

Ss. Peter and Paul Catholic School Board Meeting

Meeting Minutes
Monday, October 3, 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 and Jennifer Garner.

The regular meeting of the SPPCS School Board was called to order at 7:05 p.m. on October 3rd, 2011 in the SPPCS computer lab.

B. Opening Prayer

“The Lord’s Prayer” was recited.

C. Capital Campaign & Building Project w/Guest Bob Pfeil

Bob Pfeil, Owner’s Project Representative for the Capital Campaign & Building Project, was a guest at the meeting. Mr. Pfeil updated the School Board on the progress of the building renovation and expansion. Obtaining necessary permits were in process and drawings had been submitted to the architects. Foundation work is almost ready to begin with the first slab to be down by the first week in November. The steel frame will then be erected which will take about three weeks. The roofer and bricklayer will come sometime during early December. The school’s front entrance may be open by Christmas.

The project is on schedule with the next three weeks being critical. The current schedule goes about two weeks into the next school year. The City of Waterloo waived a \$20,000 permit fee which is commonly done for not-for-profit group projects. Necessary approvals from the Diocese have been provided.

D. Approval of Agenda & Minutes

Agenda was approved. September’s meeting minutes were not received by members due to an electronic submission issue and will be resent. Members are to comment to Mary Mueller by Monday, October 10 if they have corrections and/or additions, otherwise the minutes will stand approved.

E. Committee / Strategic Plan Updates

- Educational/Curriculum - deferred to the next time on the reporting schedule

- Leadership & Governance - deferred to the next time on the reporting schedule
- Facilities - Chris Janson will temporarily take responsibility for this area until an individual from St. Augustine's in Hecker is named to fill the open Board member position.
- Athletics - Rose Lehmann reported a summary of a discussion she had with Athletics Director Vern Tepen. He identified three events/activities that the Athletic Department could assistance or transfer responsibility to another group. They are:
 1. Scheduling workers for admissions and concessions at sporting events
 2. Annual golf tournament
 3. Expansion of current fundraisers

Trivia night is being brought back. It will take place on Saturday, November 5. Young Vincentians will partner with the Athletics Department for this event.

To communicate the Code of Conduct, it was suggested for all coaches to have an initial meeting with players and parents. Eighty percent of SPPCS students participate in one or more school sports.

All SPPCS teams participate in the Kaskaskia Conference except soccer. Moving soccer from the Diocesan Conference will be looked into.

F. President's Items

1. Fundraising - Chris Janson presented more information pertaining to the St. Charles, MO area school's HSO (Home School Organization) fundraising approach he discussed at the last meeting. There was significant discussion among the Board members pertaining to how/if a fundraising requirement could be effective at SPPCS. It was suggested there be a control group/pilot group set up to track activity and "test" if a fundraising requirement could work.

Fundraising income is necessary for the school because expenses have increased, revenue is not increasing, and enrollment is constant or slightly down. The focus needs to be on what can be controlled. The Fundraising Committee will reconvene and draft a possible fundraising program to include requirements of the program and fundraising opportunities in which families could participate.

Regarding the Schnucks e-Scrip card, a marketing effort will take place in which a Schnucks e-Scrip card will be sent home to all families who do not have a card registered on file.

2. Hecker School Board Member - Fr. Osang spoke with St. Augustine's priest about naming a School Board member. They are working on it.

G. Principal's Items

1. Pastoral Plan for Parish Renewal and Restructuring for the Diocese of Belleville - The Diocese's viability study is underway. SPPCS is viewed in the top/best category. Various groups within the parish will be asked to participate by providing feedback on questionnaires or information in another manner. School Board members are asked to complete a questionnaire and submit it to the Parish Office. Fr. Dale Maxfield will oversee the viability study process for Ss. Peter & Paul Parish.
2. Catholic Conference of Illinois - With the expiration of the Board term for the former representative, a new Board member is needed as the representative from SPPCS. Jennifer Garner volunteered to accept this responsibility.
3. "Dress down days" for donations - Representatives of varying causes approach SPPCS for donations. The Board agreed that "dress down days" in which students have a no uniform day in exchange for donations will have to be for parish or school-affiliated causes.
4. ITBS - Changes for 2012 - Tests are being modified to be compatible with the Common Core Curriculum.
5. October Special Events:
 - The rosary will be prayed over the intercom once/week. The Angelus is recited daily at noon over the intercom.
 - Mix It Up Day will be on October 18. Teachers and students will be randomly placed at tables to have lunch together and interact with others they may not usually sit with at lunch.
 - This is the 2nd year for Movie Night, an event sponsored by the 8th grade as a service project in preparation for Confirmation. Viewing of a recent movie is provided and donations are accepted towards a charitable cause. This year's cause is the Multiple Sclerosis Society.
 - Parent/teacher conferences are scheduled for Thursday, October 27.
6. Student Handbook - At the beginning of each school year, parents are requested to review the student handbook and sign a form indicating they

have reviewed it. For parents who didn't turn in the signed form this school year, a blank form was sent home as a reminder. A message regarding the requirement will also be sent to parents.

7. **Miscellaneous** - The time capsule from 1957 will be opened at an assembly tomorrow morning, October 4th, after mass. Individuals who were students at Ss. Peter & Paul School at that time have been asked to attend as special guests.

Copies of the Top 20 Teens two hour presentation will be made available for parents to borrow and view.

H. Standing Reports

1. **Parish Council** - Tara Busch previously provided a copy of the meeting minutes to all School Board members. Parish Council members were invited to attend the School Board meeting with the development program professional who will be addressing the Board.
2. **Finance Council** - Financial reports were distributed.
3. **Friends of SPPCS** - The organization received the School Board's support to change its name to SPPCS PTO. Fundraisers were discussed.

I. Closing Comments

Scheduled updates at the November School Board meeting are:

- Catholic Identify - Cathy Pfeil;
- Advancement/Development/Fundraising - Tara Busch, Sarah Krebel & Mary Mueller; and
- Finance - Jennifer Urish.

The next regular School Board meeting will be held Monday, November 7th at 7:00 p.m.

Adjournment at 9:35 p.m. by Chris Janson. The meeting was closed with a prayer led by Lisa Buchheit and recited by all.