

Board of Catholic Education
Diocese of Springfield in Illinois
Meeting Minutes
May 2, 2009

PRESENT: Marian Althoff, Kim Diaz, Rebecca Esselman, Kim Ferguson, Terrie Kallal, Sr. Geraldine Kemper, Judy Kulp, Brother Anthony Joseph McCoy, Sr. M. Elise Mierendorf, Marc Mitalksi, Carolyn Stewart, Brian Sullivan, Sr. JoAnn Volk, Rev. David Zimmerman

ABSENT: Denny Baker, Rev. Jeff Grant, Rev. Donald Wolford

STAFF: Barbara Burris, Kyle Holtgrave, Jean Johnson, Chris Malmevik, Marilyn Missel, Jonathan Sullivan

At 9:05 a.m., Kim Diaz, Board President, called to order the May 2, 2009 meeting of the Board of Catholic Education. After welcoming everyone, Kim convened the Board to committee meetings. The Executive Committee was asked to remain for a brief meeting. Kim asked that committee worksheets be given to her before leaving today.

The general meeting of the Board was reconvened at 10:07 a.m.

Sr. Geraldine Kemper led the group in an opening prayer. Kim Ferguson volunteered to lead the opening prayer for the September meeting. Jean noted that the commissioning service would probably occur at the second meeting for the 2009-2010 year.

Kim asked for a motion to approve the March 7, 2009 Board of Catholic Education meeting minutes. It was requested that the heading "NCD Discussion" on the first page be changed to "NDC Discussion." Fr. David Zimmerman moved and Judy Kulp seconded that the minutes to the March 7, 2009 Board of Catholic Education meeting minutes be approved with the noted correction. **Motion carried.**

National Directory for Catechesis (NDC) Discussion:

Discussion today focused on the "Conclusion" and the steps the Board might take next. Kim Diaz was impressed with the section addressing "renewed passion" for catechesis. Being passionate about the work of catechesis is essential. She offered the question of what about NDC makes us passionate. Terrie Kallal noted that Why Catholic? is bringing people together and proving beneficial but more questions are being raised and the people are needing more instruction. It was questioned whether we could offer another form of catechesis in the way of material for groups wanting to continue. The realization of needing to grow has awakened in the adults involved. Kim Diaz recommended consulting with Chris regarding materials available for certification and CPDU credit for adults in the diocese. Fr. Zimmerman noted that the USCCB has a review page on their website which provides the option for users to comment on their experience with the recommended texts. He would like a critiquing tool for use throughout the diocese to aid in the selection of materials. Barb Burris recommended we get Presbyteral Council input and involvement in such an effort. Fr. Zimmerman would like to see an efficient and cost effective way to weed out materials to be used. Sr. Geraldine stated that as individuals we could work harder at inviting others to participate in existing programs by inviting one other person to attend adult enrichment events with us.

Sr. Geraldine suggested that everyone review parts of the NDC in groups already established in our parishes. Kim Diaz believes this would contribute to increasing the awareness of the average parishioner. Kim suggested that questions raised by Why Catholic? groups could be directed through parish offices with the answers to such questions inserted in parish bulletins. It was noted that staffing might limit this but parishes could get volunteers to

assist. Carolyn suggested the NDC be presented more in the midst of prayer, recognition and recruiting with its study included as an expectation as part of catechist formation. It should be made part of our language, conversation and appear in our bulletins. Chris noted that the *Summary of the NDC* is a shorter version that could be used with catechists. In light of the continued transition of board members, Kim Diaz questioned how study of the NDC could be incorporated as part of the work of the board so as to keep it a part of the board's working knowledge.

Kim Ferguson questioned how we've implemented NDC guidelines in our expanded role. Have we clearly defined the board? Are we a school board or a catechetical board? Jonathan stated it has been made clear to him that we are to address school and parish catechesis. Kim Diaz recommended that the executive committee address this and look at what role the NDC will play for us as a total catechetical office and board. Fr. Zimmerman agreed that this direction should come from the executive committee. He asked what the board needs to do next since the school policy review is almost complete. Is it time to focus on adult catechetical policy? Marc Mitalksi reviewed an article, "Jesus the Level-Five Leader," from the NCEA publication *Momentum*. The article references material (*Good to Great* and *The 8th Habit: From effectiveness to greatness*) that could be used to address and clarify the direction of the board. The material encourages identification of what we are passionate about and of what we can do best. If the board chooses to undertake work with this material, Marc offered to lead a review.

Kyle noted he receives a lot of advice and opinions on what he should be doing in his work. He believes the board could identify needs of the diocese to define the roles and focus of the staff. The board and Bishop giving direction and vision to the office provide backing and authority to the staff in making the best use of diocesan resources. Kim Ferguson has not seen documentation to define the board's role in providing policy and guidelines within the parameter of the office's mission. Chris stated that the NDC calls for the development of a diocesan catechetical plan to encompass everything. Kim noted that if the focus is catechesis, the NDC gives leverage for us to make recommendations to other offices by reviewing pieces already in place and formalizing the catechetical connection. Fr. Zimmerman questioned if this is the place for that to happen. Jonathan noted that there is no other existing structure in which this can be addressed. Fr. Zimmerman believes that in our work on the policies we have already touched on many of these areas. Kim Diaz would like to take all of these ideas to the executive committee with the goal of reporting back to this group with a proposal for future work. Fr. Zimmerman suggested that input from Bishop Lucas also be sought. Kim agreed that we do need guidance from Bishop on direction and purpose.

PRESIDENT'S REPORT:

Board Self-Evaluation: Kim requested that the 2008-2009 Board Self-Evaluations be turned into Jonathan. If the evaluations were not completed, members were encouraged to do so and return them to Jonathan. They will be used as guidance in the executive committee's planning for the future work of the board.

Recognition of Board Members: – Sr. JoAnn Volk and Brian Sullivan were each thanked for their years of service on the Board and presented with a plaque. Sr. JoAnn stated that she found her work with the board educational and unifying with the diocese. Brian appreciated the opportunity to work with the board and has learned much of the diocese.

Election of Officers for 2009-2010: Kim reported that the slate was not ready for voting. When confirmation of acceptance from the candidates is received, the slate will be submitted electronically to all board members and voting will occur via that media. Kim requested a motion to allow voting in this manner. Sr. Geraldine Kemper moved and Carolyn Stewart seconded a motion to allow the Executive Committee slate to be submitted electronically to the Board of Catholic Education membership for voting via e-mail.

Officer Slate:

- President Kim Diaz has confirmed she will accept another term.
- 1st Vice President To be announced upon confirmation by the candidate.
- 2nd Vice President To be announced upon confirmation by the candidate.

Board Vacancies: We are waiting for confirmation of three candidates. To be submitted to Bishop Lucas for appointment are: Sr. Ruth Chaussey, religious women and two candidates for Bishop to select from for the Springfield deanery representative.

Committee Assignments: Kim requested that if current Board members would like to serve on a different committee, preference should be communicated to Jonathan.

Executive Committee Summer Planning Meeting: A date has not been set for the Executive Committee's summer planning meeting. When the full board is established and officers selected, a date will be scheduled. Acknowledging the end of her first year as president of the Board, Kim thanked everyone for giving up their Saturdays, for being open to new ideas and for putting the catechetical mission of the diocese first and foremost. She thanked the staff for their assistance and encouragement.

COMMITTEE REPORTS:

Policy and Religious Education Committees: The two committees continue working together on the Policy Handbook. Currently their work focuses on the series 4000 policies. They were unable to review the 5000 series at this meeting. They addressed the legal response to some of the language in the policies. Members were asked to e-mail comments on the 5000 series to Jean by July 1st. Jean noted the 5000's were distributed after being reviewed by and incorporating suggestions from the staff. After approval by the Board, the policies will then be reviewed by a diocesan canon lawyer, the diocesan lawyer, Bishop Lucas and principals/regional chairs/DREs/CREs.

Approval of language revisions to the 4000 series was requested. Discussion occurred regarding language in 4501. Jean noted that the wording came from the lawyer.

4501: Kim Ferguson requested a period after the word gender in the 4th line. The wording suggested by the lawyer doesn't reflect equal allocation between genders, within the constraints of limits. Marc Mitalski would like to strike the word "solely." Kim Diaz requested a motion to accept the wording of policy 4501. Sr. JoAnn Volk moved and Judy Kulp seconded to approve the wording of 4501 as recommended by the diocesan lawyer. No dissenting votes. **Motion carried.**

4902: Fr. David Zimmerman moved and Terrie Kallal seconded to approve policy 4902 as written. **Motion carried.**

4905: The diocesan lawyer suggested that the policy be broken into two parts with 4906 also covered through parts 1 and 2 of 4905. The original last paragraph from 4905 is now in 4902. Terrie Kallal moved and Kim Ferguson seconded to accept policy 4905, with minor corrections made, as presented. **Motion carried.**

4906: Jean stated that principal reporting procedures are in the principal handbook which also includes the state statutes on reporting. Kim Ferguson moved and Rebecca Esselman seconded that Policy 4906 remain deleted with incorporation of major points already included in policy 4905. **Motion carried.**

1222: Jean noted that this policy previously related to new principals with no previous experience in a Catholic school and recommended they complete the lay ministry program. Due to past difficulties meeting the minimum number of students required to hold the class, the present wording is recommended. Training sponsored by the Office for Catechesis will contain an increased spiritual component. Marian Althoff moved and Judy Kulp seconded to accept the new wording of policy 1222.
Motion carried.

4703: Revision of this policy is still in progress.

4311: The principals have suggested stronger language regarding not tolerating cell phone violations and supporting school defined punishment. It was suggested that "school" should be changed to administrator." Jean will have the reworded policy reviewed by legal counsel and will provide an update thereafter. A vote on Board approval of this policy will occur at a later date.

The 5000 series policies were scheduled for a second reading, with the understanding they were not in final form. Fr. Zimmerman proposed that Board review be tabled until the policy committee can review them. Jean agreed. She noted this would also give staff time to work with the policies. The committee was asked to communicate to Jean any questions, comments or changes by July 1. The second reading is postponed to the September meeting. Fr. Zimmerman questioned if policy handbook work would continue with the appendix. It was believed the by-laws needed reviewing. Fr. Zimmerman recommended that the executive board do a view and all policy and religious education committee members were asked to review series 5000.

Education Committee: A math curriculum committee has been established and will meet in August. The Education Committee asked board members what they would like the committee to work on as the diocesan "report card" has been completed. Kim Ferguson suggested that religious education standards be addressed. The ACRE scores are of real concern. It was suggested that the education committee could begin looking at these standards while the religious education committee continues its work with the policy committee. Terri Kallal suggested a study of the ACRE results in order to focus more on problem areas. Chris reviewed the alignment tool which is a part of the ACRE assessment and to be used by both parishes and schools. Kim Ferguson believes that the standards for the parishes should come from this board. Sr. JoAnn believes that students do not thoroughly read the questions and do not think through the answers. Conversation regarding these issues will begin with staff in the office.

Planning Committee: The Tracy Family Foundation will sponsor a planning process conducted by the Institute of School and Parish Development (ISPD). Barb provided additional information to the committee about this year long process.

Youth Ministry: Kyle reported on previous discussion with Denny Baker. They are putting together a diocesan resource list of people who can do retreats, etc.

DIRECTOR'S/SUPERINTENDENTS'/ASSOCIATE DIRECTORS' REPORTS:

Associate Director of Catechesis: Chris reviewed the NCEA ACRE report which board members received today. Relatively speaking, the report was viewed as pretty good with not much change from last year. Thirty-nine parishes participated in the assessment. Kim Ferguson asked if this was the only assessment tool available. Other than the Faith 2000 which the diocese previously used, it is the only tool available. The ACRE is designed to assess our catechetical programs instead of the children. It assists in identifying program weak areas. Kim Ferguson questioned why we're doing the assessment if it's not helping to improve our programs. Kim Diaz noted it points out where our focus needs to be. The results suggested that 45 minutes to an hour a week of catechetical instruction is not adequate and doesn't allow for addressing the totality of knowledge and living faith. Chris reported that an adult

assessment is also available. Sr. Geraldine recommended that the assessment be given to the board so members can become more familiar with the tool. Marc Mitaliski said he would like to see all levels of the assessment (grades 5, 8 and 11). Fr. Zimmerman is doing a whole school assessment so they can follow their classes through the whole process in order to tailor the program to specific groups of students, building on each year and identifying "gaps." Terrie suggested a review of scores from other dioceses.

Chris provided a list of courses offered in 2008-2009 and included a report of faculty participation in Why Catholic? A statistical report of participation in the University of Dayton VLCFF programs was distributed. The report is based on the certificates issued by the University of Dayton which are routed through the Office for Catechesis. Dayton is offering a new certificate in catechesis which will equal our advanced level of certification when participants complete all 12 courses.

The year one Why Catholic? Retreats will be held next week. The year two program will address the Creed and Profession of Faith.

Director, Office of Catechetical Ministries and Office for Catechesis: Jonathan reported that this past week he attended the meeting of the National Conference of Catechetical Leadership (NCCL) with Chris Malmevik and Kim Diaz. The CEO of *My Catholic Voice* wants to partner with dioceses to investigate how each could benefit from the other.

Jonathan and Chris will begin pastor visits after June when new pastor assignments are made. He requested recommendations for information to gather that would be of benefit to the diocese and the work of the board. He attended the Principals' Leadership Conference and reports that the principals asked for a workshop on social networking sites.

Associate Director for School Planning: Barb reported that the all schools mass scheduled in May is cancelled. She reviewed topics covered at the recent insurance meeting.

Superintendent of Catholic Schools: Five schools have been identified for State recognition/educational review during the next school next year. Schools to be reviewed are Cathedral in Springfield, Christ the King in Springfield, St. Ambrose in Godfrey, Blessed Sacrament in Quincy and Sacred Heart in Effingham. Jean will be doing an additional board in-service in Effingham in August. The McGiveny Catholic High School fundraiser kickoff event went well. The land has been purchased. Alton Marquette High School is seeing an increase in enrollment due to an influx of students from Missouri.

Associate Superintendent of Catholic Schools: Marilyn reported that the Principals' Leadership Conference evaluations were good. Three speakers (Zach Wichtmann, Sarah Wannemuehler and Doug Quivey) spoke on various issues including technology and the law.

Associate Director of Youth and Young Adult Ministries: Kyle related that May 21 is the start date for the Totus Tuus program. Eight students to be trained will arrive that date at the CPC. They will be staying at the Villa Marie that evening where a meet and greet potluck will be held. The staff will include two seminarians from our diocese. They will be leaving on May 22 for ten days of training in South Dakota.

Kyle reviewed issues related to the Catholic Leadership Institute. The early registration deadline for the National Catholic Youth Conference to be held in Kansas in November is June 1st.

The Scouting Committee awards ceremony was held last Saturday. The committee is working on a fall retreat. In response to Kim Ferguson's questions, Kyle stated that CLI was in place when he came to work for the diocese. The program has nationally been upgraded to youth leaders which uses trained facilitators to stay true to its origin as developed by the Center for Ministry Development. The national organization is the only entity for training.

Kim Diaz thanked the director and staff for support and assistance provided to the parishes of the diocese.

Sr. JoAnn Volk moved and Brian Sullivan seconded to adjourn the May 2, 2009 Board of Catholic Education Meeting. **Motion carried.** The meeting of the Board of Catholic Education was adjourned at 12:40 p.m. with a blessing by Fr. Zimmerman.

Respectfully submitted,

Debra M. Geist
Recording Secretary