

Lourdes Catholic School
Faith Formation Board (FFB)

April 15, 2010

Meeting Minutes

- 1) Opening:
 - a) The meeting was called to order by President Tom Quinn at 7:40 p.m..
 - b) Board members in attendance: Father Tim Sheedy, Cassie Ehrecke, Jim Kersten, Steve Weitz, John Resnick, Mike Wegmann, Marnie Carroll, Tom Quinn, Katie Selden, Kristyn Tjaden, Miranda Lawrence and Jill Tranel.
 - c) Guests present: Scott Inman, Gloria Mesick, Christine Kostoglanis, Tara Moffit, Colleen Gordon, D. Vermulen, Gretchen Flynn, Marcia Walsh, Shannon Heck, Beth Welker and Scott Welker.
- 2) Opening Prayer: Father Tim
- 3) Open Forum: Prior to the open forum Tom Quinn informed all present that any personnel issue relating to a grievance cannot be discussed in this meeting's open forum. Tom explained that as the grievance was filed today and pursuant to FFB Policy #312B this issue is currently in level 1 of the 3 levels through which it must pass. Any grievance in level 3 is a FFB issue. Colleen Gordon inquired when an open forum would take place when one could speak on this matter. Tom and Father Tim agreed that the May 6th FFB meeting or a special meeting called prior to that date will have an open forum for such discussion. A concern was raised on how a special meeting date and time would be communicated. It was agreed by the FFB that the date and time would be announced via email, through the Principal's Post and, if time allowed, the Sunday Bulletin. Beth Welker, a parishioner and parent of an LCS 6th grade student, requested to speak outside of the above issue. Her husband, Scott, was also in attendance. Mrs. Welker spoke of the importance of having a strong junior high program at LCS and their desire to see the program flourish. She indicated that she participated in the focus groups. Mrs. Welker's question to the FFB was whether the process taken in hiring and firing teachers is public knowledge and where they would find such information. Katie Selden directed the Welkers to the Diocese of Davenport website which has posted all policies for review. Katie also indicated that an extra FFB Handbook of Policies could be reviewed at school if requested.
- 4) Approval of Minutes:
 - a) The minutes from the March 4, 2010 meeting were reviewed as submitted.
 - b) Motion to approve made by Jim Kersten and seconded by Mike Wegmann and approved by all.
- 5) Administrative Reports:
 - a) Father Tim – Pastor –

- i) Four second interviews for the Development Director position will be held next week.
 - ii) Capital Campaign is ongoing. Our goal was reduced to \$1,420,000. One of three phone-a-thons have already taken place.
- b) Katie Selden – Administrator – See attached report
- c) Joyce Kloft – Director of Religious Education and Youth Group – No report
- 6) Board Committee Reports:
 - a) Buildings and Grounds – Jim Kersten
 - i) A working list of Preferred Vendors was emailed to the FFB for additional information.
 - ii) The grassy area of Big Toy is being addressed so it can be used after rainy days.
 - b) Finance – No report
 - c) Policy and Procedure – Marnie Carroll and Jim Kersten
 - i) Tabled until May meeting.
 - ii) Policy regarding discounted rate at Little Lancer House for full-time staff was discussed and will be revised for a first reading in May.
 - d) Public Relations – No report
 - e) Executive – No report
- 7) Special Interest Group Reports:
 - a) Home and School Association – Kathy Rolf – See attached report
 - i) The distribution of money raised from the Bean Bag Tournament was discussed.
 - ii) Father Tim asked the Teacher Representatives to create a wish list for what to do with funds from next year’s tournament.
 - b) Teacher Representative – Jill Trannel and Miranda Lawrence
 - i) Deficiency notices will go out soon.
 - ii) Registration is under way for the summer program for preschool -5th.
 - iii) Jill encouraged the FFB to promote a positive atmosphere in the school by dropping a note of thanks to teachers and staff and to encourage others to do the same.
 - c) Religious Education Parent Group – No report
 - d) Assumption High School Representative - Mary Ford – No report
 - e) Pastoral Council – Tom Quinn –
 - i) Scott Inman, President of the Pastoral Council, was present
 - ii) OLOL website is up thanks to Katie and Ryan Koning.
 - iii) A ministry fair was held
 - iv) Parish surveys went out.
 - f) Boosters – Andrew Wherling – No report
- 8) Old Business:
 - a) Strategic Plan(SWOT)- Dennis Meade
 - i) Focus Group results will be reviewed.
 - ii) Next month’s SWOT meeting will cover step 9 of the process.
 - iii) A guest asked if the focus group results will be available to all. The FFB agreed that while their purpose was to guide the strategic

- planning process they could be made available. This will be looked into.
- b) 2009-2010 Budget Line Item - \$38,000 Fundraiser
 - i) Mike Wegmann is looking into having a euchre tournament.
 - c) AHS Scholarship – Kristyn Tjaden
 - i) No applications have been received.
 - ii) Teachers in attendance said that information has been given out.
 - d) Bullying- Parent Education Night
 - i) Katie said this event was rescheduled for May 11th.
 - ii) A possible morning and evening time was discussed.
- 9) New Business:
- a) LLH summer program – Jill Trannel
 - i) The summer program is being expanded to use the school building as well. Parents are encouraged to use the program as a “playdate”.
 - ii) A motion was made by Jim Kersten to include the use of the LCS school building for the LLH program. Motion seconded by Cassie Ehreke.
 - b) Elections for New FFB Members – It was discussed in that this depends on how many leaving members accept a request to extend their term. Tom Quinn will contact these members and determine the needs for next year.
- 10) Review Action Items - None
- 11) Regular Session was adjourned at 8:50 p.m.
 - i) Motion to adjourn made by Jim Kersten 2nd- Mike Wegmann
- 12) Next Faith Formation Board Meeting is on May 6th, 2010 at 6:30 in the Faith Formation Room in the back of church.
- 13) Executive Session-
 - i) Session adjourned at 10:10 p.m.
 - ii) Motion to adjourn made by Jim Kersten 2nd- Kristyn Tjaden

Respectfully submitted,

Marnie Carroll

Faith Formation Board Secretary