

**St. Stephen the Martyr
Board of Education Minutes
May 18, 2010**

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

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

II. Welcome to New Board Members: New board members Chris Shouse and Jaime Bizal were welcomed. The Board did a faith-sharing ice breaker.

III. Approval of April 20, 2010 Minutes: The minutes were presented for approval.
Motions by Nicole Neesen, Joyce Snowden.
The minutes were approved.

IV. Religious Educaiton Report: Mary Maguire

- A. Calendar items were shared.
- B. End of 2009-2010 year has gone well: Confirmations; Catechist, Volunteer, and Youth Ministry Volunteer of the Year awards; End of Year prayer services. It was noted that many families of children receiving sacraments in RCIC have contacted the parish and want to become active in their faith.
- C. Vacation Bible School is coming for two weeks in June. Volunteers are still needed.
- D. 1. 2010-11 RE: Although the number of catechists had been low, they are starting to sign up pretty well now. They are trying to prepare for the change in Mass translations. Fr. Tiegs said that the changes are anticipated to be implemented in December 2011.
2. Mary Maguire is on the RELCO board, and it is a good time to be on with a lot going on right now.
- E. Youth Ministry: End of year and summer events schedule was summarized.
- F. Safe Environment / "Circle of Care": Certifications can be updated online in August 2011. This is particularly important due to the very large first cycle of people that will be soon coming up for certification renewal.
The Archdiocese has been active in anti-pornography ministries. This is a growing problem with current technology and the Church has been behind on this issue and is trying to provide resources.

V. School Report: Dr. Dave Peters

- A. Enrollment / registration report was given. 874 are currently enrolled for 2010-11, and at least 15 more are expected to enroll as of the Board meeting.
Pre-K sessions and options for the future were discussed.
- B. Kidzone: SSM applied for increase from 125 to 200 kids for fall, and were given verbal confirmation that it would be approved. Staff will be added as necessary to accommodate additional children.
- C. Personnel: New Assistant Principal Jim Lebeda has been announced. It is a new position. Duties will include "PR" such as working with alumni, help with observation and evaluations, and will continue part-time as PE teacher.
The Board discussed the selection process of the position and the reactions that Board members have been hearing from fellow parishioners.

- Fr. Tiegs gave his perspective on the new position.
Dr. Peters said that overall staff reaction has been good with very few exceptions.
- D. The new technology/internet policy was distributed. Miss Fosco will now be serving on the Archdiocesan technology committee.
 - E. 5th grader Kelly Augustine won the statewide pro-life contest. Her artwork will go on cards and SSM receives \$ 500.

VI. Pastor's Report: Fr. Jim Tiegs

- A. Finance Council finalized and recommended 2010-2011 parish budget.
- B. Review of Confirmation Masses and thanks to all who assisted.
- C. New Assistant Principal Jim Lebeda will be attending Notre Dame University's Youth Sports Initiative, a program to help teach Catholic values through sports more explicitly.
- D. The parish's strategic planning process is underway, using consulting services to guide the parish into the next few years. An action plan should be ready by June 11 2011 with possible capital campaign to follow. A core group of 35 persons from the parish is being invited to help plan this process.
- E. Professional facilities assessment will be given June 1. It will report on facilities' space and safety needs. Electrical demand is a particular concern.
- F. Report on tuition for St. Charles parishioners attending SSM school.

VII. Old Business

- A. Parish / staff surveys update.
The Board still would like to give some feedback parents and staff so that they know their input was read and is valued. Al Zach is still working on a summary for Fr. Tiegs.
- B. BOE Policy Manual will be delayed for next month.
- C. Awards have been or will be presented for end of the year award recipients. Greg Youell volunteered to present the Support Staff and Teacher of the Year award at the School's closing Mass.

VIII. New Business

- A. Meeting dates for next year will remain the same, the 3rd Tuesday of each month. No meeting is planned for the month of July.
- B. A list of what the Board of Education has typically done each month in past years was handed out.
- C. The Board elected the following positions:
Vice President: Jeanne Meyer
Secretary: Joyce Snowden
School Advisory Liaison: Nicole Neesen
R.E. Advisory Liaison: Jaime Bizal
Special Projects: Chris Shouse, Greg Youell
- D. Draft 2010-11 Faculty, Family, Catechist and Parent Handbooks were handed out for first review. Board members were asked to bring back with questions and comments.
- E. The Board has historically given a donation for a prize for the Parish Festival. Options include donating something like frequent flyer miles or simply making a donation. Ron Meier will be contacted to see what would be best for the Festival.

IX. Adjournment and Prayer