

**Lourdes Catholic School – Faith Formation Board**

**Thursday, December 15th at 7:30 pm**

**O.L.O.L. Rectory Conference Room**

**Approved Meeting Minutes**

**1) Call to Order.**

- a) The meeting was called to order by Board President Jim Kersten at 7:32 P.M.
- b) Board Members in attendance: Andy Werling, Jim Kersten, Katie Selden, Lisa Britt, Mike Vonderhaar, Jenny Preston, John Resnick, Steve Weitz, Jamie Randall, Mike Wegmann, Heather VanSeveren, Jennifer Lynch
- c) Guests in attendance:  
Andrea McGivern, Finance Committee  
Kristen Ewen, School Parent

**2) Opening Prayer.**

- a) Mike Vonderhaar led an opening prayer.

**3) Introduction of New Members and/or Guests.**

- a) Kristen Ewen, School Parent

**4) Approval of Agenda**

- a) Motion to approve December 15th Faith Formation Board Meeting Agenda was made by Jenny Preston, seconded by John Resnick and approved by majority of Board.

**5) Open Forum.**

- a) Kristen Ewen spoke on a concern about the middle school as it relates to a new students transitioning from another school system.

**6) Approval of Meeting Minutes from previous month**

- a) Motion to approve November 11<sup>th</sup> Faith Formation Board Meeting Minutes was made by Mike Vonderhaar, seconded by Heather VanSeveren and approved by all.

**7) Father Tim Report: None**

**8) Administrative Reports:**

- a) Katie Selden – Administrator
  - Review of distributed Principal’s Report.
  - Part time secretary position is in process of selecting candidate
  - Board discussion of review of New Parent Night for Middle School as well as incorporating New Family Ambassador Program.

- b) Jennifer Lynch – Religious Education & Youth Group
  - Reviewed written report.
  - Encouraged participation in the Eighth Grade Confirmation Retreat on Jan. 21<sup>st</sup>, 2012.

**9) Board Committee Reports:**

- a) Buildings & Grounds (Mike Wegmann, Jim Kersten)
  - Gas valve lead on oven in Kitchen. Will post signs to not store pans in areas that could cause damage to oven valve and also only allow persons over age 18 to operate oven.
  - Remind all users of facilities to not prop open any doors of activity center, church, parish etc. All doors must be closed so lock down can be effective.
- b) Finance (Jenny Preston, Jim Kersten, Mike Vonderhaar, Katie Selden, Andrea McGivern and/or Teri Powers)
  - Will have a short meeting following Faith Formation Meeting.
  - SCCSAB (Scott Count Catholic Schools Advisory Board) Finance Committee met on 12/6 to make a recommendation for '12-'13 tuition increase of about 4.9%.
  - Next Parish Finance Council Meeting December 20<sup>th</sup>
    - Finance Council President will be selected
    - Sister-Parish relationship with St. John Vianney will be discussed
    - Strategic Plan follow up
  - Next meeting of FFB Finance Council early January.
- c) Policy & Procedure (Heather VanSeveren, Jamie Randall)
  - Policy 230 “safe and secure” location for meeting minutes was determined to be the school web site.
  - Policy 210.1d & 210.4a third reading. Motion by Mike V. and Second by John R. and approved by all.
  - Policy 380b & 402a second reading. Motion by Jamie Randall, second by John R. and approved by all.
  - Policy 601b & 606a first reading. Strike “and the Faith Formation Board” from 606a. Motion by Mike Wegmann, second by Mike Vonderhaar and approved by all.
- d) Public Relations / Marketing
  - Catholic Schools Week in January.
  - Katie will speak at St. John Vianney mass and have table top display in gathering area. Looking for one Sunday in February and March to have table top display and marketing material at SJV.
  - New Family Ambassador Program was discussed along with marketing report.
- e) Executive (Father Tim Sheedy, Jim Kersten, Jenny Preston, Steve Weitz)

None

**10) Special Interest Group Reports:**

- a) Home & School Association (Patti Finnegan)

- Reviewed written report.
- Bean Bag Tournament raised \$58,000 with some expenses and some underwriting checks still to be tallied.
- b) Teacher Representative (Andy Werling & TBD)  
Teacher Staff Meetings have been positive and communication between Teachers and Administrator has been beneficial.
- c) Scott County Catholic Schools Advisory Board (Katie Selden, Jim Kersten, Steve Weitz)
  - No Report, next meeting Jan 9th.
- d) Religious Education Parent Group (OPEN)
- e) Assumption High School (Lisa Britt)
  - Discussed written report highlighting some of the Fine Arts accomplishments.
- f) Pastoral Council (Jim Kersten)
  - No report from previous meeting.
- g) Boosters (Andrew Werling)
  - Volleyball season started, scoreboard concerns, successful participation in athletics. New potential boys volleyball sport may be coming which may allow realignment of other sports schedules to facilitate more competition opportunities.

**11) Old Business:**

- a) Strategic Planning Committee for Lourdes Catholic School to meet after Christmas.
- b) FFB Alternate
  - Still in need or alternate.
- c) Looking for scoreboard potential sponsorship

**12) New Business:**

- a) Grant Writing Committee discussion. Want to pursue interest in establishing committee.
- b) Discussion of general school parent feedback as a regular agenda item. Positive events and feedback to highlight at each meeting.

**13) Next Faith Formation Board Meeting: Thursday January 12th at 6:30PM (Rectory Conference Room).**

**14) Adjournment of regular session.**

Motion was made by Mike Vonderhaar, second by John Resnick and approved by all to adjourn meeting.

**15) Executive Session – Motion to go into executive session. Motion to adjourn executive session.**

Respectfully Submitted,  
Steve Weitz  
Faith Formation Board Secretary