

## **St. Joseph's School**

School Board Minutes  
Wednesday, July 9th, 2025  
5:30 PM-Conference Room

1. Call to order and Opening Prayer. Meeting started at 5:30 pm. Present: Jon Westphal, Brittany Lyons, Sara Loomer, Heidi Lee, Kate Lambert, Joan Zander, Fr. Eberle, Narcel Clark (via phone). Absent: Matt Kohler.
2. Approval of Minutes of Prior Meeting: changes made; Narcel corrected that Rachel shadowing 5-7th grade was a possibility, it was not actually confirmed at that time. Motion to approve amended minutes by Heidi Lee, seconded by Joan Zander.
3. Administrator's report
  - Next year enrollment is currently 208
  - Old Business:
    - Step up Mass: Narcel was unfortunately unable to attend however it went very well
    - Title Reports: Narcel is unsure of the amount of money received, she should find out in August.
  - New Business:
    - Staff update: all teaching positions have been filled. Lola took the 1st grade position and she will be paired with another teacher through the mentoring program. Ms Grothe and Ms Sway will also be connected with a mentor. Mrs Jacobs will transition to 4th grade. Mrs Mehnke has been hired for the 6, 7 and 8th grade position. Narcel is still working on filling the aide positions.
    - The after school program director position has been filled, they are still needing another helper for the afterschool program.
    - Speech: Last year, the school spent a little over 16 thousand dollars using Connect Therapy for 8 recipients to receive 1 hour of therapy a week, the school is charged 85/hour, which is a 15/hour discount from their regular services. Discussion on ways to possibly lower these costs is held and referrals for community services will be forwarded to Narcel.
    - Wilmac/ISP Services: Valerie Schmidt retired last year. Narcel met with Karl and Mr. Germundson and they are allowing St Joes to hire their own provider. Narcel contacted Kathy Hess and she has accepted the tutoring position on the condition that she not have to write the ISP's.
    - Schedules: All the schedules are done other than the electives for 6,7 and 8th grade, Narcel is working on these.
    - August In Service: Narcel will be having a half day in-service with the new staff on 8/13, on 8/14 all staff will attend and on 8/15 the teaching staff will attend. On 8/18 there will be a spiritual in-service with Father Johs.
    - Tuition Assistance: Narcel and father Eberle went through all the applications and they were able to award some assistance to everyone that applied.
4. Pastor's Report.
  - Next week the boring company will be here along with Triangle Electric, plumbing should be done this week and the modular company is scheduled to arrive at the end of July to place both modulars in their "permanent" location.

- There is potential for switching the large slide on the playground, Father is in talks with the PTO about this.
- The dishwasher has been ordered for the kitchen along with an ice machine and a new garbage disposal.

5. Time and Date of next meeting: 8/6/25 @ 5:30pm
6. Closing prayer and adjournment.