

**Report to Council
St. Matthew Parish
Submitted to the Vice Chairperson
Committee: Board of Education
Person Submitting: Eileen Rehn
Meeting Date: March 5, 2007**

Members Present: Sue Chilson, Diana Erlandson, Dave Sims, Eileen Rehn, Fr. Steve Stradinger, Christine Apple, Barb Shelton, Barb Czerwinski. Sandy Gavin, Sue Margraff, Shari Reimer
Guest: Tim Dugan, Home and School Association President
Excused: Nancy Konkel

1. **Opening prayer** – Scripture reading and “Question of the week.”

Old Business

2. **Previous meeting minutes reviewed:** Motion to accept by Barb C., second by Barb S.
3. **Review of open items from previous meeting** – Discussed throughout the meeting.

New Business

4. **Enrollment** – Enrollment for this year is unchanged at 239 students. Currently, there are 126 students enrolled for next year, and open enrollment has not started yet. Diana stated there has been no negative feedback regarding the increase in the registration fee.
5. **Auction Update** – The auction was very successful again, despite the stormy weather on auction night. Income is estimated to be between \$45,000 and \$50, 000. Diana reported that the Technology Committee has been working very hard to plan for the upgrades to the school computers. They are extremely dedicated and work many hours, often late at night, to keep our computer systems operating. Due to the generous donation of hardware from the 440th Airlift Wing, the committee will be able to spend auction funds on new monitors, software and other needs. Diana will work on a list of priorities for any remaining funds. Shari again asked that a new copier for the school be considered.
6. **Marketing** – Dave created a bulletin insert for the other parishes in our cluster to inform families about our school. He will send them out prior to the week of open enrollment, which begins March 28. Barb S. has reserved the marquee at the Oak Creek Community Center for one day this week and again the week of open enrollment. Barb C. suggested advertising open enrollment on the sign on Chicago Road.
7. **Graduate Surveys** – One additional response came in. Diana has the surveys that contained comments which she will share with staff as appropriate.
8. **Budget** – The school budget has been submitted to the finance committee and we are waiting final approval. The boards recommendation was adjusted to propose a 6 – 6.5% increase in tuition. Finalization of school contracts is in progress.
9. **Tuition Collection** – It’s been brought to the board’s attention that the parish office is having a great deal of difficulty collecting tuition from some families. Approximately 35 families have past due tuition bills. While the balance and number of days past due varies widely, the current total is greater than \$45,000. The parish office has sent out letters, and received many calls from parents who are upset about receiving them. While Diana feels confident that the majority of this debt will be collected before the end of the school year, this outstanding balance is larger than it has been in the past. Both

the parish office and the Board want to avoid the cost of using a third party collection group. Father Steve shared the suggestion of implementing a mandatory automatic withdrawal system for all families, with terms agreed upon with each family individually. This would save the parish accountant a great deal of time in collecting and monitoring payments. However, several board members opposed this plan because they felt it was punitive to those who pay tuition on time. It was agreed that the board needed to have a plan for dealing with both the current debt as well establish a policy for the future:

- Families can contact the principal, pastor or parish office at any time to discuss financial hardship, or request special arrangements for paying tuition.
- Current debt: Accounts will be evaluated near the end of the 3rd quarter. Past due balances will be expected to be paid in full. If they are not, report cards will be withheld for grades K5 to 8. Families with children in K4 will not be able to send their children to school during the fourth quarter until their tuition is up to date.
- Plan for future policy: Tuition payment will be evaluated quarterly. If payment is not up to date, report cards for students in grades K5 – 8 will be withheld until it is paid. Students in K4 will not be allowed to attend school the following quarter until tuition is paid. No family will be able to sign a school contract for the following year until their tuition is up to date.
- The Board will request a quarterly report on past due tuition. Families that are not up to date with payments will receive a letter from the Board. All information concerning which families owe past due tuition and the amounts will remain confidential – the Board will just sign a form letter.
- Automatic withdrawal of tuition payments will be offered to all families. Forms for automatic withdrawal will be sent home with the school contract.
- Sue C. will speak at the March 14 Home and School meeting to update parents on the situation and these proposed changes.

10. BOE Member Changes - Barb C. and Eileen have completed their terms and will not be returning to the board next year. Barb C. offered to continue to assist the principal with the budget. Shari suggested that the other teachers be given the opportunity to serve as the faculty member on the board. The Board commended Tim Dugan for his commitment to attending Board of Education meetings to represent the Home and School Association and promote communication.

11. Principal Updates – Diana informed the board that she will be leaving St. Matthew at the end of the school year. She also reported that letters of intent were returned by all staff members. We will only need to hire a K4 teacher for next year as the terms of Mrs. Stelter’s contract have expired.

12. Floor Items

Christine - Parents had asked if we need to make up snow days as the Oak Creek Franklin school district does. Diana responded that due to the number of scheduled days on our calendar, this will not be necessary. She also had been asked if BOE minutes are submitted to Parish Council. The BOE secretary submits these minutes to the parish via the website at minutes@stmattoc.org.

Tim - Home and School fundraising is down from last year at this time. There will be sufficient funds to pay the school gift.