

Ss. Peter and Paul Catholic School Board Meeting

Meeting Minutes
Tuesday, September 6, 2011

A. Call Meeting to Order

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

The regular meeting of the SPPCS School Board was called to order at 7:05 p.m. on September 6th, 2011 in the SPPCS computer lab.

B. Opening Prayer

The opening prayer, "The Lord's Prayer," was recited.

C. Capital Campaign & Building w/Guest Mike McManus

Mike McManus, Capital Campaign Chairperson, was a guest at the meeting. He updated the School Board on the status of SPPCS' capital campaign. \$1.7 million has been pledged to date; \$350,000 is cash. The campaign needs \$400,000 more in pledges to meet the estimated project cost of \$2.1 million at conclusion. A contract with RG Ross is in place. Since the full amount needed has not yet been pledged, options regarding how to proceed were considered. The decision was made to move forward with the school expansion project and expect the additional \$400,000 needed will be pledged in the near future. If not, a contingency plan is in place. Lines of credit with First National Bank and State Bank have been opened. A loan with a twenty year amortization will be set up. Interest rate is 5.5%.

The house on the corner has been purchased and will be demolished along with the house next to it to make way for the school expansion. A groundbreaking ceremony will be scheduled after coordinating representation from the Diocese to be in attendance. Construction is planned to begin by the end of the month. The project has an eight month timeline with plans for a summer move.

D. Approval of Minutes & Agenda

Agenda was approved with one correction. The strategic plan update by Julia Pluff and Jennifer Garner is for curriculum (not enrollment). The agenda was approved.

Minutes were approved as presented.

E. Committee / Strategic Plan Updates

1. Educational/Curriculum - Julia Pluff reported that Jennifer Mechler is facilitating the Top 20 Teens program which is a required elective class for all 6th graders this year and an optional elective for 7th and 8th graders. To incorporate STEM (Science, Technology, Engineering & Math) techniques into the gifted and enrichment curriculums, Laura Frierdich will include construction units that focus on architecture and design. In addition to the ongoing grade level and subject matter curriculum reviews at SPPCS, the common core curriculum will be examined to incorporate any topic or skills that are missing or need expansion.
2. Staffing - Suzan Knese reported that Title funds provided by governmental programs are received by SPPCS to support professional development opportunities. This is also the second year Title funds for reading have been received by SPPCS.
3. Enrollment - Linette Hermanns has done some research pertaining to the possible addition of a development position for SPPCS. Linette spoke with a few individuals who have had success at schools with the addition of a development position. A professional who has assisted with implementation of development programs, e.g. at Nerinx Hall in St. Louis, is willing to speak to the School Board sometime in the future to share suggestions and information. Pastoral Council members will also be invited.

Linette also mentioned many schools in St. Louis have eliminated the increase on tuition for non-parish families. More discussion and consideration would be necessary before changing the current manner in which tuition is charged.

The key development objective for SPPCS is to promote the school and the endowment.

4. Athletics - Deferred to next month's meeting.

F. President's Items

1. Fundraising ideas - All SPPCS families are expected to participate in and support fundraising activities for the school. Part of the operating budget is supported from fundraising revenue. Chris Janson presented an approach to fundraising implemented at a school in the St. Charles, MO area which focuses on attaining a budgeted amount of fundraising revenue each school year. The School Board, with focus by the fundraising committee, will review availability and viability of current fundraising opportunities. Further discussions regarding fundraising revenue will take place at future meetings.
2. Promotion of fundraising opportunities to Parish - Ken Gibbs indicated that the Service Committee can better communicate and promote fundraising opportunities to the parish. The weekly church bulletin is a centralized resource to use more frequently for announcements. The Scrip program has much more potential than is being reaped. Further education for school families and the parish as a whole is needed to encourage more participation. Laura Frierdich will market the Scrip program beginning with preparation of a flyer to be distributed at next weekend's masses.

G. Principal's Items

1. Budget update - The current school budget had an approximate \$50,000 deficit. It was made up with miscellaneous revenue from various sources including \$25,000 received from the endowment.
2. Boys Town update (social skills program) - The foundation of the program is that there is a process for every situation and there are no more than five steps. Faculty and staff came up with the processes at SPPCS that need to be communicated. Posters with common themes will be purchased for display throughout the school.
3. Bishop's viability study - A study with a review of parishes and schools in the Diocese is underway. A rating system of 1-5 will be used. Not much has been communicated yet regarding requirements.
4. Building evacuation routes - Evacuation instructions are being rerouted to accommodate construction. A bus drill is scheduled for Wednesday, September 7.
5. Busses/field trips - Gibault's bus will be available for transportation use on some field trips.

6. **Miscellaneous** - Some school families received a postcard solicitation from St. John the Baptist School in Smithton via a mail list purchased by St. John's. St. John's administration has indicated SPPCS families mistakenly received the mailing.

Todd Papenberg's replacement on the School Board is still pending. Hecker's Parish Council is charged with naming the replacement.

The buried storage tank has successfully been removed.

H. Standing Reports

1. **Friends of SPPCS** - No meeting in August.
2. **Parish Council** - Tara Busch previously provided a copy of the meeting minutes to all School Board members.
3. **Finance Council** - Jennifer Urish reported that the fence vandalized at the SPPCS fields is being repaired and the cost may be shared with the WSA. Bingo bylaws were tabled.
4. **Investment Committee** - Chris Janson reiterated that SPPCS received \$25,000 from the endowment.

I. Closing Comments

Fr. Osang reported that he will be taking a six week vacation to his home in Nigeria in early October to mid-November. Fr. Dale Maxfield will take responsibility for parish administration during Fr. Osang's time away from Waterloo.

Scheduled updates at the October School Board meeting are Athletics - Rose Lehmann (deferred from last month), Leadership & Governance - Chris Janson, Educational/Curriculum - Julia Pluff & Jennifer Garner (August report was deferred and given in September), Facilities - Board member needed.

The next regular school board meeting will be held Monday, October 3rd at 7:00 p.m. in the computer lab.

Adjournment at 9:30 p.m. by Chris Janson. The meeting was closed with a prayer.