



ST. MONICA SCHOOL  
*"Learn, live and love through Jesus"*

## School Board Committee Meeting Minutes

**Date: February 5, 2009**

Item	Discussion Summary	Action / Follow-up Required
<b>Attendance</b> <ul style="list-style-type: none"> <li>• Excused</li> <li>• Guests</li> </ul>	Pam Coleman (excused), Fr. Jerry not in attendance. All other members present	
<b>Meeting Notes</b>		
1. Call To Order and Opening Prayer	A. Phillips (Call to Order) T. Eck (Prayer)	
2. Approval of Minutes	January minutes approved.	
3. Review of Agenda and Announcements	A. Phillips <ul style="list-style-type: none"> <li>• Listening sessions scheduled for February 10 after the school mass and at 6:00pm. SBC members sign up to attend. (Promotion flyer distributed to SBC members)</li> </ul>	
4. Pastor's Report	None	
5. Principal's Report	Ms. Schram presented the principal's report: <ul style="list-style-type: none"> <li>• Indoor study hall working somewhat well---a little noisy. Mon-TH go to library during lunch recess.</li> <li>• New: Kids (older) can sign up to use the foosball table during lunch. 8 at a time.</li> <li>• Overall registration is going well (28 in K4). Families: 197 registered (waiting for 28 current families) with 8 new families, 7 being lost.</li> <li>• From Technology Meeting: A better accounting of computers is needed. Looking to the future with wireless, laptops. Will promote more weaving of subjects into Weckwerth's classes and will promote more technology especially for 7<sup>th</sup> &amp; 8<sup>th</sup> grades</li> <li>• Spanish class upgrade: Will add more Spanish class days to 6<sup>th</sup>-8<sup>th</sup> gr. The goal: more intermediate level Spanish.</li> <li>• Scheduling: 2 Early Release days (11:30) were put in the calendar this year to allow teachers more productive in-service meetings. For next year, proposing only one 2:30 dismissal day per month and roughly one 11:30 dismissal day per month to give teachers more adequate &amp; productive time to get their business done.</li> <li>• Uniform policy currently being considered by a small committee. Comments or suggestions can be directed to M. Schram.</li> </ul>	1.



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6. Home & School Report	L. Nelson reports: <ul style="list-style-type: none"> <li>• Traffic patterns during drop-off and pick-up continue to be discussed as problems with safety and congestion continue.</li> <li>• The school Open House was successful. Around thirty new families came to visit.</li> <li>• Chinese Acrobats are coming 2/11 as part of the Multicultural Arts program.</li> <li>• Scrip continues to be successful. Information is now being sent in recruitment packets. Several families have earned over \$500 in tuition credit this year.</li> <li>• The 50<sup>th</sup> Auction &amp; Dinner Dance will stay generally the same due to Fr. Jerry's request.</li> <li>• Uniform changes and ideas were discussed. (coulettes? Spirit wear?) A need for consistent uniform enforcement was brought up.</li> <li>• Christian Formation rep. suggested the parish find a point person to connect volunteers from non-school families. Service projects with Sunday school kids are being pursued</li> <li>• Volunteer roles and obligations were discussed including 2 new positions of "enrichment coordinator".</li> <li>• Athletic issues were discussed including: individual team sweatshirts &amp; logos, and individual team acknowledgements. Less exclusion and more general acknowledgements were suggested.</li> </ul>	
7. Teacher's Report	M. Mullaney reports: <ul style="list-style-type: none"> <li>• Teachers were thankful of how well they were treated during Catholic Schools week. (Open house Sunday is not their favorite day to be at school, but the quality treatment they received, made it easy to be there.)</li> </ul>	
8. Faculty Presentation	Anti-Bully Committee update. (M. Stewart reports) <ul style="list-style-type: none"> <li>• Handout was distributed.</li> <li>• Communication with students/helpers/&amp; staff encouraged. Immediate &amp; direct action is encouraged.</li> <li>• Working on "Non-Verbal Bullying" and "Cyber Bullying".</li> <li>• Teachers having monthly (or more as needed) in-class meetings</li> <li>• ABC committee teachers are meeting monthly.</li> <li>• Anti-Bullying t-shirts were a hit!</li> <li>• Teachers are incorporating the ABC policies to deal with in-class bullying problems</li> <li>• Recess monitors are communicating with staff regarding playground bullying incidents</li> </ul>	



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9. Parent Comments	None	
10. New Business	<p>SBC presentation to Parish Council Report:</p> <ul style="list-style-type: none"> <li>• B. Jablonowski reports. (Handout distributed)</li> <li>• SBC made a presentation to Parish Council to fill in PC about school activities. Including the anti-bullying program, financial aid process and considerations (emergency situations, etc.) It was suggested to use the \$ from the parish-to-school donation surplus and funnel it into financial aid. (25% of school surplus currently goes back to the church.). PC said they would look at not taking back the 25% overage amount.</li> <li>• T. Eck asked if the Parish could cut the \$365,000 it donates to the school if their income got tight. B. Jablonowski answered: That would be up to the Parish Council, however he does not believe that is an action they would take unless they absolutely had to.</li> </ul>	
11. Old Business	<p>Financial Aid Policy: S.Boettinger reports:</p> <ul style="list-style-type: none"> <li>• (Handout distributed-The only change from last month's proposed suggested guideline sheet was the financial limitation per family.)</li> <li>• Spoke with the FA service about adding our own changes to their application for a small fee. The FA service does not send the applicant any additional info except what is online regarding their status. Application could go online after school signs contract in roughly 1-2 weeks. FA service will accept applications within the timeframe SMS dictates. They will make recommendations based on how we ask them to disperse our funds. Cost is minimal (\$1 per app) to ask them to change the dispersal rules and re-run a report.</li> <li>• B. Jablonowski recommended that we define the FA "subcommittee" as an independent group that reports to father.</li> <li>• A. Phillips motioned C. Hutt second, all in favor to motion to approve the "Guidelines and Process" as distributed by S. Boettinger. Boettinger to add dates of application to the guideline document.</li> <li>• Need to establish the dates of application: March 1-May 1 with understanding that no aid is avail after May 1. (PTF app will be available online).</li> <li>• Emergency financial issues to be addressed at next SBC meeting. Including who people go to when they cannot meet their financial commitments. P. Mattix: We can ask TMS to follow up on delinquent families and send them to collection with our approval. Currently around 10 families have been contacted by M. Schram regarding seriously delinquent accounts</li> </ul>	1



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	Priority List Policy: <ul style="list-style-type: none"> <li>• P. Mattix reports: \$156,000 available for priority list items. Parish accountant pleased with current process of billing. The H&amp;S surplus and operating surplus goes into the priority list account. Mattix asked: How do we pull money away from this account to offset tuition?</li> <li>• At March/April meetings we will decide how to deal with surplus money and the 25% diocese payment.</li> </ul>	
12. Subcommittee and Liaison Reports		
<ul style="list-style-type: none"> <li>• Finance Committee (Eck, Mattix)</li> </ul>	T. Eck Reports: <ul style="list-style-type: none"> <li>• Budget handout distributed.</li> <li>• When looking into why the budget appeared askew, it was understood that the average monthly tuition payment is around \$50K, but the semi-annual payments that are collected in Jan at \$88K made the budget appear off. We are now on schedule (assuming we collect the avg \$50k/mo) to meet the rest of the \$200K we are budgeted to bring in this school year. (Delinquent tuition payments also change the average collection amounts). Overall we are on course to stay within the budget.</li> <li>• Noted that the Art supply budget has almost been spent in its entirety by mid-year, and will need to be adjusted. There is a copy machine expense and a relatively low printing cost. Overall it was noted that the school has been more consistent these past two years in applying correct line-item expenses, helping keep a more accurate accounting of funds.</li> <li>• Archdiocese will increase pension collections (in September) to accommodate the market fall.</li> <li>• This year we are caught up on old expenses. (per parish accountant)</li> </ul>	
<ul style="list-style-type: none"> <li>• Professional Growth Committee (Coleman, Mattix)</li> </ul>	Recommendation was made to start putting notes in the Weekly Reminder to help encourage prospective SBC applicants to come to SBC meetings.	
<ul style="list-style-type: none"> <li>• Diversity Committee (Phillips, Christensen)</li> </ul>	A. Phillips reports: He emailed Tom Mlada to ask parents to join the Diversity committee	
<ul style="list-style-type: none"> <li>• Education and Policy Advisory Committee (Boettinger, Hutt, Phillips)</li> </ul>	No report.	
<ul style="list-style-type: none"> <li>• Parish Council Liaison (Finn)</li> </ul>	C. Finn reports: <ul style="list-style-type: none"> <li>• PC was pleased with SBC presentation at the PC meeting. Plans are coming together for a late</li> </ul>	



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	<p>March "Parent Volunteer Recruitment Day" to be held after masses with testimonials from other volunteers. The purpose is to help solicit volunteers from the parish. Parishoners will be able to sign up after mass.</p> <ul style="list-style-type: none"> <li>At their January meeting, PC discerned six goals for the parish to pursue based on the Parish Vision and Mission Statement. (Handout was distributed). The six goals are: Welcome and Hospitality, Communication, Social Justice, Living our Faith, Inter-generational Ministries, and Time, Talent, &amp; Treasure of Our Membership. Each Parish committee, including the SBC, is asked to consider ways it will fulfill these items for the next year.</li> <li>C. Finn also reported that for simplification, districts have been redrawn for Parish team meetings. Fr. Jerry suggested that St Eugene &amp; St Monica combine services to save money. PC suggested that all four Northshore parishes should be considered in such a pursuit.</li> </ul>	
<ul style="list-style-type: none"> <li>Athletic Association Liaison (Nelson)</li> </ul>	<p>L. Nelson reports:</p> <ul style="list-style-type: none"> <li>Athletic Assoc. meeting discussed the gym floor upkeep and costs.</li> <li>A street shoe policy was discussed as the gym floor is slippery.</li> <li>Clearer coaching guidelines were suggested and the development of SMS athletic philosophies as they relate to coaching per grade level will be pursued.</li> <li>A request for a 5<sup>th</sup> grade boy's basketball tournament "Dream Team" was denied, as the developmental nature of 5<sup>th</sup> grade sports doesn't promote separating players according to skill level.</li> </ul>	
<ul style="list-style-type: none"> <li>Technology Committee Liaison (Christensen)</li> </ul>	No report.	
<ul style="list-style-type: none"> <li>Development Committee Liaison (Coleman)</li> </ul>	No report	
<ul style="list-style-type: none"> <li>Christian Formation Liaison (Hutt)</li> </ul>	C. Hutt reports: A new retreat for First Communicants is planned. Sara Patzer is stepping down this year as CF representative.	
<ul style="list-style-type: none"> <li>Building and Grounds Committee Liaison (Christensen, Eck)</li> </ul>	A meeting was scheduled for the next Monday. The meeting's agenda includes: relocating the office, how to budget for boiler replacement, tuckpointing, and a "Green" initiative for the church property.	
13. Adjournment	A. Phillips	



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	<ul style="list-style-type: none"><li>• 8:53 pm</li></ul>	

Minutes Recorded by: Lisa Nelson