

St. Gerald School Board Meeting Minutes
December 10, 2015

Present

Fr. Malcolm, Pastor
Al Theis, Principal
Dan Cerceo, President
Paulina Bednarek, Vice President
Theresa Munoz
Cindy Vega
Carlos Delgado
Lisette Alvarado
Brenda Ochoa
Nicholas Suh

Absent

AnMarie Waters
Gail Stearns-Hussein, Secretary

Guests

Jen Mroz

Called to order at: 6:59pm

Opening Prayer: Fr. Malcolm

Motion to approve minutes from November 2014:

1st. Nicholas Suh, 2nd: Teresa Munoz

Pastor's Report

- Alerted people how much money they contributed this year so far
 - Mr. Theis said most went home today, some will go next week
- Front of the church, roof and windows will be worked on starting in January

Principal's Report

- See Handout
- St. Gerald Profit and Loss Statement
 - Tom Forbes said to pass out letter regarding statement, it was in the 11/29/15 bulletin
 - School side is included in the statement but this is the snapshot of the school, Tom was kind enough to summarize it for the statement in the bulletin
 - Current as of June 30
 - Since then it has improved

- Something to keep in mind since we are updating people on their contributions
- Snapshot \$269,610.66 for net income, is higher than we want it to be
- Tom said its more handable if its around \$175,000
 - Some years it has been closer to that
 - Last few it has not been
 - It is improving, partly due to Board's help in tuition collection
 - November is close to where it is supposed to be
 - December we are notifying some families who may need a little push by presenting the tuition agreement
 - 2 month overdue, involvement in school and sports activities
 - Diocese requires a snapshot to be ready by December 31
 - Should look better
 - We have cut in some places
 - Mr. Theis thanked for the efforts, the fundraisers
 - For school it was \$39,361.27
 - Questions: Dan asked what would most help this. Would it be increased enrollment? Mr. Theis said yes it would be to gave 2 grade levels but depends which grade. You would need at least 44 students per grade to just be in the black. If we are at 36 then we can grow it a little, if its 35 kids then 5 people automatically pull out. So increased enrollment is really the best way. Father Malcolm said empty desks do not pay tuition. He also said we are reaching our max of fundraising. Pizza raised \$1800.
Brenda asked where the Bingo income is allocated to. Father said we had an increase. Bingo funds are allocated to the school.
- Nicholas Suh asked if there are plans to raise tuition. Mr. Theis said there is a case to do so but talks regarding that have not begun. We are only 4 less students than last year. Dan challenged the board to help think of ways to increase enrollment. Mr. Theis said it will be hand in hand. Brenda asked if there is any word on other schools closing. Father said there will be a meeting on January 29 so he will know more than. Lady of the Ridge and Louis DeMontefort are the ones that are the ones who would be looked at. We are still the lowest around tuition wise. We do not take a percentage of income or have mandatory fundraising. Father said we have to advertise all year long.
- Nicholas asked if someone could help us figure out what our strengths are. Maybe do a survey or study why we have chose St. Gerald and what we can do better.
 - Dan said we can come back to that in the Open House talks.
- Christmas Programs
 - Dec 11 for Kindergarten at 9 30

- Dec 15
- Dare Graduation Ceremony for 5th grade
 - Dec 16 at 1:15
 - Adding cake, but precedent will be set
 - 5th grade will also present plays on Dec 11 after lunch/recess
- Painting Project
 - Mr. Munoz painted room 202 all by himself
 - Mr. Waters is painting hallways
 - Hands are disappearing but they were up since 2004
 - Few are going to paint on Dec 22 and 23 if anyone can help
 - Room 205 Mrs. Arnold's room will be painted
- Website Rollout
 - Mr. Theis talked to Ben Kirkland
 - He will work with Mrs. Sliwka in January
 - Website will be ready for Open House week
- January 14 can be next coffee with the principal at 6:15pm

President's Report

- Wanted to thank the board for time commitments, it has been a successful year
- We have several more initiatives to finish up, website. A few more will play out in the next couple months
- Tuition recovery is great but we need to be sensitive to them and thankful to them for fundraising
 - We don't want anyone leaving. If anyone is thinking of leaving we want to find out what we can do to help.
 - We want to promote during Open House week. Bring in new families and make existing families feel that they have made the right choice
 - Mr. Theis said there will be a party for volunteers and is being advertised in the bulletin. He will put it in his newsletters as well.
 - January 9 in the gym, will be a nice dinner and music
- Margie did send 2 families emails today about exclusions
 - 1 family already emailed back they will pay tomorrow
- Dan clarified it is not a simple calculation or a spreadsheet, all avenues are explored and

Committee Reports

- Budget and Finance
 - Carlos asked if Mr. Theis found out information regarding collection agency. It is okay to do. Assistant superintendent said its okay but he hasn't heard much success doing it in the past. If we find success to please let him know who we used. He said it should be vetted and chose one wisely. Not for any family that is currently in the school, only for people who have left as a last attempt. Margie said AnMarie will find 3 companies and will chose the best

one. Margie has kept good records on past families. Mr. Theis thanked Margie.

- Marketing and Public Relations
 - Brenda said nothing till
 - January 31st is the start of Catholic School's Week 10-12
 - Normally go along with the other 4 Catholic School's in advertising
 - We are the only ones that put that we speak Spanish
 - Usually advertised in Southtown
 - Festivities begin at 9am mass
 - Some places do another Open House later on in the week or 2 weeks later in the evening
 - Teresa said we should do that. Families cannot make it into multiple schools.
 - Dan said what are the deadlines
 - February may be too soon.
 - Specific early childcare Open House.
 - Ideas were discussed on how to format Open Houses.
 - Advertising now and between now and January
 - Calculations of private versus public handout
 - Ask non profit like library and park disc
 -
- Planning and Policy
 - None
- Development
 - January 8th after 8am after mass, check to Mrs. Hennigan from Niemec Foundation, for microscopes
 - Grants for field trips to natural resources places
- Building and Maintenance
 - Discussed earlier regarding painting
 - Mr. Munoz will talk to Frank regarding
- Legislative Action
 - None
- Technology
 - Website coming
 - Dan asked who he can talk to about computer lab needs, Ben Kirkland and Matt Montaug the current teacher. His position is not a long term solution so it would be Ben Kirkland. What is Mr. Montaug doing for curriculum? He has contacted local high schools as to what the kids need and what the archdiocese. Lisette asked what the plan is for chrome books. Mr. Theis said there is no plan. We need a plan. Mrs. Connolly would be the person to talk to. Mr. Montaug wants to teach English High School so we need to advertise for a teacher. Dan said we could outfit a classroom cheaply but we need the teacher and a curriculum. Miss McGinnis might be ta
 - STEM program update for teachers, January 13th by Emily Kenny
 - She consulted for St. Louis DeMontefort
 - Gave suggestions in October

- Presentation on Sally Ride, one shot presentation, funds would be needed though, around \$300
- Teresa asked what the 5 year plan is for technology.
- Lisette said for different learners not necessary for gadgets.
- Dan said they need to realize what the acronyms mean.

Old Business

- Spirit Wear
 - In motion
 - Decision regarding preschool uniforms
 - Preschool 3 and 4
 - No decision yet
 - Mr. Theis thought the recommendation was only about Preschool 4
 - Will make a decision on both
- Website status
 - Will be running by Open House time

New Business

- Open House Planning
 - Discussed earlier
 - Board should plan on being here
 - Will be discussed online

Announcements

- None

Comments/Questions from the Floor

Motion to Adjourn: Teresa Munoz **Second:** Brenda Ochoa

Closing Prayer: Fr. Malcolm

Adjourned: 8:29 pm