

## School Board Meeting Minutes

Monday, August 21, 2023 ~ 6:45 pm

1. **Call to Order:** 6:49 pm
2. **Opening Prayer:** Deacon Dan - Prayer for Catholic Schools
3. **Roll Call:**
  - a. **Board Members**
    - i. **Present:** Katey Johnson, Larry Kassuba, Andrew Havens, Al Havens, Jeff Marshall, Mark Warner, Stewart Smith, Olga Albert, Susie Weick)
    - ii. **Absent:** Daniel Rivera
  - b. **Subcommittee Members Present:** Deacon Dan
  - c. **Others Present:** Margaret Karpus
4. **Review Mission:** St. Charles Borromeo School is a Catholic community of faith, academics and service for all.
5. **Review Vision:** St. Charles Borromeo School is a Christ-centered, accessible and quality educational community that prepares the whole child spiritually, intellectually, socially and culturally.
6. **Review of August 21st agenda** (motion to approve): School Board
  - a. Motion: Susie, Larry
  - b. All in favor
7. **Review of June 5th minutes** (motion to accept): School Board
  - a. Motion: Larry, Stewart
  - b. All in favor
8. **Open Floor** (Parents, Parishioners, Student Guest)
  - a. Mark asked what the plan is for the 7th and 8th grade long-term sub position
  - b. Margaret conveyed we are still searching for a qualified candidate, while Autumn Murray fills the position as the long-term sub. Margaret and Sarah Sullivan have discussed with Autumn the process for acquiring a teaching certificate.
  - c. Andrew stated that we need to convey the current and long-term plan to obtain a permanent teacher in 7th and 8th grade to school families and parishioners.
  - d. Margaret will include the current plan in the Weekly Warrior and bulletin.
9. **Principal Update**
  - a. Larry confirmed with Margaret that the Child Stabilization Grant will be completed this year.
  - b. Katey will get in contact with Peter Rewa to install backboards due to how heavy the backboards are.
  - c. Al asked about the schedule for specials and Margaret relayed it to him.
  - d. A parishioner is interested in starting a Catholic High School in the St. Joseph School building.
10. **Old Business** - updates of subcommittee work since last board meeting
  - A. **Mission Effectiveness** - Margaret, Deacon Dan
  - B. **Committee on Directors** - Jeff, Larry, Al
  - C. **Planning and Policy** - Daniel, Margaret, Amy Norton
    - i. Amy Norton and Margaret have a few more edits to make on the updated policies and procedures for St. Charles School.
  - D. **Building and Grounds** - Andrew, Daniel
    - i. Outdoor basketball hoop was installed 😊
    - ii. Indoor basketball hoops arrived and need to be installed
    - iii. Outdoor sensory walk can now be painted on upper lot
    - iv. Status of shed request next to white house - a small shed was placed next to the school and will house the current tricycles.
    - v. Andrew asked how the board would like to move forward with the adding the awning to the upper lot entrance to the school.
      1. Motion to bring recommendation to further pursue the quote for designing the awning for school entrance project of \$7,500 to the parish Building and Grounds Committee. Stewart, Al

E. **Finance** - Larry, Olga, Roberta

- i. Larry stated that grant monies have been used this past year to balance our parish budget, which needs to be looked at carefully in the future.

F. **Development** - Katey, Al, Susie

i. **Usage of Serve-A-Thon and # Giving Tuesday Funds (\$35,955.99)**

a. **35% Marketing - \$11,985.33 (\$5,798.30 spent, \$6,187.03 left)**

1. Billboard campaign: \$1800.
2. Posters and banners: \$970.02 (Serve-a-thon and open house posters and banners)
3. Other marketing expenses: \$3,028.28
  - a. 2022 parade t-shirts: \$564.00
  - b. GRCC marketing overage: \$667.92 (parade and serve-a-thon)
  - c. 2022 Parade expenses reimbursed to Katey Johnson: \$295.47
  - d. Daily News ads for Serve-a-thon and Open House: \$200.00
  - e. Serve-a-thon prize reimbursed to Katey Johnson: \$55.95
  - f. Precision Data (colored toner for flyers for open house and serve-a-thon): \$333.00
  - g. Misc. serve-a-thon expenses for 2022 and 2023 reimbursed to Katey Johnson: \$ 841.94
  - h. Facebook ads for Open House: \$50.00

b. **20% Tuition Assistance - \$6,848.76**

1. \$6,800 moved to Sponsor a Student to help families in need. We use all of this amount.

c. **15% Security - \$5,136.57**

1. Deb Wagner is writing a security grant for two-way radios and the amount budgeted here could be used for matching funds.

d. **15% Grant Writing - \$5,136.57**

1. Deb Wagner is in the process of writing a security grant.

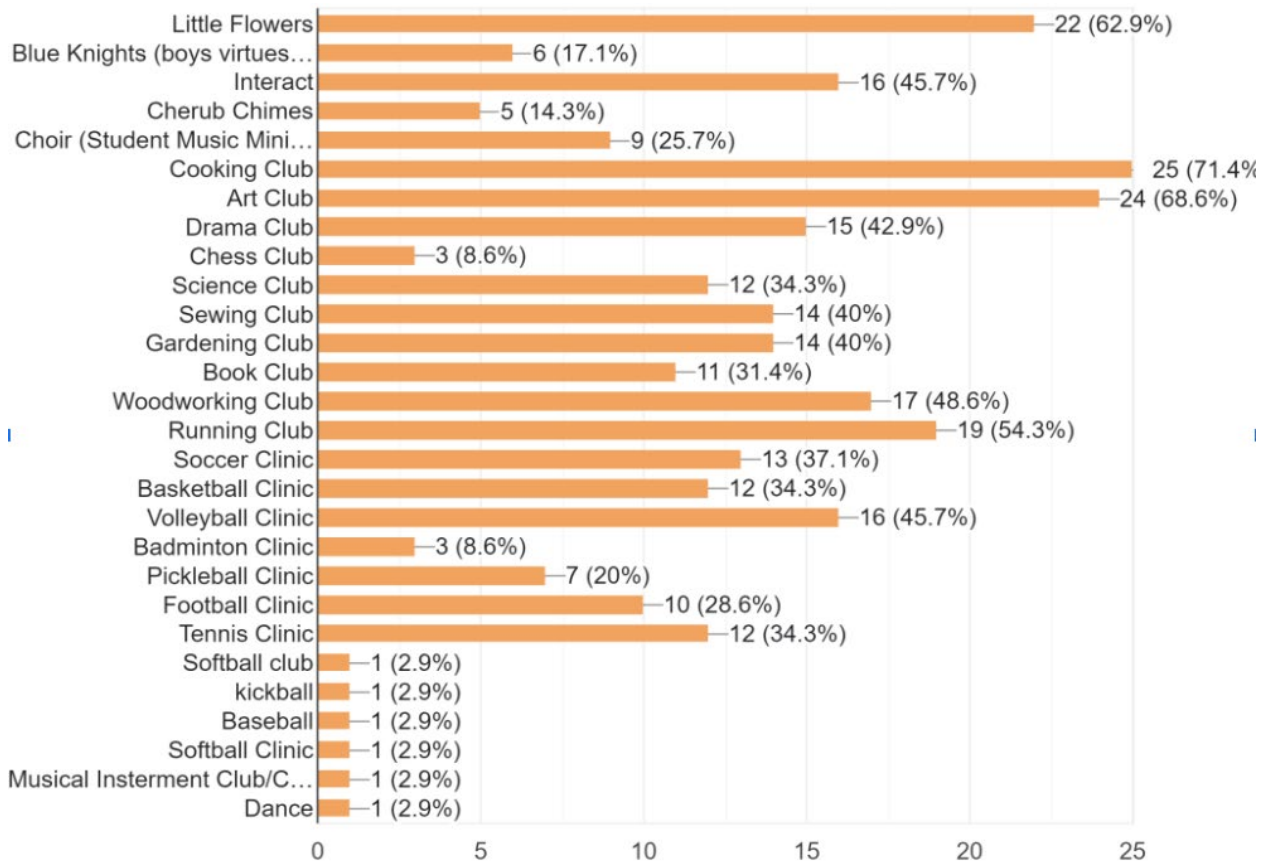
e. **10% Enrichment - \$3,424.38**

1. Nothing has been spent so far. Perhaps we could use it for Bricks4Kids or cooking club.

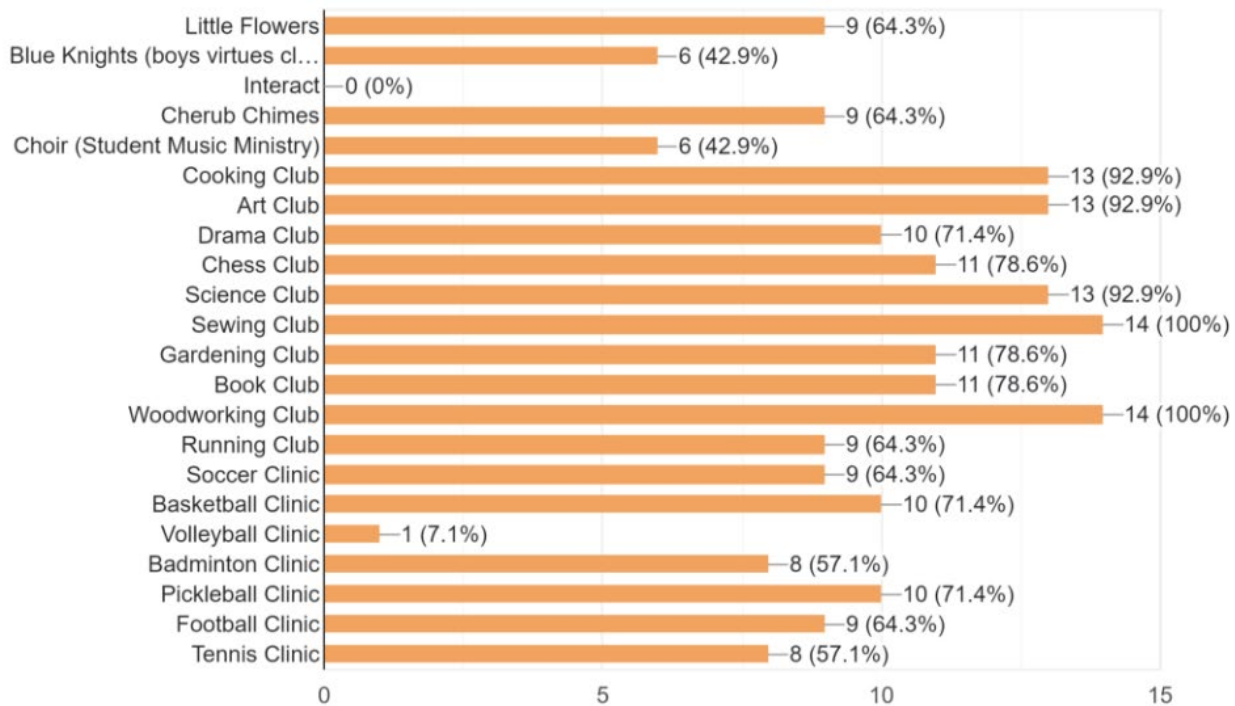
ii. **Parents and students were surveyed as to their enrichment opportunities for the 2023-2024 school year**

- a. Katey will work to enlist volunteers to provide the top requested enrichment opportunities (Cook, Art, Sewing, Woodworking, Science, Sports)

### Parent Enrichment Survey Results (35 responses)



### Student Enrichment Survey Results (14 responses)



**11. New business: (meet in subcommittees)**

Katey asked, should we meet each month or every other month with subcommittee meetings the other month?

The consensus seemed to be that we meet monthly as a board and subcommittees meet between meetings to make progress on their tasks.

**12. Closing Prayer:** Glory Be - School Board

**13. Adjourn** (motion required)

Motion: Andrew, Al

All in favor

Meeting adjourned at 8:52 pm

**Next Board Meeting: Monday, September 18th at 6:45 pm**