

St. Matthew Parish
Personnel Committee Meeting Minutes
12/4/2007

Attendance: Father Steve Stradinger, Tom Schneider, Al Hobbs, Michael Hoffman, Dan Duchniak, and Cathy Cramer.

- I. Meeting started at 6:30 p.m. with introductions, reflection on the question of the week and an opening prayer.
- II. Minutes from the November 6, 2007 meeting were reviewed and approved.
- III. Dialogue: School's Response to Declining Enrollment/Plans for Future: Principal Julianne Barber and Board of Education President Sue Chilson reviewed the board's process for budgeting. They presented recommendations on a marketing plan that was developed by UW-Parkside students that is being implemented. This plan involves marketing to parishes, marketing outside the parish, and retaining current students. Suggestions from the school also included surveying parents twice per year on school climate as well as surveying high school graduates on their St. Matthew's experiences that can be shared with potential students and parents. The current expense assumptions and the need for contingency planning for the school, sharing this information with faculty, and efforts to follow up on unpaid tuition were discussed.
- IV. Discussion about Budget Assumptions and Administration's Proposal: There are some one-time budget savings available in the current fiscal year that could be applied to assumptions at this time. After discussion, it was the consensus of the committee to have Administration move forward with the development of the budget based on the assumptions presented.
- V. Update on Personnel Situation: The committee was updated on a personnel matter and recommended personnel polices be followed to assure consistency.
- VI. Status of Teacher Handbook: Tom was to follow up with Barb Czerwinski and the school principal regarding any remaining work/changes to complete updating the teacher handbook with the personnel policies.
- VII. Review of Upcoming Meeting Schedule: Monday, Jan. 7 (if needed); Tuesday, Feb. 5 and Tuesday, March 4.

The meeting adjourned at approximately 8:35 p.m.

Respectfully Submitted,
Cathy Cramer