

## SAINT CECILIA BOARD OF EDUCATION MEETING

June 4, 2004

**Members Present:** Todd Clancy, Anne Clem, Gina Isebrands, Mary Ellen Metzger (after 7:30), Kimberly Sitzman, Monte Streit, Susan Vernon, Fr. Terry Rasmussen (after 7:45)  
**Newly Elected Members Present:** Pat Halbur, Gary Gorman (7:45)

**Administrator Present:** Duane Siepker

**Guests Present:** Dorothy Dake, John Hayes

The meeting was called to order at 7:07 by chair-person Anne Clem. Duane led the group in prayer. The minutes of the May meeting were approved.

### **Introductions and Recognitions:**

Pat Halbur was introduced as a new board member. John Hayes was introduced as the new director of religious education. At 7:50 Gary Gorman was introduced as a new board member as well. Dorothy Dake was recognized by the board for her years of dedicated service as assisted reading teacher. She was provided with a gift certificate and a certificate of appreciation before leaving the meeting.

### **Administrative Reports:**

**Director of Religious Education:** Bill was not present and there was no report.

**Principal:** In addition to Duane's printed report, the impending ICN meeting with the Archdiocesan Board of Education was discussed. The meeting will cover the all-day kindergarten, the preschool project and the elimination of the sixth grade in 2005. Duane provided the group with a packet of info on these topics and Gina suggested an 8:45 meeting time in preparation for the 9:00 meeting the following Saturday.

### **Acceptance of Reports:**

**Parish Council:** Monte provided printed report.

**Family School Association:** No FSA report

### **Unfinished Business:**

**Summer School:** Information regarding the Ames CSD summer school program did not arrive from the district as Duane had requested. Gina provided a contact name. The AEA has indicated such a program would not be available to our students but Duane will continue to look into it.

**Religious Education:** Ways to improve the religious education program and communication between the board and religious education program were discussed. The RE long-range planning committee was discussed at length. Mary Ellen indicated that the committee needs to meet regularly with a consistent membership including a parent, a board member, a catechist, and the administrator. She also emphasized the need for a clear agenda at these meetings and for follow-up to take place afterwards. John will be provided a list of long-range planning goals. Mary Ellen emphasized the need for improved communication between parents and catechists in the program as well. She

suggested an open house take place in the fall. John was receptive to the idea and also invited board members to visit religious ed classes. Pat asked about the program for becoming a catechist which John explained. Mary Ellen asked about the evaluation of catechists. John will implement an evaluation plan for catechists and suggested the board evaluate the program in a couple of years

#### **New Business:**

***Hiring a teaching associate:*** Duane proposed hiring a teaching associate to work in grades 4 – 6. This would be paid for by eliminating the assisted reading position. These are large classes with several students needing academic reinforcement. The associate would assist with this as well as administer the BRI and provide assistance to the teachers in the upper grades as necessary. Susan expressed concern over the elimination of the assisted reading position. Duane indicated that reading assistance is better provided within the classroom and that students will be better served by having an associate to help them within that setting. Susan motioned that Kimberly Sitzman be hired to work as an associate in grades 4-6 at a rate of 7.90 an hour for 6 hours a day, 5 days a week. Todd seconded the motion. The motion carried without dissent. Kimberly will relinquish her position on the board as a result.

***Moving the computer lab:*** Duane indicated that the size of the current computer lab does not accommodate an entire class. He suggested moving the lab to the conference room to accommodate additional computers and students. The room could accommodate 30 PCs and still be usable by youth ministry and other groups who currently use it. Gina motioned to move the computer lab from the media center to the conference room. Kim seconded the motion which carried without dissent.

***Replenishing the Tuition Assistance Fund:*** Anne said the fund contains approximately \$500 after many requests for assistance were answered over the previous school year. She indicated that a minimum of 2500 should be in that fund as the school year begins and preferably 3500 or more. Father Terry offered to allow board members to appeal for donations to this fund at mass in August. Monte agreed to arrange this. Monte asked if all tuition had been collected from the 2003-2004 school year and Duane indicated most had. Monte suggested appealing for tuition assistance funds on school or RE registration forms. Mary Ellen asked if SCRIP funds could be allocated to tuition assistance. The new board chair should talk to Connie Vaclav regarding the availability of these funds. Mary Ellen mentioned the need for SCRIP forms to be made available to RE families. Gina mentioned the need for more fundraising and Duane stressed the need for reliable third source income.

***Election of officers:*** Todd moved that Gina be elected board chair. Kim seconded and Gina was elected without dissent. Gina moved Monte be elected vice-chair. Todd seconded and Monte was elected without dissent. Monte moved Susan be elected secretary and Gina seconded. The motion carried without dissent.

***Scheduling of Board Meetings:*** Possibilities for changing the board agendas or meeting schedules to include more time specified for religious education were discussed. Separate meetings for each aspect of school and the religious education program and having an hour devoted to each program were options discussed. Anne commented that good communication with the new DRE will make such changes unnecessary. She favors maintaining a single meeting for both programs, stressing the importance of unity. She

underscored the board's commitment to RE. Since joining our staff, Duane has asked the DRE for items for the board agenda and none have been provided. Anne indicated that agenda items need to be provided by the DRE for the board to have a starting point that makes discussion of RE at board meetings possible. Father Terry indicated that the board needs to work on RE outside of board meetings and that agenda items should not be DRE's responsibility alone. Anne expressed a need for board members to be made aware of what is going on in the RE program to make this possible. Todd suggested setting goals for the board and going through the RE calendar so each member may plan to attend various RE events. Day and time of the board meetings will remain 7:00 on the first Tuesday of each month for the 2004-2005 year.

***Administrator Evaluation:*** The need for some official means of evaluating administrators was discussed with Duane providing ISLAC and Archdiocesan evaluations as examples. Monte suggested that a meeting should take place between a board rep and administrator discussing commendations and areas where growth are needed each year preceding contract offering. Mary Ellen suggested using the archdiocesan administrator evaluation this year. Board members will complete these and provide them to Gina who will then meet with Duane.

**Pastoral Comments/Closing Thoughts:** Father Terry expressed his gratitude to Dorothy Dake for her years of service. He also thanked Anne and Mary Ellen for their service to the board as their terms were ending.