



**ST. THERESA SCHOOL BOARD of SPECIFIED JURISDICTION
MEETING AGENDA
August 26, 2017
7:00 P.M.
Pauline Center - Festle Board Room**

<p>TOPIC:</p> <p>Board of Specified Jurisdiction Workshop</p>	<p>ROLES:</p> <p>Attendees: Norm Behrens, Donna Brand, Fr. Tim Fairman, Ann Marie Houser, Mary Keenley, Fran Litchfield, Elizabeth Rahimi, Gordon Smith, Michael Thompson, Michael Towle, Philip Zarob</p> <p>Guest: Maria Hawk</p> <p>Visitor: N/A</p> <p>Facilitator: Fr. Tim Fairman</p> <p>Note Keeper: Fran Litchfield</p>
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<p>MEETING OBJECTIVES:</p> <ul style="list-style-type: none"> ● Review meeting norms of group. ● Objective 1 – Board of Specified Jurisdiction Workshop ● Objective 2 – Pastor’s Report ● Objective 3 – Principal’s Report ● Objective 4 – Marketing Committee Report ● Objective 5 – Finance Committee Report ● Objective 6 - Development Committee Report

<p>TO PREPARE FOR THIS MEETING, PLEASE:</p> <ul style="list-style-type: none"> ● Read this agenda ● Read any reports that are included with this agenda as attachments.
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TIME	MINUTES	ACTIVITY
x:XX - X:XX	x min.	<p>WELCOME</p> <ul style="list-style-type: none"> ● Opening Prayer - (rotate this responsibility among members) ● Welcome any guests/visitors. ● Take attendance. ● Review the meeting's objectives. N/A
x:XX - X:XX	x min.	Review advisory board meeting norms prior to each meeting.

		<p>MEETING NORMS:</p> <ul style="list-style-type: none"> ● Assume positive intentions. ● Take an inquiry stance. ● Use “I notice” statements and “I wonder” questions. ● Ground statements in evidence. ● Start and end on time. ● Be here and now. ● Stick to protocol - hear all voices.
X:XX - X:XX	x min.	<p>APPROVAL OF MINUTES</p> <p>NOTES: The minutes from the June 18, 2017 meeting were handed out. A motion was made by Michael Thompson and a second by Michael Towle to approve the minutes. The motion passed and the minutes were approved.</p>
8:48 - 11:41	2 hrs. 53 min.	<p>OBJECTIVE 1 – Board of Specific Jurisdiction Workshop</p> <p>NOTES: Dr. Maria Hawk, the regional director for secondary schools, presented a workshop on The Role of a Board of Specific Jurisdiction in a Catholic School. Please refer to the attached copy of Dr. Hawk’s presentation and a summary of the break-out groups’ discussions.</p>
X:XX - X:XX	x min.	<p>OBJECTIVE 2 – – Pastor’s Report</p> <p>NOTES: Father Tim introduced new members Gordon Smith and Philip Zarob to the Board. We are still in need of two additional members. The responsibilities of all committees were reviewed for the new Board members. All Board members were asked to be able to tell Father Tim which committee they will be a member of this coming year.</p>
X:XX - X:XX	x min.	<p>OBJECTIVE 3 – Principal’s Report</p> <p>NOTES: See attached copy of Ms. Keenley’s report.</p>
X:XX - X:XX	x min.	<p>OBJECTIVE 4 – Marketing Committee Report</p> <p>NOTES:</p>
X:XX - X:XX	x min.	<p>OBJECTIVE 5 – Finance Committee Report</p> <p>NOTES: Father Tim gave the financial report. In the future, the school financial report will be the only financial report given to the Board. The parish financial report will no longer be included. In the line item “Endowment Fund”, the principle is not used and interest is used for financial aid for the school. Mary Keenley is going to draft a policy for the use of the endowment fund interest.</p>

x:XX - x:XX	x min.	<p>OBJECTIVE 6 - Development Committee Report</p> <p>NOTES:</p>
		<p>OBJECTIVE 7 – 2017-2018 Schedule of Board Meetings</p> <p>NOTES: Except for the August meeting, the full Board will meet on the third Monday every other month, at 7:00 P.M. in the Festle Board Room of the Pauline Center further defined as follows:</p> <p>Saturday, August 26, 2017 Monday, October 16, 2017 Monday, December 18, 2017 Monday, February 12, 2018 Monday, April 16, 2018 Monday, June 18, 2018</p> <p>The committees of the Board shall meet as proscribed by the committee chair in the month preceding the scheduled Board meeting.</p>
x:XX - x:XX	x min.	<p>ADJOURNMENT AND CLOSING PRAYER</p> <p>NOTES: The meeting was adjourned at 12:05 P.M. with a motion by Mike Thompson and seconded by Mike Towle.</p> <p>Father Tim led us in the closing prayer.</p>