

**St. Catherine of Siena Board of Catholic Education**  
**Minutes for Meeting of 9/3/2019**

Opening Prayer: Fr. Stef

Roll Call: Present: Father Stef, Julie Scherer, Theresa Broering, Carol Smith, Nancy Browning, Judy Newberry, Jen Kirst, Gwen Fields, Raymond Schlosser, Ashley Cox , Absent: Excused:

**Pastor's Report (Fr. Stef)**

Fr. Stef has spoken with the fire chief about an alarm system that could also be heard in the church. We will also come up with an evacuation plan for the church to build off of the drills in the schools. Father asked Julie to look into the budget for marketing to see if we could find funds for some of the ideas that have come forward. (See the report below from the Public Relations and Marketing committee report.)

**Principal's Report (Julie Scherer)**

Air conditioning has had a major impact students and teachers have been better able to concentrate, especially on the hot afternoons.

The intervention teacher is co-teaching some of the reading classes to have a better feel for the students. It has allowed time for some testing that was not possible last year. She has been working to update learning plans for students

Enrollment is 151. (Currently it is at 149 but there are two students coming from Alaska that are not here yet.

The mirror that was taken down that monitored hallway access to the office has been replaced by a camera.

Father asked about safety drills. We went through the fire drill, lockdown, and tornado drills and all went well. Questions were raised about professional development plans for the faculty for this year and Julie said the couple of days in the calendar had been used because of air conditioning installation. She is looking at options in the calendar. The new teachers are settling in well.

**Religious Education Report (Kip Perkins)**

The open house seemed to go very well. The new teachers were comfortable with the day. We are at 107 as of today and possibly some more yet to register. There was concern that the 6<sup>th</sup> grade has 25 students but there are only 24 desks. Fr. Stef questioned with the nature of CCD that this seems to be a very large class. Is another teacher needed for that group or should it be a split group? He left it to the teacher as to whether 25 students is a workable number. At this time Kip thought it would be possible to keep it as one group. We are going to introduce the youth ministry with a paid program of 8 or 9 dates and the confirmation retreat with the junior high students, The team coming in is the NET (National Evangelization Team) ministries. These are 4 hours meetings with a meal.

**Evaluation/Planning Committee Report (Nancy Browning)**

No Report

## **Policy Review Committee Report (Gwen Fields, Raymond Schlosser)**

### Policy 1:

Changes: Nancy: asked about adding age as a non-discrimination for employment. The discussion was also that this shouldn't include an employment portion and just have a policy that is related to student admission only. Father Stef considered the first line to read that it is the parish that admits students to the school.

### Policy 2:

Admission Policy: Diocesan policy first date is August 31 as opposed to August 1 that Kentucky Public schools are now using. We will go with the diocesan birthdate of August 31

### Policy 3

Class size: OK with the revisions as presented Grade K through 3 will be capped at 24 and 4 through 8 at 28.

Policy 4.1 Fees and Tuition: OK with the revisions as presented in the document.

Policy 4.2 Student Records: OK with the revisions as presented in the document.

### Policy 5

Change the term resource teacher to intervention teacher/specialist. This reflects that the role of this position is more student centered as compared to assisting the classroom teacher.

Constitution and By-Laws: Copies of the existing document were distribute so that everyone had copies for the binders. The status of the review is that we are up to Article 4. It will require a number of revisions to match what we are currently doing as a board. Raymond noted that we had agreed to revise the board from 9 to 6 members last year. However, we are currently short 1 parish representative as there are currently only 5 serving terms. Father Stef said he would look into asking someone to join the board as the 6<sup>th</sup> representative.

## **Public Relations/Marketing Committee Report (Jenn Kirst, Ashley Cox, Sarah Weinel)**

Publish committee goals: There would be attempts to reach out Globally: e.g. people moving into the area would be able to find more about the school on the web page. One suggestion is to add an "about us" page geared towards recruitment with quotes from parents etc. The second focus goal is to reach out to the local Community at large: e.g. yard signs for new students, a float in the July 4<sup>th</sup> parade etc. The final focus goal is to try to create a tighter bond with the Parish: e.g. trying to make us more visible to the parents. Katie Desmond can help to upload materials to the web site

PTO Met for a planning session 8/11. PTO wants to enhance the community aspects of the school with buddy families etc. New families received magnets for their cars.

Finance update: Continue discussion was made regarding a district junior high, but no real progress on that. Finance was interested in how to market the school and parish.

Carol Smith: Teachers are settling in, the workroom is a big benefit. The air conditioning is a major plus.

Judy on pastoral council: no report.

Adjournment: 8:34

Closing Prayer: Julie