

St. Thomas School Education Commission Minutes October 5, 2011

- 1) Call to Order
 - a) Opening prayer was led by Fr. Bo at 6:33 p.m.. Meeting was held in the School Teacher's Lounge at St. Thomas School.
- 2) Routine Matters
 - a) Roll Call: Present were: Dana Scaff, Susan Cler, David Gay, Ann Case, Heidi Leerkamp, David Stinebaugh, Leo Clennon, Kathy Thorson, Fr. Bo, and Gwenn Roche. Absent were Jana Boyer. One guest was present.
 - b) August 1, 2011 Minutes – Susan moved to approve the minutes and Leo seconded the motion.
 - c) Announcement – All new members of the Education Commission need to attend one of two Education Commission Orientation sessions which will be held on October 11th and 20th at St. Matthew School in Champaign.
- 3) Administrative Reports
 - a) Pastor's Report:
 - i) The school is running good; the teacher's are doing great; and students seem to be happy.
 - b) Principal's Report:
 - i) Everything is going well.
 - ii) Sending some teachers to a Smart Board Technology & Math Workshops.
- 4) Subcommittee Reports
 - a) Enrollment Management – No report.
 - b) Fundraising
 - i) Made approximately \$3,200 on the soft-sale Magazine Drive this year.
 - ii) Kicking off the 1st Annual St. Thomas Fund Drive the weekend of October 15th & 16th. Doing a mailing and presentation at all Masses.
 - c) Building & Grounds
 - i) Dan Hewing has around helping with a lot of our maintenance needs.
 - ii) The electrical pole out on the playground has an extra wire hanging from it. It needs to be looked at soon. Kathy will call Dean Reifsteck regarding this cord.
 - iii) We are looking at purchasing some new swings. The students really enjoy swinging and some of them are getting worn out.
 - d) Technology
 - i) All teachers are using the printers in the office and library instead of individual classroom printers on a whole. This is working out well and saving lots of ink cartridge money.
 - ii) Fr. Bo indicated that Dennis Happ is looking into on-line giving for donors and on-line payments for parents as well.
 - e) Athletics – A brief summary of the Athletic Report for October 5th:
 - i) The 5K Run information has all been sent out for the November 12th event.
 - ii) Various Athletic Fundraising going on: Concessions/Gate; 50/50 Raffles at games; Spaghetti Dinners after Weekend Masses; and Hot Dog Luncheons at School.
 - iii) Change in Eligibility Requirements: Lois has asked the coaches to ensure that the parents know about the new policy that took affect this year.
 - iv) Dan is just about ready to start working on the long jump pit.
- 5) Other Committees
 - a) Finance – Annual Drive is about ready to be presented. This is the first year of the Annual Drive and we are going to have an open goal for this first year. We are doing this

drive to be proactive and be ahead of the curve with our parish and school. We hope to present a goal after the first year.

- b) PTO –
 - i) Wiener Roast – a lot of families were represented and had a fun time.
- 6) Old Business
 - a) Village of Philo Meeting
 - i) There seems to be a lot less traffic. Everything is going good.
 - ii) Gwenn will be sending a note to Craig thanking him for the village's help.
 - b) Technology in the Classroom
 - i) Everything is working well in the classrooms – The Jr. High is making use of all their new technology in their classrooms.
 - ii) At next staff meeting, we are going to go into the classrooms and just 'play' on our new equipment to help the other classrooms to get use to their new technology.
 - iii) K/1st Grade is using the Smart Board for their Handwriting Without Tears class.
 - iv) Teachers are doing lots of new things this year in regards to technology: grading, curriculum planning, and Smart Board usage.
 - c) Updates on Ed Comm Goals
 - i) NCA – Strategic Plan – There was a working committee meeting in September. We are on schedule for getting it accomplished in December. Gwenn will send an email out to the committee with the standards included in it.
 - ii) Meitler Consultants Catholic Schools – this is on hold right now with the diocese.
 - iii) Education Tools for Students to Use – David is working on getting a foundation committee together to write for grants for more educational tools for our students. David would like for Gwenn and the teachers to start making a wish list of tools that would help in the classrooms. David suggested asking for ipads, docking stations. It was suggested to ask for scholarships for STM and STS. Another suggestion was to try and get grants for our Spanish needs/program.
 - iv) Growth and Marketing
 - (1) We have our promotional folders in place;
 - (2) Catholic Schools Week – We need to spread the 'good news' that week. Fr. Bo & Fr. Cyr may swap churches that weekend for Fr. Bo to spread the 'good news';
 - (3) We are working on getting more items in the Tolono, Urbana, and Villa Grove bulletins;
 - (4) All Catholic Schools in the area are looking at running a large ad in the News Gazette during Catholic Schools Week;
 - (5) Preschool-Need to update our website with a page regarding the price of preschool and also put on the website that we are open to every child (not just Catholics); we offer Spanish and Gym.
 - (6) Susan and Gwenn talked to Kay Reiser of STM about where to begin with Growth and Marketing. She gave them a lot of great ideas. Susan is going to email out as many ideas as possible to the commission and they need to choose three of them to work on this year. A committee meeting will be held on November 9th at 7:00 p.m. to start our road map of Growth and Marketing.
- 7) New Business
 - a) Tuition Policy
 - i) Needs Reviewed: It needs to be more specific. The following was decided on:
 - (1) By Fee Day – July & August payments must be paid for a child to start school;
 - (2) Starting next year, payments will be due on the 1st of the Month – Starting July 1, 2012.
 - (3) If a student leaves STS – All fees are non-refundable; they must pay for July, August, and up to and including the current month of attendance; and reimburse us for the Rosetta Stone license per student.

- (4) The new verbage will be sent out by email and voted on during our December meeting.
 - b) Physical Education Issues – A certified teacher was hired to boost up the excellence of our PE program. The teacher will on occasion give tests in certain units and will be age appropriate. Tests are 30 percent of a student’s grade and participation in PE is 70 percent of their grade. Mrs. Lueth sent out a letter to the parents this week stating her expectations.
 - c) Other New Business – Discussion was discussed about homework time and how many tests are given in one week’s time. It was recommended to Mrs. Roche to stay on top of these items.
 - d) Other New Business – Sports Eligibility – Fr. Bo indicated we are striving for excellence here at STS in all areas. To that end, we wanted to boost the academic bar when we took away the (D) status policy at the beginning of this year. We are considering going back to the old policy since the students are very ‘anxious’ in their studies with the new policy. We need to keep in mind that sports are a big part of this school and we are a small school with small teams. After much discussion, Leo motioned and Susan seconded the motion to the following: A student is ineligible when: they receive a (D) in two or more subject areas; or has a (D) in one or more subject areas due to incomplete or missing assignments. The principal has discretion regarding eligibility matters.
- 8) Review Action Items
- a) Kathy to call Dean Reifsteck if necessary.
 - b) Gwenn will send out an email to committee members for Strategic Plan and wait for a responses back.
 - c) Committee Meeting for Growth and Marketing on November 9th at 7:00 p.m.
 - d) Gwenn to write verbage regarding tuition policy.
- 9) Closing
- a) Fr. Bo closed with a prayer. Meeting adjourned at 8:42 p.m.
 - b) Next Meeting: December 5th at 6:30 p.m.