

**St. Stephen the Martyr  
Board of Education Minutes  
March 15, 2011**

**Attendance:** Sandra Jameson, Jeanne Meyer, Joyce Snowden, Nicole Neesen, Greg Youell, Jaime Bizal, Chris Shouse, Dr. Dave Peters, Tom Jorgensen. Absent: Mary Maguire and Fr. Jim Tiegs.

**I. Opening Prayer:** The meeting was called to order with a prayer led by Jeanne Meyer.

**II. Approval of the February 15, 2011 Minutes:** The minutes were presented for approval. After discussion, it was moved and seconded to approve the minutes as amended. The motion carried.

**III. Religious Education Report:** Due to Mary Maguire's illness, Sandra Jameson reviewed highlights of Mary's report.

- A. Calendar items were shared including the upcoming First Communion Masses and rehearsal dates.
- B. Registration for Vacation Bible School "Pandamania" is underway. The first session from June 6 – 10 is already closed.
- C. Youth Ministry will again be presenting the Passion Play on Good Friday at 5:00 p.m.
- D. The teen Sunday School catechists have organized 40 Cans for 40 Days as a benefit for St. Stephen's food pantry.
- E. Registration for 2011 – 12 Religious Education classes has begun.

**IV. School Report:** Dr. Dave Peters

- A. Calendar items were shared.
- B. Teacher contracts for the 2011-2012 school year went out to teachers today. Dr. Peters presented a summary of faculty benefits and the board discussed how this compares with other Catholic schools. Some of the benefits such as health insurance and disability insurance are provided through the Archdiocese. The benefits are currently being reviewed by the Finance Council. The schools in the Archdiocese are a federation of independent schools. As such, some of the benefits may be provided through the Archdiocese, but benefits offered by all schools are not standardized.
- C. Registration is underway. Dr. Peters reaffirmed Fr. Jim's commitment that no child will be turned away from a Catholic school education solely due to finances. Any family needing assistance is referred to the Children's Scholarship Fund or the tuition assistance program.
- D. The School Advisory Committee met prior to the BOE meeting and discussed a proposed middle school PE uniform policy. After review of the change, approval was given to implement the middle school PE uniform.
- E. Kindergarten parent information night went very well. Kindergarten parents were also provided information about the Kidzone after school program. It is anticipated that approximately 60 – 65 incoming Kindergarten students are siblings of current students or are currently in our Pre-K program.
- F. St. Stephen the Martyr School will participate as a technology pilot school for the Archdiocese during the 2011-12 school year and Ms. Fosco will provide feedback and assist in re-writing any new technology program standards for Archdiocesan schools.
- G. The administration is currently reviewing school lock down procedures and considering implementation of a color coded lock down policy with varying degrees of procedures to be followed by teachers based on the severity of the lockdown code.

## **V. Pastor's Report:**

- A. Due to Fr. Jim's illness, Tom Jorgensen presented the Pastor's report.
- B. The parish budgeting process is still underway with budgets for maintenance and kitchen currently being considered. Teacher contracts have been issued as previously discussed and the registration process for the 2011-2012 school year is currently underway. The budget must be approved by the Finance Council twice (currently scheduled for April 1 and May 2<sup>nd</sup>) prior to submitting it to the Archdiocese prior to June 1.
- C. The next Strategic Planning Retreat is scheduled for March 19<sup>th</sup> to complete a working document for the town hall meeting scheduled for April 7<sup>th</sup>.
- D. Special thanks were given to BOE members who worked with Tom Jorgensen to review and consider updates to the Board of Education Constitution. Tom has prepared a draft version for discussion and additional input from the Board. The revised document will be sent to Fr. Gilg, Archdiocesan Superintendent, for evaluation. A second draft of the Constitution will be presented at our next board meeting.

## **VI. Old Business**

The time period has ended for responding to the BOE surveys. Sandra Jameson reported the initial number of responses for each survey category. There was some discussion whether doing a BOE survey every other year would be more effective. More survey information will be provided prior to the next BOE meeting.

## **VIII. New Business**

Teacher, Support Staff, Catechist, RE Volunteer, and Youth Minister of the year recognition forms were discussed and will be sent out by school and RE newsletters. The deadline for responses was set for Sunday, April 17<sup>th</sup>.

Agenda items for future meetings were discussed.

## **IX. Adjournment and Prayer**

The meeting was adjourned with a closing prayer.