

Lourdes Catholic School – Faith Formation Board

Thursday, September 8th at 6:30 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 6:33 P.M.
- b) Board Members in attendance: Father Tim Sheedy, Jim Kersten, Katie Selden, Mike Wegmann, Steve Weitz, Cassie Ehrecke, Jennifer Lynch, Jamie Randall, Patti Finnegan, Kristyn Tjaden, Heather VanSeveren, Jenny Preston

2) Opening Prayer.

- a) Father Sheedy led an opening prayer.

3) Introduction of New Members and/or Guests.

- a) Jennifer Lynch was introduced as the Director of Religious Education K-8

4) Approval of Meeting Minutes from previous month

- a) Motion to approve August 10th Faith Formation Board Meeting Minutes was made by Kristyn Tjaden, seconded by Cassie Ehrecke and approved by majority of Board.

5) Open Forum.

- a) None

6) Father Tim Report.

- a) Chris Harmsen resigned Tuesday as Facilities Supervisor. Jason and Dan Hamerlinck will coordinate maintenance efforts with Building and Grounds Committee until Father Sheedy's return from Sabbatical and hiring of new Facilities Supervisor.
- b) Father Sheedy leaving on September 11th for Sabbatical.

7) Administrative Reports:*****

- a) Jennifer Lynch – Religious Education & Youth Group
- 166 students currently enrolled in Religious Education
 - 32 catechists for group which gives a good catechist to student ratio
 - Encouraged members to attend St. Celebration and Trick or Treats Event
- Kristyn Tjaden requested coordination between Assumption Marketing representative and middle school Religious Education Students. Religious Education Stop and Go Mass Wednesday night may be opportunity for some Assumption Marketing.
- Father Tim clarified that Jennifer Lynch is K-8 religious education, Katie McDermott working with High School Religious Ed and NCYC. School masses are being coordinated by elementary teacher. Service hours for K-8 go to Jennifer, High School to Katie.
- b) Katie Selden – Lourdes Catholic School
- Distributed Principals Report, Administrators Goals for 2011-2012, School Improvement Goals for ITBS, Articles on Bullying Prevention and School Laptop one to one program.
- Cassie Ehrecke recommended school look into Smart Pad as an economical alternative or supplement to Smart Boards.
- c) Colbie Andes – Director of Development
- No report at time of meeting, will be sent electronically.

8) Board Committee Reports:

- a) Buildings & Grounds (Mike Wegmann, Jim Kersten)
- Roy Shaft, Mike Wegmann, and Jim Kersten will be contacts until replacement for Chris Harmsen is found.
 - Boiler Room is being cleaned out in a weekly process.
 - Cast Iron Stove has some water damage that might be cleaned up by students needing service hours.
 - Little Lancer house fall cleanup dates to be announced soon after coordination between Kristen Tjaden and Building and Grounds Committee.
 - New windows installation is complete.
- b) Finance (Jenny Preston, Jim Kersten, Mike Vonderhaar, Katie Selden, Andrea McGivern)
- Will meet to coordinate budget items before December
- c) Policy & Procedure (Heather VanSeveren, Jamie Randall)
- List of members will be sent to Diocese on/or before September 15 by Heather VanSeveren
 - Report tabled until next month – Jim Kersten needs to meet w/committee members to explain process/give direction
- d) Public Relations / Marketing (discussed with Director of Development) tabled until next month
- e) Executive (Father Tim Sheedy, Jim Kersten, Jenny Preston, Steve Weitz)
- Comments received that board orientation last month was very well organized and very informative.

9) Special Interest Group Reports:

- a) Home & School Association (Patti Finnegan)
 - Presented budget for approval. Motion to Approve by Kristyn Tjaden, second by Cassie Ehrecke and approved by majority.

Discussion on Spiritwear, Scrip and encouragement of Board Members to lead by example along with Home and School Association. Participate in program and encourage others to do so.

- Beanbag kickoff meeting was held September 5th, Donn Wilmott will be Chairing Tournament. Various subcommittees were formed. Date set for November 19th.
 - * Presenting budget for approval
 - * Update Bean Bag Tournament
- b) Teacher Representative (Andy Werling & TBD)
No Report
- c) Scott County Catholic Schools Advisory Board (Katie Selden, Jim Kersten, Steve Weitz)
 - *Next meeting scheduled for Sept 19 (tent)
- d) Religious Education Parent Group (OPEN)
- e) Assumption High School (Lisa Britt)
No Report
- f) Pastoral Council (Jim Kersten)
No Report
- g) Boosters (Andrew Werling)
No Report

10) Old Business:

- a) FFB goals for 2011-2012
 - Suggestions and input were taken from Board Members. Decided to have four goals for the upcoming School Year for the Faith Formation Board.
 - 1) Set School Marketing Goals and Benchmarks for completion date.
 - 2) Update Strategic Plan
 - 3) More in depth involvement in establishing school budget by finance committee and communicating to FFB in a more timely manner
 - 4) More regular communication or Board actions to school community
- b) Teacher evaluations (discussed during Admin report)
- c) Invitation of Iowa DOT Rep to discuss I-74 to Tri-Council Meeting
 - Tabled until next meeting
- d) Strategic Plan for Lourdes Parish
 - A new strategic planning committee will be formed including Faith Formation Board members and other school stakeholders.

11) New Business:

12) Review Action Items:

- a) List of St. John Vianney family members still needs to be compiled and sent to Father McAleer.

13) Next Faith Formation Board Meeting: Thursday October 13th at 6:30 (Rectory Conference Room).

14) Adjournment of regular session.

Motion was made by Mike Wegmann, second by Jenny Preston and approved by all to adjourn meeting.

15) Executive Session – NONE.

Respectfully Submitted,
Steve Weitz
Faith Formation Board Secretary