

Board of Catholic Education
Diocese of Springfield in Illinois
Meeting Minutes
September 12, 2009

Present: Sr. Ruth Chausse, SSND, Kim Ferguson, Thomas Hassen, Judy Kulp,
Bro. Anthony Joseph McCoy, Sr. M. Elise Mierendorf, Marc Mitalski,
Carolyn Stewart, Rev. David Zimmerman

Absent: Marion Althoff, Denny Baker, Kim Diaz, Rebecca Esselman, Rev. Jeff Grant,
Terri Kallal, Sr. Geraldine Kemper, OP, Rev. Don Wolford

Staff: Barb Burris, Kyle Holtgrave, Jean Johnson, Msgr. Carl Kemme, Chris Malmevik,
Marilyn Missel, Jonathan Sullivan

At 9:00 a.m. Marc Mitalski, 1st Vice President called to order the September 12, 2009 meeting of the Board of Catholic Education in place of Kim Diaz, who could not be present.

Short introductions were then made around the room.

Kim Ferguson led the group in opening prayer. Each person in attendance participated in a prayer service borrowed from the Renfro County Catholic School District Board in Pembroke, Ontario, Canada.

Comments from Msgr. Carl Kemme, Diocesan Administrator

Monsignor Kemme expressed thanks to all serving on this Board of Catholic Education noting that helping develop policies is in the best efforts of an all important ministry of catechesis and faith formation. He also reminded us that this is an historical time for us being without a bishop. He further shared that the ongoing work of the church the board is part of sets the tone and the vision. In closing, he shared an important request: the need for a lot of prayer and spiritual support through this transition.

Comments from Jonathan Sullivan, Director of Catechetical Ministries

Jonathan followed Mgrs. Kemme's words comparing this time as an Advent season filled with anticipation and waiting. Work does go on, such as the policy book. Sr. M. Maximilia Um read through it and gave her approval as much as she didn't see any red flags. However, there still may be possible changes with new bishop, so work is delayed until we have a bishop.

Jonathan expressed a transition with committee work. In July, the executive committee met on a planning retreat to look towards this school year. They looked at the evaluations from the board members and used their feedback for planning. There is a list of projects Jonathan is asking all the committees to consider. All board members were given a list of committee assignments. The policy committee was eliminated since the work has been done. If there are any other needs that need to be addressed, an ad hoc committee can be created in the future. Jonathan talked about the communication of the committees. He asked that everyone be in regular contact. Committees need to be in contact with each other: in person, email, or in online webinar meetings.

President's Report

Marc Mitalski, as 1st Vice President, had no report.

May Minute Approval

Marc asked for a motion to approve the May 2, 2009 Board of Catholic Education meeting minutes. There were no further comments for discussion. Kim Ferguson made the first motion to approve, Carolyn Stewart seconded the motion. **Motion carried.**

Salary Scale

The next item on the agenda was discussion of the salary scale for the 2010/2011 school year. Dialogue of this discussion would wait until after committee meetings.

Review Second Reading of the 5000 of Policy Book

Copies of the revised policy handbook were passed around. The board did its second reading of the 5000 series of policies.

Marc addressed the board, and if there were no other comments, he asked to approve the 5000 except for home school section. It was accepted that the document stand as is minus the home school section. Fr. Zimmerman made the first motion to approve, Thomas Hassen seconded the motion. **Motion carried.**

The board discussed other sections (outside of the 5000) of the revised policy book (cell phones, absence, tardiness, records release and expulsion). Copies of changes discussed at the board meeting will be emailed to all board members for further comment.

Director/Superintendent/Associates Reports

Director, Office of Catechetical Ministries and Office for Catechesis: Jonathan Sullivan reported that his submitted report will stand as is. He did, however, add a couple of addendums. A flyer was passed out to all on Social Networking: A Primer for Catholic Teachers and Catechists. Although geared towards principals and catechists, anyone is welcomed to attend and he encouraged that it be passed it on who may be interested. Listed on the flyer are dates and times for these online, free, webinars.

Jonathan also shared that he has been asked to co-chair on the NCCL tech committee which he has accepted. Also, our office has purchased a flip camera which is also a video camera. He is looking to video anyone who is interested in sharing a one minute story of faith which will be used on our website.

Superintendent of Catholic Schools: Jean Johnson reported that her submitted report will stand as is, adding only information about the H1N1 – CDC Tool Kit. This kit advises schools what to do if H1N1 turns into epidemic they are predicting.

The purpose of "Preparing for the Flu: A Communication Toolkit for Schools" is to provide basic information and communication resources to help school administrators

implement recommendations from CDC's *Guidance for State and Local Public Health Officials and School Administrators for School (K-12) Responses to Influenza during the 2009-2010 School Year*. <http://www.cdc.gov/H1N1FLU/SCHOOLS/TOOLKIT/>

Associate Director of Catechesis: Chris Malmevik reported that her submitted report will stand as is. Her addendum included information about the numbers from the *Why Catholic?* retreat, Fall Regionals and upcoming educational courses.

The *Why Catholic?* retreat had over 500 in attendance which is comparable to last year. Chris added that Saturday, September 19, 2009, the Small Group Leader Training begins.

Letters went out to all the parishes, principals, and DREs/CREs with the schedule of courses in their deaneries for adult enrichment and catechist formation opportunities. Although sent to the Catholic Times, the schedule of courses did not appear in the September 13 issue. However, it is out on the website. <http://www.dio.org/departments/education/office-for-catechesis/religious-education.html>

The schedule of the Diocesan Adult Enrichment/Catechist Formation courses and Cycle 7 for University of Dayton were distributed at the meeting. The courses highlighted in red are methodology courses (credit). The diocesan courses can be found online on the diocesan website. The Cycle 7 courses are also available online from the Virtual Learning Community for Faith Formation. <http://vlc.udayton.edu/calendar/#cycle-7a>

Finally, the DAEC, to be held in November 2010 is underway. This conference will be held in Decatur next year at the Decatur Conference Center and Hotel. We are currently looking for a keynote speaker.

Associate Superintendent of Catholic Schools: Marilyn Missel reported that her submitted report will stand as is. She noted that we will look at salary scale when we come back. There are four levels of percentages John Maxwell from the finance office made recommendations on.

Associate Director for School Planning: Barb reported that there are a few changes to her submitted report. Barb visited St Anthony Grade School in Effingham on September 1, 2009. It was a good visit to a brand new school. She shared that it was amazing the donors that had come forward.

To date, seven schools have not submitted their request to the Harvest of Hope tuition assistance.

Barb handed out a status report for the Tracey Foundation/ISPD (Institute of School & Parish Development). Ten schools are involved in the process. There are four workshops total, the next one on customer service. Barb has permission to share the workshop's PowerPoints to all the schools of the diocese. The Peoria diocese has invited Barb to attend two all-day workshops presented by John Cooper, ISPD Enrollment Specialist, on Enrollment Management. Our office is making a concerted effort to share resources on enrollment management.

Associate Director of Youth and Young Adult Ministry: Kyle Holtgrave reviewed his submitted report and shared additional information. Totus Tuus was a huge success. Eleven parishes participated although the actual number of students isn't known. Although attendance forms were available, they were not filled out, and there were only two of the eleven parishes that more demographic stats were collected.

Other things to note:

- Fundraising phase of 2010 Totus Tuus has begun.
- I need to raise \$9000 for the next Totus Tuus.
- Applications for next year's Totus Tuus will go out mid- October, with the first choice of dates going to those that previously participated this past summer and then the new parishes being able to register after November 1, 2009.

Catholic Leadership Institute (CLI) has made major improvements and is headed in a healthier direction. The program is now more representative of diocese. Instead of Madison County being the local area represented, there are more parishes around the diocese responding. This is a huge improvement.

Kyle asked Mgsr. Kemme to officially appoint Kyle as chair on the Catholic Committee on Scouting until new bishop comes.

Looking ahead to the World Youth Day Madrid 2011, some parishes are already on board, including Our Lady Queen of Peace in Bethalto, who has 30-40 people to make this pilgrimage to Madrid in 2011. Our diocesan banner will be in Spain.

Committee Meeting

The committees broke and returned at 11:00 AM.

Working Lunch: *Good to Great* Discussion

Upon the committee's return, Marc Mitalski led a presentation and discussion on *Good to Great*, a book by Jim Collins. All the board members had been given a copy and asked to have the first chapter read for this meeting. The goal of this book study is for the board work and committee work to move from good to great. Marc gave an overview of the book and led the discussion on Chapter 1.

There was much discussion from all the board members, and some key phrases and thoughts about how this applies to us include:

- Strive to be great in all tasks.
- Mediocrity is not acceptable.
- Along with discipline, there needs to be great respect and trust.
- Passion is important for greatness.
- What is it that we want to measure?
- What is our overall goal?
- Finding a formula to maintain something which is going downhill – seeing the symptoms before it is too late.
- “Getting the right person in the right seat on the bus” is key.
- Some people should be off the bus. Invite people to live out their passions elsewhere.
- Can level 5 leadership be learned?
- Jesus was a level 5 leader and he knew the people he picked to be on board. His followers knew they wanted to be there.
- Our church is still in existence because we have the Spirit working within.

Discussion concluded and board members were asked to read chapter 2 for the next meeting. Further information can be found on Jim Collins interactive website where someone can listen to key points: <http://www.jimcollins.com/index.html>

Salary Recommendations

The agenda item of salary recommendations was then brought to the board. The board members that were present did initiate conversation on the topic. The school's committee recommended a 1% increase which takes in consideration a 2.92% increase with the step factor.

It was decided that Jonathan will prepare the information for a vote on salary recommendations since there was not a quorum at this point of the meeting. It will be mailed out separate from the minutes and the board has two weeks to respond. There will be follow-up on those who do not respond. Board members were asked to turn in committee forms and to read the next chapter in *Good to Great* – Chapter 2. The next meeting will be held on November 7, 2009. The motion was made to adjourn. Fr. Zimmerman moved to adjourn the meeting and the motion was seconded **Motion carried**. The September 12, 2009 meeting of the Board of Catholic Education was adjourned at 1:30 p.m.

Respectfully submitted,

Cindy Clemens
Recording Secretary