

**Sacred Heart Area School  
Board Meeting  
Wednesday, December 3, 2014**

The meeting was called to order by John Reese and the opening prayer was led by Fr. Joe Korf. Those present were Jim Opelia, John Reese, RoAnn Trout, Carol Lisson, Fr. Joe Korf, Tracey Kloeckl-Jiménez, Katie Noska, Elizabeth Mathews and Linus Koval. Move to accept the agenda by Katie. Elizabeth seconded. Approved. Minutes from the October 1, 2014 meeting were reviewed. Katie moved to accept the minutes. Elizabeth seconded. October minutes were approved.

### **Recent Events**

**The 1st Annual Sacred Heart Area School Workathon** - took place on Wednesday, October 15, 2014 starting at 12:00pm and ending around 2:30pm. The Workathon replaced the Marathon, where in the past, students rode bike or walked for pledges. Instead the children and their parents reached out to family, friends, and neighbors for donations to the school for their service the day of the Workathon. The Workathon benefited both the Staples community and Sacred Heart Area School while providing a service experience for our students. The school raised approximately \$8,000 from this event.

**Halloween Dance and Hayride Cocoa and Smores** – The SHAS Home and School Organization hosted a Hayride with Hot Cocoa and Smores on Saturday October 25<sup>th</sup> at 3pm, and a Halloween Costume Dance on Wednesday October 29<sup>th</sup> at 6pm.

**Parent Teacher Conferences** - took place on November 6<sup>th</sup>.

**Veterans Day Program** - The SHAS Veterans Day Program on Tuesday, November 11<sup>th</sup> was a huge success, thanks to students, staff and guest speaker Pete Berscheit. With guidance from staff, students honored our veterans in words, actions, and song. Sgt. First Class Berscheit from the Todd County Veterans Services shared some of his experiences serving in the US Army. He also shared a wonderful message to us about the values he learned from the Army, such as always doing the best you can do, making good choices, and helping others without expecting anything in return. His final thought he shared was that we need to appreciate what we have living in this great country, realizing we have one of, if not the best, way of living in the world.

**A Volunteer Appreciation Luncheon** - was hosted by the SHAS home and school with help from parents and staff, held on November 21<sup>st</sup>. There was a garage sale wrap up meeting held immediately after.

### **Upcoming Events**

**Advent** The students and staff at SHAS will be celebrating Advent, throughout the month, as a whole school and in our classrooms to prepare our hearts for Christmas, through activities, prayer and reflection.

**Food Drive** - Ms. Jonckowski and the Kindergarteners are hosting a drive for food shelf donations the month of December. All school families are asked to participate.

**The SHAS Craft Fair** will be held this Saturday, December 6<sup>th</sup>.

**SHAS Christmas Program** - The students of SHAS will have two performances of their annual Christmas program at 1:30 and 6:30pm.

**The Mission of 100 More Years** - On January 1<sup>st</sup> of this year, the SHAS Centennial Committee started its "Dollar a Day" centennial fund drive. Cans and boxes were distributed to those who wanted to participate in donating \$1.00 each day for the 2014 calendar year. Donations will be collected at the end of the year. All funds raised will go toward enhancing Sacred Heart Area School's "curb appeal" for its new century, with the most popular project being playground improvements. We want to thank all of you who are collecting.

**SHAS Scholarship Campaign Fund** - Our goal is to make our school available to all children in our parish communities that want a faith-based education, regardless of financial status. **The two ways you can help are to either become a sponsor and / or spread the word, sharing our need with others.** Jim Opelia will speak to parishioners at each Mass this weekend regarding scholarships.

**Marzano Training** - The Sacred Heart Area School teachers continue their work on the theories and practices of Dr. Robert J. Marzano's "Art and Science of Teaching". Classroom teachers are now posting daily learning targets in grades 1-5 in classrooms, discussing with them what their objective for the day is. In the next week we will expand to posting scales for students to reflect on what level of learning they are at. Teachers will refer to the scales throughout the day, continually making them self-aware of their learning, and encouraging higher level thinking. The Marzano training and implementation will provide a great deal of accountability for teachers and students to perform at higher levels and continually grow as individuals and a school.

**iPads for SHAS** – the six iPads that SHAS ordered arrived last Wednesday. The staff will have an iPad training session this Friday at 1:30 during the scheduled early-out with Tim Welch, the IT man for the St. Cloud Diocese.

### **Fundraising Report**

Raffle tickets for Carnival will be sent home before Christmas break.

Centennial Pails will be collected at the end of January 2015.

Garage Sale will be held during the Chili cook-off weekend in August of 2015, because there are *two weeks* between that weekend and the start of school (which makes it a bit less disruptive to School Staff in preparing for the new school year). However, starting in 2016, the garage sale will be held during the last weekend of June (with no additional requests to volunteers), so that it is not so disruptive to the beginning of the school year. Advertising for the change will happen during the 2015 garage sale.

### **Budget and Finance**

No report. Budget and Finance committee will meet in mid-January.

### **Personnel and Human Resources**

Committee members Elizabeth met with teachers at the end of the Oct. 3 early release time. (Items discussed: salary, personal days, classroom funds and the issue of classroom upheaval/ classroom preparation difficulty due to different school events). Elizabeth also mentioned that there was discussion on the use of cell phones to conduct school business, because there are no land lines available in the large building classrooms. Elizabeth and Tracey will meet with teachers again to determine how teachers would like to best communicate with other building staff and parents.

### **PR/ Marketing**

Katie and Tracey will meet with Jim during the first week of January to discuss further Public Relations and Marketing initiatives. Tracey suggested that we consider putting more emphasis on the Spring Preschool Round-Up as both an enrollment opportunity for preschoolers, but also as an informational

Open House available for *all* families in the surrounding communities who may be interested in having their children attend Sacred Heart Area School

**Curriculum/ Technology**

This committee will meet after Budget and Finance has had a chance to meet in mid-January.

**Old Business**

A) After board discussion and advisement from the diocesan HR consultant, Janet Brinkman, Principal Jim Opelia shared a proposed **Personal Leave Policy** with the Board. After reviewing the proposed policy and discussing a bit further, the board came to a general agreement that the policy was a very suitable compromise between the teachers’ request and the school’s needs. Katie moved to accept the proposed Personal Leave Policy. Elizabeth seconded the motion. The following proposed Personal Leave Policy passed and will be revised in the employee handbook:

***Personal Leave***

*Personal leave may be granted to all employees, except for temporary and seasonal. A personal leave of absence must be approved at the discretion of the administration. Personal days may not be carried over. Unused personal time will be reimbursed, for teachers only, at the current daily rate of a substitute teacher at the conclusion of the school year. There is no payment for unused personal time at the time employment termination. To be eligible to receive a personal leave of absence, the employee must have been on staff for 60 days and must have maintained a satisfactory record of employment with Sacred Heart Area School and/or Parish. No loss of service credit with the company will occur as a result of the leave of absence, but no benefit credit will accrue toward paid vacation time for the duration of the leave. Eligible Employees will receive the following amounts of personal leave based on full-time status:*

<i>Years of Employment</i>	<i>Personal Leave</i>
<i>1-9 years</i>	<i>2 days</i>
<i>10-19 years</i>	<i>3 days</i>
<i>20 + years</i>	<i>4 days</i>

*Employees must use all accrued vacation before commencing a personal leave of absence.*

B) Principal Jim Opelia then shared the proposed **Teacher Contract**, which included a revision in clause 11 to include a steeper penalty for teachers who pull out of their contract (after it has been signed) of \$1,500. Contracts will be distributed in late March/early April and are to be returned no later than April 15. Linus moved to accept the proposed Teacher Contract. Katie seconded. The proposed Teacher Contract was approved. The revised clause #11 can be read here:

*11. The employee recognizes that failure to honor the term of this contract will cause irreparable harm to employer resulting in damages which are impossible to quantify. Accordingly, the parties agree that if the employee fails to begin employment or voluntarily terminates his/her employment during the term of this contract, without the prior, written consent of employer, the employee shall be indebted to the employer for liquidated damages in the amount of \$1,500.*

### **New Business**

The Board discussed the best way to **create a Playground Committee**, which will be charged with the task of determining how to best utilize available funds (collected from the Centennial Pails, etc.), in order to revamp the parish property across from the Community Center. The committee will need to consider meeting the need to establish an attractive and functional school playground for the SHAS children, as well as addressing the parking needs of the parish. The Board agreed that it would be nice to have input from parents, parish members and alumni. Katie will put something in the bulletin in January to solicit interested committee members. Nominations on noteworthy candidates will also be pursued.

Fr. Joe Korf presented information on **Diocesan Policy Changes with regards to employee Health Benefits**. Tracey moved to change the employee handbook to align our employee benefits with those mandated by the Diocese. Employees hired after Jan. 30, 2015 will have to work 30 hours/week to be eligible for Health Benefits. Linus seconded the motion. The Board approved the revision to the employee handbook to align employee health benefits with that of the St. Cloud Diocese.

**Next meeting** - Wed., January 7, 2015 at 5 p.m.

**Meeting Adjourned at 6:10 p.m.** - by John Reese. Motion made by Linus and seconded by Tracey.

**Closing prayer**- led by Fr. Jim Korf.