies continues. After discussion, the following BOE policies were given 1st round approval:
 - 1001 – Annual Review of Policies
 - 2030 – Teacher Associates Assignments
 - 3000 – Admissions Guidelines
 - 3005 – Tuition Refund Policy
 - 3020 – Evaluation of Certificated School Staff by Principal
 - 3050 – Eighth Grade Washington, D.C. Fundraiser

- 3051 – Student Eligibility for the Eighth Grade Washington, D.C. Trip
- 3055 – Nuisance Items
- 3610 – Classroom Assignment Policy

VII. New Business

- A. Because of a conflict with the Washington, D.C. trip, a discussion was held about changing the date of the April BOE meeting. It was decided that the meeting date will stay the same.
- B. The date for Board of Education elections needs to be set. There will be two positions open.

VIII. Adjournment and Prayer