

St. Michael's Board of Education
Tuesday, September 4, 2018 7:00 p.m.

Members Present: Fr. Mark Tomasiewicz-Pastor, Lisa Schumacher -Principal, Lindsey Jarecki, Scott Reinhart, Ron Dozler, Jeanette Zwiener, Mark Benes, Tracy Hedlund

Members Absent: Dave Weidner

Fr. Mark called the meeting to order.

1. **Call to order:** 7:03 p.m.

Opening Prayer: Fr. Mark Tomasiewicz

2. **Approval of Minutes:** Jeanette Zwiener motion to approve. Mark Benes Second.

3. **SOCKS Report-No Report**

4. **Guardian Angel's Report- No Report**

5. **Pastor's Report**

- a. Adult Ed: Materials are ordered for advent. More information will be released at the end of December or early January for Archdiocese Event (June 8, 2019) regarding the event and registration.
- b. PRE/CYO: The First Reconciliation meeting was held September 19 and was well attended. Sunday, December 9 will be First Reconciliation for children and adults. Confession will be held at school and CYO so all students will have the opportunity for confession before Christmas.
- c. FYI- Alumni Newsletter: May 25, 2019 highlighted that St. Michaels will host the first Alumni and Friends Golf Tournament and Steak Dinner. Potential open house and fundraising opportunity.

6. **St. Pat's Carnival**

- a. Committees: Auction/Games/\$50 Raffle (Cash or Prize of equal value): By the next meeting we need to have the prize/cash amount identified for the raffle. We also need the list of identified contacts for silent auction items. Scott will email the list to the board after contacting Mike Melander. Jeanette will lead games with support of Lindsey and Ron. Reach out to pastoral council for support in carnival efforts.

7. **School Report - Old Business:**

- a. Last look at ByLaws- Bylaws final revision. Section 3- Non Member Presentations correction: "... by the principal, pastor, and school board president."
- b. Counselor requirements: For accreditation we must have a counselor documented for 50% time. The time can be overseen by staff members and carried out by teaching staff. Mrs. Reicks and Mrs. Shumacher both serve a 25% service for counseling.
- c. Maintenance & building update: Buddy bench was ordered. Replacement ball crate was also ordered. Water in the basement of Angel's wing was less.
- d. Curriculum update – science this year. Archdiocese & textbook loan will help: Expecting public school text book loan list. We will submit for Amplify (which is what public school uses) to order.

8. School Report - New Business:

- a. Parent Teacher Conference/Survey: We had 100% attendance, but some were administered via phone or email. Survey gauging interest for School Board service. Out of 50 surveys, 45 were returned. A list will be created of the interested individuals (8 total said "yes", 18 replied "maybe"). Summary of the duties will be included in the bylaws.
- b. Policy Revision: School Policy vs. Archdiocese Policy #1000-3000
 - i. 1003: Revise Motto: *Discover the Difference*
 - ii. 2102: Delete
 - iii. 2103: Make 2101 and add *"Handbooks are to be submitted to the Catholic Schools Office and archdiocesan legal counsel for review."*
 - iv. 2201: Strategic Planning and Archdiocesan School Improvement Plan for Catholic Schools

St. Michael's school will establish an ongoing school improvement committee that will coordinate the school's strategic plan with the Archdiocesan School Improvement Plan. This committee will also monitor the implementation and effectiveness of this plan.

The Catholic Schools Office staff will provide staffing and information, upon request, to assist in the work of strategic planning and/or implementation of the process defined in the Archdiocesan School Improvement Plan.

In the interest of maintaining and increasing standards of excellence, administrators will provide pastors, board, and parents with annual updates regarding progress on the Archdiocesan School Improvement Team.
 - v. 2204: Changes to 2202
 - vi. 2205: Change to 2203.

All monies received and collected in the name of the school will be under the control of the head pastor of the school and their designees. The pastor must be involved in the opening of any new bank account under the name of the school and must be listed as a signer on all accounts under the school's name and tax ID#. The opening of a new bank account should be a rare occurrence, and is generally discouraged, as the accounting software allows detailed tracking and the consolidation of bank accounts. The accounting processes and reporting should be as centralized as possible, for efficiencies and proper internal controls.
 - vii. 3120: Change to 3001.

The annual school budget will be prepared by those charged with such responsibility and submitted to the local school board for approval before advancing to the finance committee for final approval by the pastoral council. All efforts must be made by St. Michael's school pastor/principal to stay within the proposed budget. Any purchases by the administrator or school staff that exceed \$500 must be brought to the attention of the pastor and/or Board of Education for approval. Small requests do not need approval.
 - viii. 3122: Change to 3003: State and Federal Funds and Grants

The Catholic Schools Office will provide information to administrators regarding the obtaining and utilization of state and federal funding that will provide educational benefits to St. Michael's School. St. Michael's administrator will seek to utilize benefits from state and federal funds and other monies available through grants.

- ix. Add 3004: Accounting and Reporting Procedures
Accounting and reporting procedures will be in accord with applicable laws and Archdiocesan requirements.
- x. Add 3005: Development and Alumni Programs
St Michael's parish/school development program will provide opportunities for involvement in strategic planning. Major private gifts, endowments, corporate and insurance gifts, foundation grants, alumni participation, estate planning and bequests appropriate to their local church should be included in the plan.

xi. 3260: Preschool Tuition/Payment- REVIST NEXT MEETING

xii. 3505 Copyright Policy

xiii. 3270: DELETE

xiv. 3504: TABLE

xv. 3506: Rental of Facilities: REVISIT

xvi. 3503: Copyright Law: TABLE

xvii. 3280: TABLE

- c. Strategic Plan Update: Review Strategic Plan as "Homework"
- d. NDE Reports Completed: Teacher Vacancy Report & Nutrition Services Verification Report

9. School Report – Principal Review:

- a. Activities Calendar- Nov. & Dec.
- b. Advent Activities- Operation Christmas Child runs through the end of this week (November 5-9) The Advent poster contest will be run through the school this year with an independent theme from the Archdiocese.

10. Schedule/Confirm meeting dates

- d. Dec 4th at 7pm
- e. No Jan meeting unless needed

Adjourn: 8:48 p.m. (Motion Mark, Second Tracy)

Closing Prayer: Fr. Mark Tomasiewicz