

**Board of Catholic Education**  
Diocese of Springfield in Illinois  
**Meeting Minutes**  
**November 7, 2009**

Present: Marian Althoff, Deacon Denny Baker, Kim Diaz, Rebecca Esselman, Kim Ferguson, Terri Kallal, Sr. Geraldine Kemper, OP, Bro. Anthony Joseph McCoy, FFSC, Sr. M. Elise Mierendorf, FSGM, Carolyn Stewart

Absent: Sr. Ruth Chausse, SSND, Rev. Jeff Grant, Judy Kulp, Marc Mitalski, Rev. Don Wolford, Rev. David Zimmerman

Staff: Barb Burris, Kyle Holtgrave, Jean Johnson, Chris Malmevik, Marilyn Missel, Jonathan Sullivan

At 9:00 a.m., Board President, Kim Diaz called the meeting of the Board of Catholic Education to order and welcomed those present. The group then moved to committee meetings.

Kim Diaz reconvened the meeting of the Board of Catholic Education at 10:40 a.m.

Jonathan led the board in opening prayer in the form of a Commissioning Service.

**Approval of Minutes**

Kim Diaz asked for discussion and approval of the September 12, 2009 meeting minutes. A motion was made by Sr. Elise Mierendorf to amend the September minutes to reflect that the “committee meetings” took place after lunch. Kim Ferguson moved to approve, Denny Baker seconded the motion. Motion Carried.

**Shared Learning**

The scheduled discussion of Chapter 2 in “Good to Great” was postponed in the absence of Marc Mitalski. Board members are asked to come prepared at the January meeting, with both chapters two and three read and ready to discuss.

**President’s report**

Kim Diaz shared that she was interested in all board members insight and thoughts, and asked that all keep up the good work.

**Policy Book Revision Update**

There were three updates regarding cell phones and Other Electronic Device (4311), Absence (4602), Tardiness (4603) and Expulsion (4803) from the policy book revision work presented for the second reading of these particular policies. Deacon Denny Baker moved to approve, and Rebecca Esselman seconded the motion. The changes stand moved as amended by consensus.

## **Committee Reports:**

### **Executive:**

There was discussion by the executive committee in regards to the bylaws and appendixes of the board. The possibility of a new name for the Board was discussed.

The executive committee also noted that we have 17 members, not 16, although resolutions have never been reflected in the document itself. There should be a broad representation reflected on the board.

Discussion also included *Article 7 – responsibilities* which included changing dates when the board meets, the annual recommendation of salary scale, promoting philosophy and goals of Catholic Education to the public as well as promoting public policy. It was noted that Zach Wichmann, lobbyist, who works for Catholic Conference of Illinois, has a regular newsletter about issues affecting Catholic schools. Principals already get this newsletter from Zach, and the board can sign up as well. Visit:

<http://www.catholicconferenceofillinois.org>

Continued thoughts included the possibility of having a Legislative Action Person (LAP) who would serve on the Board receiving information, reporting back to board, interim, any immediate letter, forward to board and send out on behalf of our schools.

### **Education Committee**

The Education Committee talked in depth about the Principal Orientation meetings and a time to come meet and talk with prospective principals. Currently a meeting is set for March for those interested in becoming a principal. Also discussed were the report card and the need for updated information, ACRE and Math standards.

Ideas of marketing included: Recruiting at prospective universities, planting a seed, presence at a career/job fair, creating videos, a link on diocesan website, personal testimonies, quotes – teachers – parents.

### **Religious Education Committee**

The committee is discussing a diocesan catechetical plan. Google was used to search what other dioceses have posted their plan on the web. It was concluded that the current diocesan pastoral plan of 2003 has the goals that a catechetical plan should address. The committee is reading *Creating a Catechetical Plan: A How to Do it Resource*.

Other thoughts included questions such as: “What should it contain?” “How to do an assessment?” “What would the difference between the parish plan be?” Conclusions are indicating that it should be kept general so parishes can implement as they see fit. The plan needs to be fundamental, flexible, clear and accountable. This will continue in a discussion phase and there needs to be more clarity. Enabling the parishes to develop their own plan is a long range plan.

Parish visits will serve as a basis for future focusing. Discussion continued emphasizing that in looking at the parishes and their ministries, we need to understand who the parishes are serving, as there is not a “one size fits all” on account of the demographics. It was suggested that the diocesan “tech plan” be studied as a sample for a plan. The diocesan “tech plan” is an umbrella for everyone, but it has a cafeteria menu allowing it to be more user-friendly and we are in a grassroots stage where we need to do the identifying and be a resource for the parishes.

### **Planning Committee**

The Planning Committee discussed the future of school principals, researching various dioceses to develop a marketing plan. The committee continues to research ideas from other diocesan schools. A marketing survey for all schools will be developed and distributed.

### **Youth and Young Adult Ministry Committee**

The beginnings of a manual are now in progress which would give parishes a canvas to work with.

Thoughts to create a Youth Ministry include:

- an inactive program could receive Advanced Catholic Training such as the [Catholic Leadership Institute](#) program
- could act as a follow-up experience to any program – CLI, TEC
- having a professional development track for adults

### **Director/Superintendent/Associates Reports**

#### **Director, Office of Catechetical Ministries and Office for Catechesis:**

Jonathan Sullivan reported that his submitted report will stand as is with an addendum including communication items which includes the continued struggle with communication within the parishes

- A Diocesan Facebook page was launched. It will include photos, news items with the diocesan blog tied in. It will also be used for heavy advertising for the 2010 DAEC and an announcement when the new bishop is named.
- Newsletter being launched next month. This will not include news items. The goal is to supplement with theological reflections, food for thought for catechists, highlighting programs such as Don Frachey’s new and innovative “Lubee caritas”.
- Jonathan has asked to submit any content if you have it, and the newsletter will be sent out as a PDF. An email will be going out soon to all about its upcoming release.

Jonathan shared that the parish visits are going well; the Springfield deanery is almost complete and the next deanery after the New Year will be Decatur. The four core

questions in the survey are in regards to the programs each parish are doing, how are they going, the challenges faced and how we can help.

**Superintendent of Catholic Schools:**

Jean Johnson reported that her submitted report will stand as is, adding information about the two handouts on the NCEA notes and pandemic issues. Jean also noted that the preliminary enrollment looks good, with only a 1.82% decrease, compared to some other dioceses.

**Associate Superintendent of Catholic Schools:**

Marilyn Missel reported that her submitted report will stand as is. She added that she was grateful to be able to attend the CACE conference. It also allows for the opportunity to network and meet people we might use for future speakers here.

**Associate Director for School Planning:**

Barb Burris reported that her submitted report will stand as is. There was a discussion on if the eligibility benchmark of 20 hours a week to receive insurance should be increased.

**Associate Director of Catechesis:** Chris Malmevik reported that her submitted report will stand as is. Her addendum included more information on the upcoming 2010 DAEC.

**Associate Director of Youth and Young Adult Ministry:** Kyle Holtgrave reported that his submitted report will stand as is. He did add that in two weeks he will be amongst 21,000 teenagers at the national Catholic Youth Conference in Kansas City. Twenty-four students from six different parishes will be attending. In two years, the next conference will be held in Indianapolis. Kyle also shared that the young adult Mass will now be held in the St. Viator's chapel at the Catholic Pastoral Center.

**Other Addendums**

Jonathan added that the Webinar recordings are now available under the blog section of our website, and that salary recommendations have been forwarded to John Maxwell.

Kim Diaz then asked all to turn in their committee worksheets and noted that the next meeting will be held on January 9, 2010. Rebecca Esselman moved to adjourn the meeting and the motion was seconded by Carolyn Stewart. **Motion carried.** The November 7, 2009 meeting of the Board of Catholic Education was adjourned at 12:30 p.m.

Respectfully submitted,

Cindy Clemens  
Recording Secretary