

ST. Anthony Board of Education Agenda

Tuesday January 16th, 2018 at 6:30 p.m. SAS Library

1. Opening Prayer: Father Dan
2. Roll Call:
Mary Porter P Joe Fitzgerald P Ruth Sereg P Harry Reed P
Carolyn Lavorato A Mike Sullivan-temporarily on leave is Resigning From the Board
Lisa Darnell P
Jennifer Wong A Monsignor Chiodo P Father Dan P

Administrator: Dr. Joe Cordaro P

Faculty Rep.: Kari Howard P

DRE:

Accountant: Mark Paris A

Home and School Rep.: No Report

3. Approval of Agenda: Joe Fitzgerald and Lisa Darnell
4. Approval of Minutes: Joe Fitzgerald and Carolyn Lavorato
Advanced to Report with Tuition
Approval to Change Agenda again.
5. Audience Concerns: No Concerns, Megan just wanted comment, just appreciate the phone call that you give for the school being canceled or delayed. Does not watch the news so really appreciates that. Does the School have a decision on the start time or is that a diocesan, Dr. Cordaro response – each school does its own. We also coordinate to Christ the King, we would have to coordinate with them, example the band teacher, we did have to coordinate with St. Joseph's it is the Schools decision.
6. Reports:
 - a. Msgr. Budget/Business Manager Report: Mark Paris
 - ❖ Monsignor Chiodo-concerned about a time table for the selection of our new principle, is there one? Is there a review committee? There is no actual time frame
 - ❖ We need to get a Job description
 - ❖ We need to talk to the Diocesan.
 - ❖ Father Dan-I believe they put it out on Teach Iowa, would have to double check
 - ❖ She has also put on Boston College for the immersion program
 - ❖ Monsignor Chiodo says what I liked to see what happens-We start with this board sitting down and discussing.
 - ❖ What I liked to see happen, start with this Board sitting down and discussing, a review of this school, where we think the state of this school, where we would like to see this school go, what our strength are, what our weakness are. The key

characteristics or qualifications for the new administrator are, so that we are all on the same page. When there is a committee to interview these people, they have in hand what this Board considers to be the issues and I know what your thoughts are on the state of this school on what we need. We need that, it's imperative, we do that soon.

- ❖ This is February I want to set up a time with the Board, I am going to talk to Dr. Bonday tomorrow, first thing done. Do we have a job description? Dr. Bonday at our last meeting hadn't eluded to having a job description ready to be posted. Mary Porter- My understanding she had but has not posted yet, but those were not her exact words, I have not followed up with her. All the steps after that I am not included. The position is to be posted, they receive the application, there is a subcommittee of Monsignor, Dr. Bonday, and one other search committee member, so my understanding is that we are in tradition to be posted and we are receiving applications phase so if Father Dan could reach out to Dr. Bonday to confirm that. So that we can all be in sync about.
- ❖ Father Dan – under the impression job description would be developed, that monsignor would be in the development of the job description.
- ❖ Mary ask if she needs to be at the pastoral council? Monsignor says yes it starts at 9:30 I think you should tell them what is going on. And then we can meet after that.
- ❖ Where is the pastoral council meeting? In lower level of the rectory.
- ❖ So, let's set up a time, Saturday January 20 at 11:00 will work. Plan about hour- 1 /2 hours.
So, come with your ideas, Strengths, Weakness, were we've been, were we are, were we hope to go and what we are looking for in our principle. The State of the School.
- ❖ One of the things that we had talked about the Benchmarks, that Dr. Bonday had referred us to. If individuals have time look at the information that Dr. Bonday had provide us information that we as the Board had talked about previously. Regarding the National standards and Bench Marks for effective Catholic elementary and secondary Schools. Benchmark Rubrics, we at the board had talked about for 1. Get through updating the constitution and policies. It is supposed to be reviewed every 5 years and had not been done for 7 and once that was completed then we would be moving on to Rubrics. If you can review before Saturday that would be good, but it is in-depth.

- i. Long term strategy to increase pay scale (increase revenue sources) Monsignor Chiodo: It is very important for us to look for ways to increase the pay scale, but we need to "Walk Together" there is a lot of factors in this. Dr. Joe indicated that, and

Mary I applaud you for wanting to go full steam ahead, but you got to remember the parish council sets a goal, the parish finance ways in on it, I must approve of it, we need to make sure that everyone knows what is going on. So, hey they are looking for another way to bringing in another revenue stream at buying a daycare and then the finance councils say that it would be nice if we knew about it or me for example, they had asked me, and I knew nothing about it. We need to be together on this thing, so if you are looking at ways to increase the pay scale looking at another revenue sources. You start by going to the finance council, look at this and would like your support and approval of this and ask them how to do we go about it, ask them. Then go to the parish council and tell them what we are looking at. This way everyone will know what is going on. Mary- this was my intent with my email to Jeff Himrich was since he is listed as the head of the finance council had him included with you, Father Dan, and Joe Fitzgerald (vice president) that in terms as we as the Board having been talking about wanting to solutions, next steps in needing some guidance and needing some directions, that was the intent of the email that I had sent the email to you yourself and Jeff Himrich was interims of we are talking about this as a board of education as one of our goals to increase teacher pay, so help us, what are the next steps? What are things we need to look at? So that was the intent of the email. (Monsignor) if you are serious about this. I do not like to hear about things like this on an email. When I see stuff like this in an email as the pastor I see things like this and think what the heck is going on. I don't want to be informed with an email. I liked to be informed, when things like this are the table you should start with asking Monsignor this is what we are thinking about, this is what we would like to do. Do we have your blessing on this? -would like to be notified instead of an announcement this is what we are doing, with four other people on the email. So, pick up the phone. not an email to be notified. Does not like hearing about things that are happening in an email and be shocked about it and wonder what is happening, Monsignor wants to be notified via phone, or a single email not a group email and discuss what is happening and ask for his thoughts and approval. (Mary) it is surprising to me that you were surprised monsignor so, for that I will apologize you should not have been surprised, my intent was not to surprise you, it was to make sure that you were in the loop. (Monsignor) not so much in the loop, until you got a response from me to proceed. That is the first step, someone needs to see me and say this is what we are thinking about do we have your approval to proceed? Not to get an email indicating this is what we are doing and thought we would let you know It is a matter of process So, "Let's Walk together" on this. It's not a big thing, let's just do better at it. I cannot be to all the meetings, but Father Dan has been here being good about that. When something is significant that is outside the normal scheme of things that it would probably good for you as a chair person. Say, heads up to monsignor I would like

him to come to the next meeting or let's have a meeting with monsignor, just so I know what is happening, I (Monsignor) am not in being obstructions I want to progress and do the best we can to improve the school but let's Walk together. I do not want anybody to feel put down this happens lets just move on and be better at it. I would rather have a board that does things and try's things as a Board that does nothing. So, I applaud you for that. "Walking together"

- ❖ Mary: do I need to set up a meeting with Jeff Himrich, Monsignor, and Father Dan?
- ❖ Monsignor: Interim things like this what I would suggest is yes. come to the finance council meeting, and they are meeting next week, tell them that you would like to make a presentation that monsignor has asked you to do so, the meeting is in the parish office.

- ii. Monsignor ask are we really the lowest paid faculty? Yes, on base pay. (Joe Fitzgerald) We really need to work on medium side of that , there is going to be some high and low of that. Since I've been on the board we haven't been able to find maybe because it is tough to do, but if you took a teacher that has been 24 years, 15 years, and a new teacher and compared that the one who has been here the longest to middle, to the lowest the assumption is (my assumption) Joe Fitzgerald has been on the board for 3 years that person who has been here the longest higher paid teacher in the diocese. It's a matter of fact with hard work and comparison that 1st year, 2nd year person 3rd year are likeliest the lowest one of the lowest, but what we haven't been able to do in defense to everyone we haven't been able to identify is our strategy low pay our better step to retain teachers over a long period of time paying off or not. We don't know how far we have to move that bar, it is a significant amount in total payroll. Again, you must compare staff to staff. Father Dan did comparison it has Base, and what it would take to have the 3-parishes looked at and take there base and put it on our schedule or take our people and put it on there schedule, it does have low medium, and long.
- Mary – in the interest of time this will be discussed in executive and Monsignor do you want to be called back on this? No Father Dan can fill me in on this.
- We have been talking about this for years, Dr. C says there was a time that we were at the top and we did a 3-year plan, we raised tuition 250.00, for the first year, and then the next year would be 200.00 and then the next would be 150.00, I don't think you can raise our tuition anymore, where are already right up there. With out a third source we are talking about it, this is only way we can handle it. Mary- last year we did an increase of tuition of 200.00 and ½ of that went directly into increasing teacher's salary. Interims of looking at what the past president did interims there were years that the board cut teachers because we didn't have enough to pay for everyone turned that around to stopping have reductions enforced in laying off teachers, stop that to get us back to net 0 and then the years after that giving us back to having increases. That was the past president's

directions to try and not having us lay people off and know carrying that furrowed is we did thee assessment on how we can do this and so the assessment that Father Dan completed last year we were able to realize that we can not tuition ourselves out of this hole. The amount of money that we are looking at in changes bases was significant it wasn't enough that we could do small fund raisers, interims looking at the comparative of other schools they had an additional revenue stream that is where the verbiage has come up the schools that pay more have more income. There is comparative analysis that the diocese does interims of percent of and revenue that tithing and parish that goes to support the school. But it gets skewed when it is done on a percentage.

Take a moment to review the financials

- ❖ Do we know if the lunch room income is a correlation of students dropping? Joe Fitzgerald ask if Dr. C and Kari eat the lunches? Kari does not, the kids are saying that it tastes bad, Is the quality of food, the kitchen has been working on a very tight budget, and I believe that is part of that, maybe will have lunch with the kids to find out.
- ❖ Interims though can we get from Mark the count of how many kids are having lunch. Mark does not have it comes from the lunch room data.
- ❖ Dr. C will get the count from the lunch room
- ❖ \$2000.00 short on preschool , the State pays for preschool and they pay whenever they want to. It is not unusual to see variances during the year in that.
- ❖ Ordinary repairs are higher than budgeted. Father Dan- it was the HVAC machine in the elevator lobby in the music room, year to date was more than thought.
- ❖ Wintry weather also has been part had some expenses that had not planned on. Back flow valve that had to be replaced in the school.
- ❖ Pipe break in the parish hall due to the weather.
- ❖ Designated donations have the \$12500.00 Check. Will check with Mark next month and figure out what that is designated for.

- b. Home and School Report: No Report 3 positions and if they do not fill will it be dismantled? We as the Board need to reach out and find out.
- c. DRE Report: 2 Applicants
- d. Administrators Report:
 - i. Five Year Strategic Plan: The Committee Reviewed the Advanced Ed survey system and looks very good Last Wednesday, they are going to play with a little, so we can make our own survey, to send out and our survey is done hard copy going to send out in an email.

- ii. Adventure Club Report:
 - All Day 7
 - AM only 0
 - PM only 3
 - B/A DHS Students 7
 - Part time 2 weeks/mo 1
 - Extended Care 9
 - Extended Care DHS 2
 - Total # 29
- iii. Secretary Report: Procedure of Delinquent tuition handed out
Request from the Board that Father Dan, Ruth Sereg, Dr. Cordaro and Darcy Swesey meet to draw up our procedure on how we deal with 30 Day, 60 Day and 90 days

This is the same Policy Procedure that Joe Mauro had given out to Darcy Swesey and Ruth Sereg

Policy for Collecting Delinquent Tuition

- **30 Days** – An email or phone call goes out stating what their past due amount is. Parent is asked to make a payment as soon as possible and to please advise when they do.
- **60 Days** – A letter is sent home stating what their past due amount is, it also states the Board’s Policy 802.2 “families that are delinquent two or more months, they will be contacted by the (Pastor’s) Appointee for payment. Families will be given two school days to make full payment or immediate withdrawal of the student will be requested.”
In the letter it also states to please call us, and we can work out a payment arrangement if needed.
- **90 Days** – A letter is sent home, or walked to the car by Dr. Cordaro, stating their past due amount. They are given a week from the date of the letter (the date is given to them in the letter) to make a payment otherwise their student will not be allowed back in to instruction.
- We keep track of all the dates to make sure they have paid.
 - ❖ We had one of those today had to send a family home- Still owed money from last year and we probably for gave the money, since the start of school her parents kept telling us that she would be bringing in money certain times and she never has, she would never fulfill her obligations, The sad thing about it is that her four kids were good kids, plus she also received funds from the Angel Fund and project hope so we were trying to help her the best that we could but she was doing nothing to help us. Darcy had even given her an application for CTO and she never filled out.
 - ❖ This discussion stands around these 3 options with the letter send home
 - ❖ Are we following the policy? More Clarity

- ❖ We will have to designate a person or monsignor will have to designate
- ❖ The 30-day letter is that they need to contact us.
- ❖ Need to remove the verbiage on the 60 days and take out the Board's policy and re word the two days.
- ❖ Going to amend having the policy in the 60 days
- ❖ On the 60 days are we still working with them in trying to help? Yes
- ❖ On the 90 days will still work them if they are willing to help.
- ❖ Not going to be able to register until they are caught up on their tuition.
- ❖ 90-day letter goes out there are some families that will make the payment, what to do? They are behind how do we treat them?
- ❖ Joe Fitzgerald suggest making a spread sheet and putting them on that list
- ❖ By Policy they are still in the 90 days, they would have to stay current, put those on a separate spread sheet and find out what would they do to try and get the past due paid? So, try and have them keep current plus pay their past due amount, and not erase the debt but to have them pay what they can pay on their past, but they would have to stay current, there is still 3 that are occurring from year to year. We are working on the policies to have more discussions on this.
- ❖ Father Dan, Ruth Sereg, Dr. Joe Cordaro, and Darcy Swesey will meet next week on to correct verbiage. Will have an update at February 20, 2018 Board meeting
- ❖ We have agreed that only Monsignor can forgive any delinquent tuition

Secretary's report: This month's events

January 15 No Class: MLK Holiday and Teacher Professional Day

16 Board of Education Meeting in Library, 6:30

17 Adoration for all classes

25 Literacy Night for K-3, 6:00—8:00 in parish hall

28—February 2 Catholic Schools Week

28 Pack the Church Mass, 10:00 a.m., Open House 11:00 --- 1:30

31 Noon Dismissal – Home and School Faculty/Staff Luncheon, 12:30 p.m. in café

CSW Teacher's Mass @ ST. Luke 2:00 (car pool)

February 1 PPK, PK, and K Parent Orientation night 6:00 and 7:00 p.m. in

Parish Hall.

2 Team Day, All Day

7 7th to DCHS

8 Spanish Immersion Parent Information Night Middle School to Meals

from the Heartland

9 Valentines for Victim Mass 8:30

8-14 Gr. 3 – 8 Iowa Assessments

13 Valentine Classroom Parties – 2:00 p.m.

Burning Ashes, Front of School, 2:45 p.m.

14 Ash Wednesday

**13 – 15 Parent Teacher Conferences (sign up on computer) Monday
Tuesday: pm Thursday
15 & 16 No Classes
17 Knights of Columbus, Father – Daughter Dance in Parish Hall
23 End of Second Trimester
26 No Classes: Faith Journey Service Day/Report Cards
28 All grades due on Power School**

SPECIAL NOTES:

TWIN-CS: Update on progress will be given at meeting. I '753*

EAST PARKING LOT UPDATE: Thanks to the help from Patricia Beck and Ana Havelly, our east parking lot situation seems to be solved for now. We did get a donation to purchase an automatic entry arm to control traffic but need to meet with the parking lot committee to determine if it is needed.

NEW BUS DIRECTOR HIRED: Eli Parson has been selected to take over for Kathy Niemann as the director of the bus program. Kathy has been with us for many years and we appreciate her dedication and service.

NEW TEACHERS ADDED TO FACULTY:

Second Grade: Charlotte Hunkele graduated with a BS from Boston College, received her master's Degree and Doctorate Degree (all but dissertation) . from Walden University in Minneapolis, MN. She has taught as an Adjunct Instructor at DMACC, an English teacher at Chariton High School, and English teacher at West Hollow Elementary and Junior High School in Dix Hills, NY. Charlotte is moving into her favorite teaching level as an elementary teacher. Her husband is Tom Hunkele, one of our Deacons at St. Anthony Parish.

Physical Education: Kylie Bengtson is a recent graduate of the University of Alabama and majored in Physical Education. During her college years, Kylie was an integral part of the Alabama softball program and was able to get several different teaching experiences during her student teaching. She is a graduate of Chariton High School.

ADVENTURE CLUB REPORT: Presented at BOE meeting

TUITION AND TITHING REPORT: Will be discussed in Executive Session

Secretary Report: Budget K – 8 is 303 and in January we were at 312 today which is current

Budget PPK – 8 is 353 and current count is 361

3 students did not return from Christmas break and then we had to have a family exit today due to financial difficulties, Surveys were sent out but go directly to the diocesan.

6 of them are out of one class.

And the 312 includes the 4 that were exited to day.

Do we have any word on if any of the second graders are coming back? Have talked to some of the families and they are happy were they are at so will probably not be returning.

Mary motions to change the agenda again.

- e. Health and Wellness: No Report Meeting 4th Tuesday @ 3:30

Mary ask about meeting, where are we at having the next Spanish immersion committee ?
Dr. C it is the February 24th at 4:30

- f. Recruitment & Marketing: Starting to send out for our PK parent information night, Kari working on letter that we mail out that we picked up a lot of address we received through the diocese, Feb 1 and then February 8th is the Spanish immersion night. pick up a list of the baptism in area and going to send out to all those parents. New and any one who wants to attend.

7. Old Business:

- a. Board of Education Committee Reports:

- 1. Budget/Tuition Delinquency Report: covered
- 2. Tithing and Attendance Report: No Report
- 3. Research, Curriculum Report:

January email went out for mentor and had Marisol review the bilingual also

- a. Constitution and Policy Updates

Sign the Constitution; Ruth Sereg Secretary and Mary Porter, Mosignor and Dr. Bonday. Ruth will hold on to after all signed.

Policy Updates: Father Dan thank you! We have a board of Ed email know

Boardofeducation@stanthonydsm.com

Section 100 no changes Father Dan will check with Dr. Bonday on the numbering

Section 200 and 300 very minor to the updates

Section 400 Staff personal that's all Dr. Bonday

Section 500 has one or two minor edits and ½ through the 600 sections

Interims of next step we must finish 600 sections there were 2 policies and the end of the document that was drafted by last set of reviewers that never got carried through about tuition. Updating the table of contents

We as a Board need to have voice and thought, input and consideration about this as if we have had any policy or any situations that would be good to add. I would like the Boards input.

Medicine- Section 502.5 It shall be the policy that St. Anthony Board of Education that certified school employee may search the person and property of student without warrant(we had that with the administrator with a witness) Dr. Bonday will be reviewing this.

❖ Approve to add Buildings and Grounds to the agenda 2nd Tuesday at 4:30

8. Next Meeting: Tuesday February 20th, 2018 at 6:30 p.m. SAS Library
9. Adjournment: Mary Porter
10. Closing Prayer: Father Dan
11. Executive Session: Yes