

**St. Gerald School Board Meeting Minutes**  
May 14, 2015

**Present**

Fr. Malcom, Pastor  
Al Theis, Principal  
Jen O'Reilly, President  
Gail Stearns Hussein, Vice-President  
Paulina Bednarek, Secretary  
Joanne Chavez Buchanan  
Daniel Cerceo  
Jennifer Cronin  
Theresa Munoz  
Nicholas Suh

**Absent**

Michael Johnson

**Guests**

Therese Fiscella  
MaryAnne Horn  
Karolyn Horn  
Jennifer McAcy  
Kim Reardon  
Melissa Jucius  
Marge Petraitis  
Cindy Vega  
Lisette Alvarado  
Marisa Gomez  
Kerrie Cleve  
Debbie Welninski  
Samantha Maher Sheahan  
Sarah Szambelan  
Pete Hennessey  
Jen Mroz

**Called to order at:** 7:00pm

**Opening Prayer**

Father Malcolm

**Motion to approve minutes from March 2015 meeting**

- 1<sup>st</sup> motion: Jennifer Cronin, 2<sup>nd</sup> motion: Nicholas Suh

### **Pastor's Report**

- Father Malcolm said that the gym will be closed for 2 weeks beginning June 8<sup>th</sup>
- On May 1<sup>st</sup> he did a 10.38 mile walking tour of downtown with the Junior High students
- Tomorrow he will be touring downtown with the 3<sup>rd</sup> grade students

### **Principal's Report**

- Mr. Theis discussed the Thursday news for the week
- He will be starting the organization of a painting project of the school
  - They will do 1 floor at a time
  - They are looking for volunteers, donations and experience
    - Mr. Theis will be the contact for the project.
    - He will organize it closer to June 8<sup>th</sup>
    - This has been needed for a long time.
    - They may only get 1 floor done this summer
    - He is not sure which floor will be done first
- The West side Kiss and Ride is now open, however at the moment the lines will stay where they are
  - Door 5 by the Church lobby will be open though for students to go through to get to their lines
  - Everyone is happy the construction is done
- The empty lot looks better
  - Maybe it will be possible to sell the lot now without the construction stuff on it
- Registration is going on
  - We currently have 271 in and 99 are still not back
- We are giving 4-6 tours recently
  - They tend to be younger families with Pre-K/Kdg students
  - There was Kdg shadow day for 1 family
- Mr. Theis is working with Tom Forbes on tuition figures
  - They will wait to release the figures per Father
  - He also sat down with Tom Forbes about the budget, they studied the salary grid
- They expect to have Book Fee day on 07/31 due to how the calendar falls
  - Having it earlier will also help with the cash flow
  - It does not help with the bottom line but it does with the cash flow
- They are also looking into offering 11/12 month installment plans for tuition
  - Parents would then also pay in July and August
  - It will not help the bottom line but would help with the cash flow
  - This would be done through Smart Tuition
  - This is right now just a possibility

### **President's Report**

- St. Gerald's Market Place was discussed

- Discussion ensued regarding the selling page's platform and legality
- Theresa Munoz said we could have a disclaimer such as Craigslist has
  - For example it could have a buyer beware line like a garage sale transaction and therefore St. Gerald would have no liability issues
  - A disclaimer would be enough
  - Theresa will asked to get the code
- Nicholas Suh said there already is an agreement when you sign up so St. Gerald would be protected

## **Old Business**

- Theresa Munoz presented the new tuition contract.
  - All families would sign it at curriculum day
    - Graduation activities, field trips etc. would be excluded if tuition was behind
      - 2 months behind in tuition would result in exclusion in no sports or other extracurricular activities
    - If not caught up from previous year, family would not be able to sign up for the new school year
  - Theresa will look into information on getting a collection agency to recover any debt for no longer enrolled students
  - Jen O'Reilly clarified that the fees on the contract are just examples and could be changed
  - Theresa Munoz said everything would be done through Smart Tuition
  - Joanne Buchanan asked if we could skip back to voting on this as she wanted time to review it
- Jen O'Reilly stated that Debbie Janicke informed the board that Manna funds will be covering the cost of purchasing the Accelerated Reader license for the book tests
- We need a contract signed from parents allowing permission for their child's picture to be online
  - We want to start praising our students and school on our Facebook page
    - We have asked teachers to give us information anytime something great is happening in their classes
- Jen O'Reilly presented a list of formal recommendations for consideration by the administration on the topics of School Cleaning, P.E., School Finances and Discipline (See attached for handout and description of each recommendation)j
  - Discipline Matrix (see attached) was presented for grades 4<sup>th</sup> and up to be enforced in the school and the lower grades would keep the current system in place
    - The matrix is just an example and starting point and can be altered by the teachers and administration
    - No board members opposed the matrix
  - On the issue of school cleanliness we would like released what is cleaned and when
    - For example maybe for the bathrooms there could be a log on the wall

- Also we propose a spray can of Lysol be added to supply lists as well as sanitizer
- P.E. [closed session]
- Regarding School Finances the board asked to review the budget and delinquent tuition accounts to help find solutions

### **New Business**

- Discussion ensued regarding grants.
  - There is an opportunity for us to be eligible to apply for a \$2500 grant, it is for grades K-12 so preschool cannot apply
  - The board will look into grants; Mr. Theis said the archdiocese puts out grants available every 6 weeks so he will share that information and we can help and Debbie Janicke apply for some. Miriam Schiavo is the contact at the diocese for this.
    - In our school Mr. Theis and Debbie Janicke do the grant writing.
  - Nicholas Suh asked how many grants has Mr. Theis written in the last few years.
    - Mr. Theis said none but he has done 2 to 3 tuition grants.
      - There are opportunities out there though.
      - He wrote these tuition grants with specific families in mind
        - They are based on the description of the family in need
    - Jen O'Reilly received a list last year from Debbie Janicke regarding grants available to Catholic schools and she will pass it on
- Jennifer Cronin mentioned that if help is needed over the summer in collection of tuition debt the board can help
  - Mr. Theis said \$25,000 has come in since the board started helping
- Paulina Bednarek asked if the painting project was separate from the plans of painting Chapel Hall
  - Mr. Theis said that if Chapel Hall were to be painted that would be the Parish Council, the painting project of the school will entail all interiors such as bathrooms, classrooms and hallways

### **Announcements**

- None

### **Comments/Questions from the Floor**

- Debbie Welninski asked about the Discipline Matrix and questions and scenarios were asked by other guests and board members
  - Dan Cerceo reiterated that the matrix can be used just as a tool
    - If teachers or other parents have a better idea it can be proposed as well
    - However we do need something to create more cohesion

- Jen Mroz suggested if we are going to enforce things such as new dress codes etc. something should go home now before parents buy wrong things over the summer
- Gail Stearns Hussein mentioned that Power School does have the function on keeping track of behavior issues
- Samantha Maher Sheahan asked if the school is looking into using the restorative justice
  - Jen O'Reilly said that this was actually mentioned at the last meeting and we were informed that the Archdiocese allows each school to pick their own policy
  - Gail Stearns Hussein mentioned that her school has slowly started incorporating restorative justice
    - The students write why they think they are being punished
    - The Assistant Principal goes through the letter with them
  - Another suggestion was made of having the students do service work
  - It is important for the students to realize the behavior impacts them
- Melissa Jucius brought up the topic of test scores
  - Discussion occurred regarding staff and administration looking over quantitative data and Terra Nova results
    - Maybe scores could be used for teacher evaluations and to make determinations for staff consideration for the following year
    - Questions arose as to how teachers are evaluated
      - Mr. Theis said teachers are evaluated several times in the year
    - There should be a transparency of the scores
      - Junior High Science scores in particular were low this year
      - Mr. Theis said teachers go over their data and can then see which areas of their teaching improvements are needed
- Another parent asked does the school give students extra help and what kind is given
  - IEPs were discussed
  - Mr. Theis said help is given by parent request
    - We have to go through the process of District 123
    - They have sent out a Title 1 teacher in the past for sessions
    - St. Xavier students have helped in the past
- Several parents brought up concerns regarding curriculum issues
  - Questions were asked if the school has a curriculum plan
  - A parent brought in the curriculum map laid out by the archdiocese that teachers are to follow
    - Discussion ensued regarding curriculum and Mr. Theis stated that all teachers have access to the curriculum and are to follow it
      - Paulina Bednarek said as a teacher she is also given a curriculum however the teacher herself chooses what he or she follows and how. There is not someone in the class daily to check if a teacher is actually doing what they are supposed to and that is an issue every school faces. Ultimately the teacher decides what and how to deliver it. She for example is given a computer curriculum but does not necessarily follow it to a T.

- Mr. Theis brought up several times that he welcomes parents to contact him on an individual basis and he can discuss many of these issues
- Jen Mroz brought up additional issues such as air conditioning, cleaning, tuition, and service club.
  - Discussion ensued regarding how some classes' parents have brought in air conditioning and others don't even have working fans.
    - Comment was made that a fan could be put on a teacher's wish list
  - Paulina Bednarek asked how many janitors do we have and how often are they there.
    - Mr. Theis replied we have 2 and they are there every day
  - Jen Mroz suggested there be an incentive for being on time with tuition
  - Question was asked regarding service club and their duties and what time they get out at
  - Discussion began on gym and school shoes as well and enforcing uniform policy
- The computer, music, and PE classes were brought up.
- A conversation about kids throwing food in the lunchroom occurred and how students are disciplined and why are students cleaning the lunchroom.
- Kerrie Cleve expressed concern regarding the gym and said we worked very hard to get the gym would like to see the PE program taking advantage of us having the gym and equipment.

**Motion to Adjourn:** Paulina Bednarek      **Second:** Dan Cerceo

**Closing Prayer:** Fr. Malcom

**Adjourned:** 8:20 pm

**Closed Session**

Board meeting went into closed session