

LCAB MEETING MINUTES

Draft-Pending Approval at March Meeting

Thursday, February 24, 2022

Location – St. Therese School Gym

Time – 7:00 p.m.

I. Call to Order:

- a. LCAB Members Present: Sheryl O'Connor, Father Evelio, Mark Musgrave, Jamie Kuhn, Amy Dzierzyc.
- b. LCAB Member Missing: Nic Ford, Father Evelio left early after prayer.
- c. Guest Present: Jon LaFleur
- d. Opening Prayer: Holy Spirit Prayer
- e. Review of Accreditation Work from January

II. Budget Update

10.5 Current and projected budgets include a statement of the actual and projected revenue sources, indicating an appropriate balance among revenue sources, and a statement of actual and projected expenditures including the actual cost per child, benchmarked compensation/salary scales, and other health benefits and retirement costs.

- a. January Budget Numbers: LCAB Members went through budget spreadsheet provided by Sheryl O'Connor. No adjustments needed. The school budget is on track.
- b. Checking Account Updates: Sheryl O'Connor updated the LCAB Members on the amount in the Home and School Checking account with a provided spreadsheet. Missing information from the spreadsheet is the breakdown of deposits. LCAB Members went into closed session to discuss Staff pay.
- c. 2022-2023 Tuition Increase, Preschool and Enrichment tuition Costs:
 - i. Documents for planning:
 - 1. WUS Tuition Statement for 4 year old, 4 day program
 - 2. St. Stanislaus Tuition and Fees Sheet
 - 3. Projected Class Sizes for 2022-2023

The meeting went in closed session to discuss the tuition increase. Prior to the closed session Sheryl announced that the tuition payment needs to be decided and finalized as soon as possible so we can present at an Open House.

III. Staffing Update

6.3 The leader/leadership team takes responsibility for the development and oversight of personnel, including recruitment, professional growth, faith formation, and formal assessment of faculty and staff in compliance with (arch)diocesan policies and/or religious congregation sponsorship policies. 10.5 Current and projected budgets include a statement of the actual and projected revenue sources, indicating an appropriate balance among revenue sources, and a statement of actual and projected expenditures including the actual cost per child, benchmarked compensation/salary scales, and other health benefits and retirement costs.

- a. Recruitment efforts - touched on briefly. The school is having a hard time finding teachers. Pay is a big issue holding the school back from recruitment efforts. We cannot compete with public school salary.
 - i. Openings for 2022-2023 are posted and shared - The school is currently looking for a 1st grade and kindergarten teacher.
 - ii. Sheryl participating in Interview Fair on March 18

- b. Salary Recommendations: Mark Musgrave announced that the meeting will go into closed session to discuss further. LCAB Members went into closed session.
- c. Substitute Teacher Pay for 2022-2023. This subject was not really touched on during the closed session.
- d. Plans B-C-D: Discussed the school grade potential for next school year based on staff. The plans will be based upon if we are able to recruit new teachers. Sheryl will not be teaching next year. The board agreed that this is not an option as we want Sheryl to focus mainly on being a Principal. With this in mind, the most logical option is that if we cannot find teachers, we will not have a 4th and 5th grade next school year. Sheryl has been open with the staff on these options and they are on board with the decisions that could be made. There does not need to be a final decision made until August 1, 2022.

IV. Accreditation-Rubrics and Evidence

5.2 The governing body systematizes the policies of the school's operations to ensure fidelity to mission, and continuity and sustainability through leadership successions. 5.6 The governing body engages in formation and on-going training and self-evaluation for itself and the leadership team to ensure the faithful execution of their respective responsibilities. 6.5 The leader/leadership team directs the development and continuous improvement of curriculum and instruction, and utilizes school-wide data to plan for continued and sustained academic excellence and growth. 6.6 The leader/leadership team works in collaboration with the governing body to provide an infrastructure of programs and services that ensures the operational vitality of the school.

a. [NESBEC's Website Link](#)

- b. Mission and Identity – LCAB Members were given handouts to give their opinion and assessment of the following standards on their free time. There was not enough time in the meeting to conduct this as a group. Once completed, LCAB Members are asked to email their thoughts to Sheryl where she will fill in an answer based on majority.
 - i. Standard 1 Mission Statement
 - ii. Standard 2 Mission
 - iii. Standard 3 Review By Constituencies
 - iv. Standard 4 Mission Visible in Documents
 - v. Lessons about Mission

V. Recruitment for LCAB 2022-2023 – The LCAB Members voted on whether or not Jon LaFleur should become a member of the LCAB effective immediately. All present members voted yes.

VI. Other

- a. Guests: Jon LaFluer - nothing.
- b. Go around for Honorable Closing:
 - i. Sheryl – Briefly discussed the Maintenance projects she would like around the school to be completed. Presented members with the spreadsheet.
 - ii. Jamie - nothing
 - iii. Amy – asked for update on Mardi Gras dinner and if anything needed to be done prior to Tuesday.
 - iv. Mark - nothing
 - v. Nic – Not present.

VII. Closing Prayer: Initiated by Sheryl O'Connor.

VIII. Next LCAB Meeting will be held on Thursday, March 17, 2022, at 7pm located at the St. Therese School gym unless stated otherwise.