

**Report to Council
St. Matthew Parish
Submitted to the Vice Chairperson
Committee: Board of Education
Person Submitting: Christine Apple**

Meeting Date: 8 September 2008

Members Present: Sue Chilson, Susan Shawver, Julianne Barber, Christine Apple, Karen Dolan, Jennifer Heiges, Mike Studer, John Lee, John Otto, Sue Margraff, Lisa Cheaney.

Excused: Father Pat

Guests: Dan Duchniak, Debbie Sievert

1. Opening Prayer/Question of the Week.

Old Business

2. **Previous meeting minutes reviewed:** Motion to accept amended minutes by Mike, second by Sue.
3. **Review of open items from previous meeting-**discussed throughout the meeting.

New Business

4. **Welcome New BOE Members and Introductions-** The BOE welcomed new Board Members John Lee, Chairperson, Karen Dolan, Jennifer Heiges, John Otto, Lisa Cheaney, and Sue Shawver, Teacher Representative.
5. **School Board In Service-** The Archdiocese provides a training for Board of Educations to better understand the roles and responsibilities of the BOE. The session will be held in Racine on 25 September 2008 at St. Lucy's from 6:30 to 9:30pm. Sue Chilson has been to previous in-services and recommends attendance. Members are to rsvp to John Lee if they wish to attend.
6. **Enrollment Update 2008-2009** – Current enrollment stands at 217. There is a wait list for 4k and 24 are enrolled at this time. 5K has 14 students, 1st Grade has 21 Students, 2nd Grade has 23 Students, 3rd Grade has 22 Students, 4th Grade has 25 Students, 5th Grade has 25 Students, 6th Grade has 23 Students, 7th Grade has 22 Students and 8th Grade has 23 Students. The current budget is for an enrollment of 223 students so we are currently 6 students shy. Some reasons why students left include: transfer to Deerfield (2), transfer to East Middle School (2), Move to Port Washington/Ohio (4), and two left because they were behind in tuition. One half of the students in 4k re-enrolled in 5k. Julie will look at the financials to see if people are late with tuition at this time.

- 7. End of Year Surveys** – 141 Surveys were sent out to families and 59 were returned. Families reported overall satisfaction with St. Matthew’s school (87% of respondents.) There was a discussion of how to increase compliance with filling out the survey, while still maintaining the confidential nature of the survey. Some of the write in comments included hiring a Foreign Language teacher, complaints about the Citizen of the Month program, making up snow days, and having more child performance programs occur in the evening as opposed to during school hours. Mike will take over the survey process this year.
- 8. Parent Contract** – There is a concern about the current wording of the parent contact with regard to financial contributions to the Parish. Currently, tuition discount remains for people who agree to contribute a certain weekly amount to the Parish. This is perhaps inappropriate and the contracts for next year are to be re-worded. Julie B. to follow up on this.
- 9. Auction Update** – the automated library has been ordered and math books and supplies have been purchased. Ms. McDonald has been trained in the use of the Smart Board and the quote is for \$5,000.00. Smart Boards have been replacing chalk boards in many schools. The goal for St. Matthews would be to have several Smart Boards in the classrooms. Another wish involves automation for the lunchroom so tickets no longer need to be purchased. Other items on the wish list include a contingency fund for new teacher hires, a reading book cart, money for music instruction materials, a new oven for the kitchen, and setting aside money to help purchase new textbooks and technology in the future. The AED is still on order from Mr. Rehn. The school is also looking at funds to replace some lunch room tables and to purchase playground equipment.
- 10. GYM Proposal** – Dan Duchniak and Debbie Sievert were present for the meeting to discuss work on the gym proposal. The current proposal is that a portion of the proceeds from the School Auction for the next five years would be earmarked for the gym fund. Other sources of revenue for the gym include buying personalized bricks, business donations and grants, money from SMPAA, money from Home and School Association, and possible naming rights. The concern is that there is a concurrent Capital Campaign fund that needs donations from Parish members for a new Church. The BOE will make a proposal such that 50% of Auction proceeds for the next five years up to but not exceeding 20,000.00 will be earmarked for the gym fund.
- 11. Marketing** – Yard signs for the school are in the fishbowl. Several individuals have agreed to put them in their yards during certain periods of the year. There was a discussion regarding the letters that families receive to remind them about tuition payment and/or stewardship. They can appear as nasty and this can affect the marketing of our school.

12. Principal Updates –Discussed during the meeting.

Floor items –

*Sue M.. – Sue placed School information in the Bulletin.

*Christine A. – Reminder that we should still talk about an Endowment fund.

*Sue C. – Having the back to school day on Thursday was a great idea.

Respectfully submitted...Christine Apple