

**Report to Council  
St. Matthew Parish  
Submitted to the Vice Chairperson  
Committee: Board of Education  
Person Submitting: Eileen Rehn  
Meeting Date: May 7, 2007**

Members Present: Sue Chilson, Diana Erlandson, Eileen Rehn, Christine Apple, Barb Shelton, Sandy Gavin, Sue Margraff, Shari Reimer,

Excused: Nancy Konkel, Dave Sims, Barb Czerwinski, and Fr. Steve Stradinger.

Guests: Tim Dugan, Home and School Association President

Dave Johnson and Brian Kucharski, Technology Committee.

**1. Opening prayer**

**Old Business**

**2. Previous meeting minutes reviewed:** Motion to accept by Sandy, second by Barb S.

**3. Review of open items from previous meeting** – Discussed throughout the meeting.

**New Business**

**4. Technology Plan Discussion** – Dave Johnson and Brian Kucharski reviewed the “Proposal for Technology Funding Needs: 2007 School Auction Proceeds” that was drafted by the Technology Committee. The board thanked the committee for the time and effort that they put into researching and preparing this very thorough report. Each item was reviewed. Diana gave her input based on her own experience, research and staff feedback. The board approved the proposal as presented, but recommended that the new principal be consulted on the timing of the purchase of the “Webgrader” electronic report card system used by the Milwaukee Archdiocese. Diana will send a summary of the plan to school parents in the Friday folder.

**5. Enrollment** - Currently we have 207 students enrolled for next year. There are still contracts pending that have not been returned. K4 has 9 students. Last year at this time we had 11 registered for K4, and summer registrations are anticipated. K5 has 19 students registered. Shari brought up that some parish families have expressed interest in half day K4 at half price tuition. The board decided that we may consider a half day option at 2/3 tuition rate, only if the class is not full by the start of school.

**6. Marketing** – Dave contacted the other parishes in our cluster regarding a bulletin insert advertising our school. St. Louis has distributed the information in their bulletin, St. Stephens has elected not to at this time, and St. Mary’s has not yet responded. Diana is still getting phone inquiries and giving tours.

**7. Surveys** – “End of Year” surveys are due later this week.

**8. Principal Updates** –

**Contracts** – The new language regarding automatic withdrawal of tuition and delinquent payments was reviewed and approved. Contracts will be sent home this week with a letter explaining the new items.

**Staffing Changes** – Shari Reimer will move from K5 to K4. Kelly Stefanich will move from first to third grade. Therefore, we need to hire teachers for K5 and first grade. A panel composed of the principal, a staff member, a parent and a board member will work on the hiring process. Christine Apple volunteered to serve as the board member.

**School Picnic** – Scheduled for June 1<sup>st</sup> at the park in Caledonia. Families will be asked to pay a small fee for busing.

**Graduation** – Monday June 4 is graduation for eighth grade and K4. Shari suggested that all teachers be more involved in the eighth grade ceremony.

## 9. Floor Items –

**Barb S.** – The school concert was awesome. The out of uniform day for those who participated was much appreciated by the students.

**Tim Dugan**– Home and School Association Update:

Board members: Tim will serve another year as President. Debbie Yost will return as Treasurer. They have a candidate for Vice President and still need someone for Secretary. Still need a SCRIP coordinator for next year.

Budget: Fundraising is down this year, but we will be able to meet our school gift commitment.

**Shari Reimer** - The school copier is still a high priority need for the staff. Barb C. will be looking into the costs of replacing the current copier with a leased or used machine.

- Proposal to move the principal's office into the back room to improve confidentiality and increase private space for conferences with staff, students and parents. The current work room could be moved to the current principal's office. Diana felt there might be a problem with wiring for the computer. Board members also felt the visibility and accessibility to the principal in the front office is a positive thing. The issue of confidential meeting space will be discussed with the new principal.

- Reminder of the gift for Sr. Felicia. Sue C. will contact the Home and School Association to ask for funds to purchase Darden's restaurant cards from SCRIP.

- Reminder of gifts for 3 staff members leaving this year. Sue will also request funds for this