



**ST. THERESA SCHOOL BOARD OF SPECIFIED JURISDICTION
MEETING MINUTES
February 19, 2018
7:00 P.M.
Pauline Center - Festle Board Room**

<p>TOPIC:</p> <p>Renew My Church Committee Reports Parish Transformation</p>	<p>ROLES:</p> <p>Attendees: Norm Behrens, Donna Brand, Fr. Tim Fairman, Ann Marie Houser, Mary Keenley, Jim O'Brien, Elizabeth Rahimi, Gordon Smith, Michael Thompson, Philip Zarob</p> <p>Absent: Fran Litchfield, John Melone, Michael Towle</p> <p>Facilitator: Donna Brand</p> <p>Note Keeper: Donna Brand</p>
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<p>MEETING OBJECTIVES:</p> <ul style="list-style-type: none"> ● Review meeting norms of group ● Objective 1 – Pastor's Report ● Objective 2 – Principal's Report ● Objective 3 – Committee Reports ● Objective 4 – Parish Transformation ● Objective 5 – New Business
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<p>TO PREPARE FOR THIS MEETING, PLEASE:</p> <ul style="list-style-type: none"> ● Read this agenda ● Review the advance board materials that were sent via email
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TIME	MINUTES	ACTIVITY
7:02 pm		<p>WELCOME</p> <ul style="list-style-type: none"> ● Opening Prayer – Phil Zarob ● Welcome any guests/visitors. ● Take attendance. ● Review the meeting's objectives.
		<p>Review advisory board meeting norms prior to each meeting.</p> <p>MEETING NORMS</p> <ul style="list-style-type: none"> ● Assume positive intentions. ● Take an inquiry stance. ● Use "I notice" statements and "I wonder" questions. ● Ground statements in evidence. ● Start and end on time. ● Be here and now. ● Stick to protocol - hear all voices.

		<p>APPROVAL OF MINUTES</p> <ul style="list-style-type: none"> December 18, 2017 Meeting Mike Thompson made a motion, seconded by Liz Rahimi to approve the minutes. The motion passed with all approving, except Phil Zarob who abstained since he was absent from the December meeting.
		<p>OBJECTIVE 1 – Pastor’s Report</p> <ul style="list-style-type: none"> Green and Gold Fr. Tim indicated there are many new people on the committee with new perspectives. The Underwriters Party was held February 10th with about 40 individuals attending. To date, about \$28,000 in sponsorships have been received. Ministry groups are asked to provide a basket for the silent auction. Liz Rahimi and Donna Brand will coordinate a golf themed basket on behalf of the BSJ. Renew My Church Our grouping has met twice. The first meeting was an introduction, facilitated by John Carter who was assigned by the Archdiocese. The second meeting focused on identifying the strengths and challenges of all 4 parishes, which have very definitive demographics from each other. Our Town Hall meeting will be tomorrow evening to bring parishioners up to date on progress and for a question and answer session. After all parishes have conducted their Town Hall meetings, the next team meeting is in March. By May, our grouping will receive its 3 approved scenarios. By the fall, the chosen scenario will be approved by the Archdiocese for implementation. The implementation will probably impact the 2019-2020 budget year. Potential benefits to combined parish efforts: offering varied Mass times, shared RCIA, youth/young adult ministries, offering more RE classes providing scheduling flexibility. Parish Strengths and Challenges Fr. Tim asked for input on parish strengths and challenges. <u>Strengths</u> <ul style="list-style-type: none"> - Young people are present in Church - New campus and facilities - School has evolving curriculum with high expectations for students - Parish ministries are varied & active - Strong priest staffing – 4 priests - Active parent association - Sense of community for both parish & school - Parish support of school is visible at Masses, in bulletin - Parish offers many ways to pray to draw all (traditional, charismatic, etc.) <u>Challenges</u> <ul style="list-style-type: none"> - 3,600 families but participation at Mass is much lower - Number of marriages is down, largely due to cost and

		<p style="text-align: center;">secular influence</p> <ul style="list-style-type: none"> - Mass times could be more accommodating - Parent formation - Develop more leadership within ministries - Be more welcoming to visitors, new families <ul style="list-style-type: none"> • Other Items <p>Alpha, a Christian evangelization program, begins tomorrow morning for next several weeks. These are small group sessions to explore the Catholic faith.</p> <p>As part of Renew My Church, the Archdiocese has provided an assessment of our facilities. Most items of need for improvement were already known by parish, for example, new roof for church, electrical upgrades in basement of church, roof for Pauline Center, asbestos removal in Pauline Center.</p>
		<p>OBJECTIVE 2 – Principal’s Report</p> <ul style="list-style-type: none"> • Enrollment <p>Very positive signs: Significant drop in attrition from Kindergarten to Grade 1, and a noted drop in attrition from Grade 2 to 3. Mary has high confidence in the enrollment goal of 360 for 2018-19, with a good possibility of reaching 385.</p> <ul style="list-style-type: none"> • State approval <p>There were 3 violations which have been remediated.</p> <ul style="list-style-type: none"> • Other items <p>Empower Illinois (tax credit SRO) will be back online in March. We have a few families that qualify. There is \$20,000 available to the school now which will ease the burden of offering tuition assistance internally.</p> <p>School chapel project is moving forward with architectural plans.</p> <p>See attached Principal’s Report for further details.</p>
		<p>OBJECTIVE 3 – Committee Reports</p> <ul style="list-style-type: none"> • Finance Committee – Mike Towle, Chairperson <p>Donna gave the report in Mike’s absence. Online payments are progressing well. Some struggle with gathering data on comparison schools – will continue to try to get the subgroup working together. See attached Finance Committee Report for more details.</p> <ul style="list-style-type: none"> • Communication Committee – Phil Zarob, Chairperson <p>Phil suggests the Board consider funding a Development / Communications Coordinator. Focus should be on enhancing retention and recruitment and creating a culture of appreciation. See attached Communications Committee Report for more details.</p> <ul style="list-style-type: none"> • Marketing/Enrollment Management Committee – Ann Marie Houser, Chairperson

		<p>Ann Marie reports that the committee is at the gathering information stage for developing a “volunteer info corner” in school lobby and church vestibule. It will provide a substantive list for next BSJ meeting. The committee suggests more efforts to improve first impressions of the school on a day to day basis, rather than just at planned/staged events. See attached Marketing Committee Report for more details.</p> <ul style="list-style-type: none"> • Development Committee – Mike Thompson, Chairperson Fran and Liz completed some research and have a list of grants that the school should consider pursuing. The Library is hosting a wine and cheese event on April 6th – Mike encourages all Board members to attend. He also encourages those with children and grandchildren who are alum to become involved in alumni relations. See attached Development Committee Report for more details.
		<p>OBJECTIVE 4 – Parish Transformation</p> <ul style="list-style-type: none"> • Review Education Action Plan Fr. Tim reviewed the worksheet and suggested the BSJ work on the following during the next year: SRE 2.1 – Increase tuition assistance – could a Finance member work with Hank to ensure this is pursued? SRE 2.4 – Follow-up with baptismal prep families – could a Marketing member be tasked to assist? PM 2.2 – Create Martin Center – looking for individuals to assist Mary Keenley and Liz Vogt PM 3.1 – Take Back Sunday – need volunteers to spearhead this effort for a fall implementation <p>The BSJ should review this list annually to assess.</p>
		<p>OBJECTIVE 5 – New Business</p> <ul style="list-style-type: none"> • BSJ presence on School website BSJ minutes from August, October, November 2017 have been uploaded to the BSJ link on the STS website. The names of Board members will be added with a generic info email address which will be monitored by webmaster. Donna will communicate with webmaster. • April BSJ meeting Hope to have Renew My Church scenarios for review. • Summer improvements If there are leftover monies from the final reconciliation of the Master Plan (TBD)
8:44 pm		<p>ADJOURNMENT</p> <ul style="list-style-type: none"> • Closing Prayer – Phil Zarob