

**These draft meeting minutes await review and formal approval
by the Board of Education.**

SAINT CECILIA PARISH BOARD OF EDUCATION MEETING

June 3, 2003

Members Present: Mike Vaclav, Anne Clem, Gina Isebrands, Kerry Gilarski, Mary Ellen Metzger,

Susan Vernon, Rev. Terry Rassmussen, Kimberly Sitzman, Monte Streit

Member Excused: Gloria Jones-Johnson

Administrators Present: Joanne Lyons, Bill Monosmith

Others Present: Scott Sitzman

The meeting was called to order at 7:08 p.m. by Chairman Mike Vaclav. The prayer was led by Joanne. Anne moved that the **minutes** of the May meeting be approved as submitted. Susan provided a second to the motion which carried.

Administrative Reports:

Principal: Joanne added to her printed report that she will be attempting to collect the outstanding tuition of about \$8000. She spoke of the strengths and weaknesses of the Breakthrough to Literacy Program and the need to have more information before make a decision regarding expansion of the program. Two estimates were received to re-seal the round windows near entrances; the Board advised acceptance of the lower bid and the repair work.

Director of Religious Education: Bill highlighted the need for catechists noted on his printed report. Results of the Archdiocesan Needs Assessment report were reviewed. He will investigate why the opinions of Board of Education members were not included. Assessment results will be discussed with the Long Range Planning committee. Catechists for vacant positions will be sought throughout the summer. Bill submitted a request for an Educational Leave of Absence for one (1) year, beginning July 1, 2003. There was discussion of ways to meet parish educational needs if he is absent. A committee, comprised of Monte Streit, Mary Ellen Metzger, Gina Isebrands, and Father Terry, was established to explore options and give an answer to Bill as soon as possible, preferably in 2 weeks. The initial meeting was planned for Monday, June 9, at 7 p.m.

Old Business:

Revision of Policy 301RE: Deletion of the policy was briefly discussed. Anne moved to approve the revision as published. Kerry voiced a second to the motion which passed.

Revision of BOE Constitution and Bylaws: Mike provided copies of the Constitution and Bylaws with proposed revisions. There was brief discussion. Anne moved to approve changes to the Board of Education Constitution and forward it to the Parish Council. Gina provided a second to the motion which passed without opposition. Gina moved to approve the bylaws as presented. Kerry provided a second to the motion which passed without opposition.

Persons present at the meeting were introduced.

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New Business:

Math Textbook Purchase: Joanne spoke of the selection process for new math textbooks and recommended the Scott Foresman Addison Wesley Mathematics, copyright 2004, for \$5994.55. Anne moved to approve the purchase of the math program as described. Susan gave a second to the motion which carried. Joanne presented the new action plan for reading, math, science, and character. Anne moved to accept the action plan as presented. Kerry voiced a second to the motion which carried. Gina will attempt to attend a meeting with Corrine Breitsprecker, Joanne, and Lori Van Fleet to review two (2) applications received for the media specialist position.

Contract with ISU for PE Classes: Mike and Joanne have met with staff members of ISU to negotiate provision of PE teachers for the next two (2) school years, utilizing students in a Masters program. Coverage of liability insurance for the individuals will be discussed with Arlene, parish business manager. The Board granted approval to proceed with negotiations with ISU.

Seating of New Members and Election of Officers for 2003-2004: Mike and Kerry completed their terms on the BOE. The meeting was turned over to Vice-Chairperson Anne Clem who called for nominations for officers for the 2003-2004 year. Gina nominated Anne for Chairperson. Mary Ellen gave a second. The vote was unanimous. Mary Ellen nominated Gina Isebrands for Vice-Chairperson. Anne gave a second. The vote was unanimous. Gina nominated Susan for Secretary. Anne gave a second. The vote was unanimous. Committee membership will be assigned in August.

Acceptance of Reports:

Family School Association: There was no report.

Parish Council: Minutes of the May 20 meeting were provided.

Committee Reports:

Finance: Highlights of the May 13 meeting were provided.

Facilities: There was no report.

Religious Education Long Range Planning: There was no report.

Catechist Dinner: Mary Ellen Metzger presented results of a survey of catechists regarding an appreciation dinner. It was decided to plan a dinner for a Sunday evening, probably in November.

Accelerated Learning Program/Extended Learning Program/All Day Kindergarten: The committee will resume work in the fall.

Anne said that with no pressing business to conduct, a BOE meeting would not be held in July. She will be unavailable to meet August 5, the first Tuesday of August, and will try to schedule the meeting for August 4 or 6.

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Pastoral Comments: Father Terry expressed appreciation for Joanne and her commitment to her work and the people of the parish, to Mike for his leadership, to Kerry for her work for the Board, and to new members for their willingness to serve the total parish educational needs.

Anne thanked Mike and Kerry for their years of service. She voiced gratitude to Joanne and presented her with a gift.

Following a prayer, the meeting adjourned at 9:20 p.m.

Submitted by Carolyn J. Thogerson