

Ss. Peter and Paul Catholic School Board Meeting

Meeting Minutes
Monday, November 7, 2011

A. Call Meeting to Order

Members present: Lisa Buchheit, Chris Janson, Tara Busch, Rose Lehmann, Cathy Pfeil, Mary Mueller, Ken Gibbs, Jennifer Urish, Linette Hermanns, Sarah Krebel, Jennifer Garner, Julia Pluff, Suzan Knese, and Fr. Dale Maxfield.

The regular meeting of the SPPCS School Board was called to order at 7:05 p.m. on November 7, 2011 in Mr. Ron Hurst's classroom.

B. Opening Prayer

"The Hail Mary" was led by Lisa Buchheit and recited by all.

C. Development w/Guest Marion Wolaver

Ms. Marion Wolaver, Development Director at Servants of the Paraclete, was a special guest who addressed the school board regarding development and advancement. Her career has primarily been in Catholic education with a development expertise from her twenty-six year development career which began at Ursuline Academy in St. Louis.

Ms. Wolaver stated when establishing and promoting a development program, it is important to stress the need to preserve Catholic education in America. To be successful, financial and spiritual support must always be available. It is important for a school such as SPPCS to develop a long-term plan that offers sustainability and vision. Identifying multiple ways to bring in money, such as planned giving, maintaining contact with key supporters such as grandparents and relatives other than school parents and alumni, along with recruitment, are key to a successful development program.

If SPPCS decides to move forward towards recruiting and hiring a development coordinator, it needs to be understood that the return on investment in hiring someone to be responsible for the school's development responsibilities may not be realized until three-five years after hire. Realistic expectations should be set with time to implement plans to reach goals. The position is a year-round job. An appropriate salary range can be obtained from public sources available.

A possible direction to consider is to combine a development position for the school with development for the church/parish. Tara Busch will extend an invitation at the next Parish Council meeting for a Parish Council member(s) to

join in the planning stage with school board representatives to explore hiring an employee responsible for development.

D. Approval of Agenda & Minutes

Agenda and minutes were approved.

E. Strategic Plan Updates

1. Catholic Identity - Cathy Pfeil indicated new members have been added to the Committee. Plans to schedule a meeting are underway.
2. Advancement/Development/Fundraising - Tara Busch reported that Scrip sales are up. Marketing done recently has seemed to help. Feeder parishes have been approached about participating in this fundraiser. Various marketing-type ideas were discussed to bring in more students. Each family will be expected to participate in the upcoming Butter Braid sale, either by selling five products/child or paying \$25/child to opt out. Laura Frierdich and Lisa Buchheit will station a stand at Schnucks on December 3rd to promote the school. Chris Janson stated that further activity with this group was pended until discussion with the guest speaker on development that may result in providing better direction for this area.
3. Finance - Jennifer Urish reported that the last meeting was short. There will be financial information to report after the beginning of the year.

F. President's Items

1. Proposed changes to structure/meeting/agenda - Tara Busch proposed changes to the current meeting process that are similar to the process used by the Parish Council, in particular:
 - More expeditious preparation and distribution of meeting minutes.
 - Submission of reports from committees and for some other topics to school board members in advance of the meeting so members can review the material prior to the meeting and not spend as much presentation time during the meeting.

G. Principal's Items

1. Veteran's Day Plans - A special program honoring students' relatives who are veterans will take place on Friday, November 11. All are welcome to attend.
2. ITBS Scores - Faculty will review students' scores this Friday during faculty in-service. A parent has requested for the eighth grade students to take the Explore test which helps identify career interests. The two hour test is about

\$8/student. Local schools such as the Waterloo School District and Immaculate Conception School in Columbia give this test. The school board supported it and it will be offered as “optional” for 8th graders. Parents of the students taking the test this year will pay the \$8 testing fee as it was not included in this year’s school budget.

3. Scrip Update - See Fundraising/Strategic Plan Update
4. Building Update - School Calendar - A school day was lost when school was unexpectedly closed on Monday, October 31, because of the need to secure a structural concern with the building renovation. The day will be added to the end of the year school schedule.
5. Staff Incentive Program - A committee of teachers has been formed for this. A tiering program will be put in place with rewards for extra work completed.
6. City Lamp Post Decorating - SPPCS faculty has adopted a lamp post that will be decorated for this City of Waterloo activity.
7. Review of Previous Work Credit Program - Information about the Work Credit Program from 1994 is available for review. Contact Lisa Buchheit.
8. Miscellaneous - a) The Lohberg family has offered to give \$20/goose sold through Schneiders Market to SPPCS as fundraising income. b) Two 8th grade students transferred from SPPCS to Waterloo Public within the past month. Social issues outside of school were involved.

H. Old Business

1. Time Allotment for Parent/Teacher Conferences - Mary Mueller questioned whether the ten minute time allotment per each parent/teacher conference was sufficient. Other school board members are comfortable with the time allotment. Lisa Buchheit mentioned that parents can request two time slots (20 minutes) if the parents would like more time to talk with a teacher.
2. School Board - Code of Conduct, Responsibility to Support Teachers, Administration, etc. & Mission - Cathy Pfeil shared thoughts on being a school board member and the responsibilities of the role.
3. Friends of SPPCS - Sarah Krebel reported that the Pumpkin Fest 5K run made \$782 profit. The Father/Daughter dance is Saturday, November 12. There will be a vendor fair on December 10, coincident with the Mary & Martha annual Cookie Walk.
4. Parish Council - Tara Busch previously provided a copy of the meeting minutes to school board members.

5. Finance Council - see Strategic Plan updates.

I. Closing Comments

Reminder: Fr. Max reminded school board members who have not completed and turned in the questionnaire for the Diocesan viability study to submit them to the Parish Office as soon as possible.

Strategic plan updates scheduled for the December meeting are:

- Enrollment - Linette Hermanns;
- Staffing - Suzan Knese; and
- Athletics - Rose Lehmann.

The next regular meeting will be held Monday, December 5th at 7:00 p.m.

Adjournment at 9:15 p.m. by Chris Janson. The meeting was closed with a prayer led by Fr. Max.