

St. Peter Cathedral  
School Advisory Council Meeting  
Thursday –November 03, 2011  
7 P.M.

**MINUTES**

Members Present: Mrs. Lane, Mrs. Cornelius, Mr. Pochatko, Msgr Biebel, Jennie Hagerty,  
Emily Hutchinson, Patty Bloomstine, Miss Hund, and Kyle Hardner  
Members Absent: Dave Calabrese & Beth MacArthur

1. **Call to Order:** Welcome & Opening Prayer (Msgr)
2. **CAPE Report** **Attachment A**
3. **SAC This School Year:**  
Peggy Odem has left St Peter's & SAC. SAC distro list has been updated.
4. **School Principal Report:** (Mrs Lane) **Attachment B**  
In addition to attached report, shared ideas for Open House:
  - a. Mrs Lane to consider greeting guests at door (instead of students)
  - b. 7<sup>th</sup> & 8<sup>th</sup> grade students will assist with tours
5. **Monsignor Report:** (Msgr. Biebel) *No report*
  - a. Gym roof: Status? Msgr will contact Fiske before weather turns.
  - b. Statue of St. Peter: Msgr will contact Paul Bretz about lighting
  - c. Maintenance: new cleaning person...Cindy has been hired as part time
  - d. Mr. David Murphy, Diocesan Director of Finance, and Fr. Nicholas Rouch, coordinator of diocesan schools are meeting with all pastors in parishes with Catholic schools to help formulate a master plan for our schools. All of them struggle with financial support, both schools and parishes. After the study of all parishes with schools is complete, it will be presented to the new bishop to determine financial support.
6. **Advancement Office Report:** (Jennie Hagerty) **Attachment C**  
In addition to attached report:
  - a. Kick Off Gala
    - 11/10 630-8
    - Approx 40 attending Kick off
    - Recruiting volunteers
    - Letters will be sent to donors next day
    - Sara Simpson coordinating baskets from each grade
  - b. Open House advertising: direct mail, radio, newspaper
  - c. Lawn sign: will replace plexi glass
  - d. EITC: \$30k for next year. Each are 2 year contracts
7. **Youth Ministry/Religious Formation Report:** (Karen Hund) **Attachment D**  
In addition to attached report:
  - a. Romolo will be sold at Easter
  - b. Bowling night in December
  - c. Jennie will speak to the 8<sup>th</sup> graders on Stewardship – Nov 15<sup>th</sup>. Asked that she work in the Library book donation as an opportunity for them to give back to St Peters.
8. **SAC Committee Reports:**
  - a. Advancement:
    - i. WICU Contest – missed deadline, but will finish video for marketing, PR, next year's contest.
  - b. Athletics:

- i. Gym floor refinishing is scheduled for 11/21
- ii. Cheer Coach:
  - 1. Lindsey Lynch volunteered
  - 2. Try-outs were held & practices are in progress
  - 3. Scheduling issue as Winter sports schedules are not on our web or Diocese...not provided by Diocese yet.
- iii. Educational Support: **Attachment E**
- iv. Language Club:
  - 1. Latin launching (7<sup>th</sup> & 8<sup>th</sup>)
  - 2. Other
  - 3. Rosetta Stone
- v. Accelerated Reader Program
- c. Steering Committee / Building & Grounds: No update. Working with Jennie on reports/documents previously compiled.

**9. Outstanding / Follow Ups:**

- a. Legacy Students: web site is pending updates (Completed)
- b. Resource Lists: identify where to keep these?
- c. 8th Grade Library Book donation (around Thanksgiving)
- d. St Peter Award (Around Thanksgiving): Mrs Lane will provide candidates at Dec mtg.
- e. 8th Grade Donation (around Thanksgiving)

**10. New Business:**

- a. Web Updates: need to ensure that all areas are updated. Can we designate someone to do a frequent audit of the entire site to identify & update outdated information, missing schedules & documents, and old or missing schedules? See examples:
  - i. Athletics:
    - 1. Schedules
    - 2. Guidelines
  - ii. Backpack News
  - iii. Lunch Menu
- b. Halloween 2012:
  - i. Why only K-3 in parade?
  - ii. Can we discuss including all grades, and then disperse to the classrooms/parties?
  - iii. Mrs C explained her personal reasons, but received no other feedback.
- c. Parent Survey:
  - i. Due this school year
  - ii. March 2012
  - iii. Online: Jennie explained how this is done with survey monkey. Further discussion is required...will share what we used in the past and utilize Jennie's expertise for modifications, additions, deletion of questions.

**11. Next Meeting:** Thursday, December 1st 7pm

**12. Adjournment**

**CAPE Report**

1. CAPE dues
  - still coming in slowly
  - Julie has data list from Mr. Earls and we'll be sending out reminder letters soon
2. Save Around Erie books
  - Will be ending November 16<sup>th</sup>
  - Sales have been very slow
  - We will consider starting much earlier next year if we do this again
3. Max and Erma's
  - We received our check for \$329.89
  - We are eligible to do this again this year which we may look at for our Barnes and Noble night
4. Upcoming events
  - We are sending out a form for volunteers for parent/teacher conference meals
  - Book Fair – we will get volunteers and take responsibility for decorations
  - Teacher Christmas gifts – we will give gift cards again this year as we did last year
5. Open House
  - We were in attendance at the first meeting for Open House
  - We have \$500 budgeted toward this and have let Jennie Hagerty know that she is welcome to use it as needed
  - We are willing to ask people to bake for the Open House

**Principal Report**

All Saints Buddy Day

- Prayer service
- Buddy activity
- Service project
- Mass

Dedication of the St. Peter statue will be Nov. 10 @ 9:30 with the Bishop

Open house

- Sunday, January 29, 2012 from 12:00 – 3:00
- 11:00 Mass will kick off Catholic Schools Week and will most likely have a student speaking.
- First committee meeting was on Tuesday
- Jennie Hagerty will handle all advertising
- All groups will be notified early so they can plan something for their table
- We would like to use 4B as a testimonial room which all families would be taken to while on the tour
- CAPE will take care of Book Fair which will still be on display
- CAPE will take care of refreshments
- A mock-up of a Pre-K room will be in 2A
- We will have basket give-aways again around the building
- We will need parent volunteers as tour guides and 8th grade students to go with tour guides, be greeters at
- door and be escorts to preschool

**Advancement Report**

- Mardi Gras Legacy Gala  
Grade level parent coordinators to pull together baskets from each grade  
Art Project or two  
Preschool quilt
- Marketing/Open House/School Website  
Allow school website to market all the exciting news and programs school offers  
Looking at another vendor to design website for church and school – more affordable  
Open House – Advancement will handle the Marketing  
Need to offer one \$500.00 scholarship raffle  
A few other giveaways to be determined
- Annual Fund – All parishioners, families, and alumni (ytd) will receive a letter inviting them to give.  
This will be handled around December 2, 2011.
- Grandparents' Day – May 1, 2011 – need volunteers
- Memorial Garden for Spring 2012
- EITC Update

**Youth Ministry/Religious Formation Report**

- Advent Wreath Sale to begin this weekend
- No Romolo Christmas Candy sale this year due to other advancement projects/efforts going on at the same time
- Thanksgiving Service with Luther Memorial School on 11/17
- Child Protection information sent to parents at beginning of Nov. and Child Protection Presentation on 11/2 and 11/3 at the school
- Builder's Club will begin to meet in November. The Benedictine Sisters have asked us to consider raising money for a family relocating to Erie. We will be having a Breakfast muffin sale soon
- The video for "Our School is Cool" was not able to be finished on time, but we are aiming to finish it for open house and then enter it next year.

**SAC Educational Committee Report**

**Language club:**

- Latin:
  - 
  - Msgr. Hagerty has volunteered to teach Latin
  - Offered to 6, 7, & 8<sup>th</sup> grades
  - After school once a week on Wednesday's 245-330
  - 19 students signed up

- Spanish:
  - Possible Spanish teacher available in January
  - Would teach K-2 after school once a week for 45 mins.
  - If she will take 3-5, then all classes would be offered a language.
- Sign:
  - Miss Hund has volunteered to start a sign language club for K-2, 1-3, Or 2-4 (hasn't fully decided on the class spread at this time).
  - Wed's except for early dismissal.
  - Available to start in January.

**Rosetta Stone:**

- For 30 computers set up with Rosetta Stone Volume 1, cost - \$9,600
- For volume 1-3 on one computer, cost = \$1,040.00. If we got volumes 1-3 on 30 computers it would be less, but will have to call to get that price.
- There is no limit to the number of students allowed to use the program once it is installed on a computer.
- There is a language kit for K-2 at no extra charge.

**Benefits of learning a second language:**

- Higher performance on Iowa Basic skills tests in reading and vocabulary comprehension.
- Increase in expressive oral productivity in native language.
- Above anticipated national norm in reading and math in a Cincinnati Charter School despite fact that they represent a broad cross section of Cincinnati.

**Programs that can help:**

- FLAP Grants available for schools looking to add a foreign language.
- US China teachers exchange.

**Accelerated Reader:**

- Program costs \$4500.
- It is a curriculum issue so to be determined by the administration.
- In the program, you pick age specific books; the students read books on their level and answer questions on the computer.
- Accelerated reader charts their success or failure by asking comprehension questions.
- Great way to chart a student's comprehension and to get kids reading.
- It is also a great tool for challenging advanced students.
- Specifics sent to Jennie Hagerty.

**Journalism Club:**

- The technology teacher expressed interest in starting a Journalism program at Saint Peters. Her background is journalism and she seems to have quite the passion for writing.
- She is currently a part time teacher and is also supervising an after school creative writing club.
- To start the Journalism Club she would like a stipend to her pay.
- No other Catholic grade school has a journalism program at this point in time. It would be a benefit to our students and school.