

St. Peter Cathedral  
School Advisory Council Meeting  
Thursday – September 1, 2011  
7 P.M.

**MINUTES**

Members Present: Mrs. Lane, Mrs. Cornelius, Mr. Pochatko, Msgr Biebel, Dave Calabrese, Peggy Odom, Emily Hutchinson, Fr. Miller, Patty Bloomstine, Miss Hund, Beth MacArthur, and Kyle Hardner  
Members Absent: Leslie Guelcher

1. **Call to Order:** Welcome & Opening Prayer (Fr Miller)
2. **CAPE Report:** (Sara Simpson) *See Attachment C*  
In addition to report:
  - a. Looking into a mass email distribution list for communicating
  - b. SPCS will be selling the Erie coupon book out of the office – info coming soon
  - c. Uniform exchange in the works for next year
  - d. CAPE will handle collecting the annual fees themselves
3. **SAC This School Year:**
  - a. New parent reps:
    - i. Emily Hutchinson
    - ii. Dave Calabrese
    - iii. Peggy Odom
    - iv. Phil Pochatko
  - b. SAC history & future:
    - i. Explained 1<sup>st</sup> 3 years
    - ii. Requested members to send thoughts on SAC via email (prior to next meeting):
      1. Format for this year? Sub committees?
      2. Ideas on special projects of focus
    - iii. Will discuss more in detail at our Oct meeting
  - c. Update SAC email Distribution list: Kyle to request updates
  - d. Update web site: once ii is decided.
4. **School Principal Report:** (Mrs Lane) *See Attachment A*
  - a. Enrollment:
    - i. Numbers  $236 + 25 = 261$
    - ii. Down 20 from last year
    - iii. Reasons people left? Various reasons
    - iv. Specific area of concern we should address? no
    - v. Most Catholic Schools are down: St Luke & St George are up
  - b. Tuition:
    - i. % assisted? Msgr will get details for next meeting
    - ii. Primary source of income is parish collections
  - c. Library:
    - i. Online catalog of books: computer purchased, software ordered
    - ii. Need volunteers for input of books, but for daily checking in & shelving of books.
      1. Kyle will follow up with Kitty Harrington
      2. Mrs. Lane to advertise in Backpack News
      3. Dave will ask Melissa
  - d. Pre-K:
    - i. Team is currently developing the curriculum (over next 2 weeks)
    - ii. Mrs Lane will apply for ECF grant
    - iii. Will promote the new program at this year's Open House
  - e. New Faculty: see report
5. **Monsignor Report:** (Msgr. Biebel)
  - a. Gym roof: Plan?
    - i. Msgr to revisit. Will contact Fiske
  - b. Gym window pole: Dave Doyle – Status?
    - i. Kyle will follow up with Mrs A, Fred, Tim on what we need
    - ii. Will contact Dave Doyle with pole requirement
  - c. Maintenance Issue: Status?
    - i. Msgr & Mrs Lane have implemented a plan and will follow up with periodic evaluations.
    - ii. Follow up to team that approached SAC with this concern will be done (Kyle)
    - iii. Exterior / landscaping - Dalkempers?
      1. Will come for a complimentary clean up
      2. Msgr to check into their offer – come 4 times a year.
      3. Interior / cleaning - Contract out? -- Misunderstood this....not an option
      4. Checklists: In place, but not consistently completed
      5. Periodic Evaluations: Msgr is handling these
  - d. Advancement Position:

- i. 4 good candidates
- ii. Working with prime candidate to seal a deal
- iii. Leslie will assist on a per hour basis through Nov/Dec for transition and to help during Dave's absence.

**6. Advancement Office Report:** (Leslie Guelcher)  
No report provided

**7. Youth Ministry/Religious Formation Report:** (Karen Hund) *See Attachment B*

In addition to report:

- a. Pastoral Council Meeting - Monday 9/19 7pm Synod Hall – need a SAC volunteer for this meeting: Kyle will attend.
- b. Promoting Religious Education this Sunday at Masses:
  - i. 2-3 minute speakers
  - ii. 2<sup>nd</sup> collection with special envelope

**8. SAC Committee Reports:**

- a. Advancement
- b. Athletics:
  - i. Need a Cheer Leading Coach
  - ii. Gym floor is due for refinishing. Kyle will contact Fred/AD to check on scheduling for Thanksgiving weekend
- c. Educational Support:
  - i. Legacy Students: received several. Will get site updated
  - ii. Resource Lists: received several.
  - iii. Language Club:
    - 1. Still investigating. Looking for someone to teach
    - 2. Discussed benefits of learning a foreign language
- d. Steering Committee / Building & Grounds

**9. Outstanding / Follow Ups:**

- a. Teacher Wish Lists
  - i. We are grateful for the donated items.
  - ii. Discussed what we received & how to make more people aware of the needs....this awareness will grow each year.
  - iii. Flyer in last Sunday's bulletin
  - iv. Next steps:
    - 1. Collect as Masses
    - 2. Add to web sites
- b. 8<sup>th</sup> Grade Library Book donation (around Thanksgiving)
- c. St Peter Award (Around Thanksgiving)
- d. 8<sup>th</sup> Grade Donation (around Thanksgiving)

**10. New Business:**

**11. Next Meeting:** Thursday, October 13th 7pm

**12. Adjournment**

**Principal Report**

## Enrollment:

K-8 265  
 Pre 25  
 Down 17 from last year Oct. 1

## Library Software

Ordered and computer purchased  
 Need volunteers for library this year

## Pre-K

Teachers will meet mid September to review curriculum  
 Discuss Erie Community Foundation Grant

## New Faculty

Gr. 3 Miss Lindsey Lynch  
 Tech Miss Nicole Falcone (will also be doing some creative writing)

**Grant – ECF - PreK****Erie Community Foundation:** *(email March 15, 2011)*

Per Erin Fessler: The only thing ECF gives to private schools is the education mini grants, which are up to \$500 per project. *SPCS could apply for as many as they want.* Actually, we just went through this round of grants...and Mrs. Parini got a grant. In the past, Kathy Roach and Anne Earls have received them too. They apply in the fourth quarter of the year...and then they receive the cash in the first quarter of the next year (same school year). Some schools have received over \$2,000 just by submitting lots of projects.

*This is how they break out:*

**Cultural Vitality & Community Engagement**

**Deadline is Friday, Jan. 14, 2011 (4:30 PM)**

**The Economy & Regionalism**

**Deadline is Friday, April 15, 2011 (4:30 PM)**

**Health and Environment**

**Deadline is Friday, July 15, 2011 (4:30 PM)**

**PreK-Education & Brain Gain**

**Deadline is Friday, Sept. 30, 2011 (4:30 PM)**

**Urgent Fund Requests****Open application**

*(email August 25, 2011)*

Per Erin Fessler: As far as the timing....I think you should go ahead apply now and see what happens. The board may have you reapply....but you are better off getting the money ahead of the project vs. being reimbursed. Most likely they won't reimburse. The grant applications are online now. It's great cuz you can work on it online...save it...come back to it...have others work on it.

The grant apps are at [www.eriecommunityfoundation.org](http://www.eriecommunityfoundation.org)

To find good language for your grant, you would look at the Key Indicators about education at [www.erievitalsigns.org](http://www.erievitalsigns.org)

The tricky part is that they don't support private schools...and that is why they came up with the education mini grants. Please let me know if you have other questions.

Youth Ministry/Religious Formation Report

- Theme of year: Peter and Paul
- Advent Wreath Sale - Dr. Reichel is coordinating
- Parent Sexuality Workshop this spring - mandatory for parents with children in grades 7&8 and open to parents in grades 5 &6. this workshop will be presented by our priests and discuss the gift of sexuality (Theology of the Body) and the teachings of the Church. IT will review that the parents are the PRIMARY educators of their children and the sexuality unit the students will be covering.
- Roman Missal Changes - students will be memorizing the new parts of the liturgy immediately.

CAPE Report

CALENDAR OF EVENTS

\* Tentative ideas are in italics as details have not been finalized. To find specific dates and updates to this calendar, go to the school website, click on "Involvement" and then click "CAPE". Or email us at [cape@stpetercathedral.com](mailto:cape@stpetercathedral.com).

SEPTEMBER 2011	Max and Erma's Night – no volunteers needed, just bring your friends and family and enjoy a meal!
OCTOBER 2011	Ice Cream Social – our big event! We need volunteers for tickets, food, games, Chinese Auction, etc. The more we have for this event, the better off we'll be!
NOVEMBER 2011	Teacher Lunches – we need people to set up, be there during the meals, and clean up when they're done.
DECEMBER 2011	Teacher Christmas gifts – no volunteers needed
JANUARY 2012	Parents evening of shopping – details must be worked out
	Open House – we need people to help plan, man the various tables, give tours of the school, etc.
	Book Fair – we need volunteers to help set up, check kids out during the day, and help tear it down.
FEBRUARY 2012	100th Day of School Celebration - Healthy Foods Bake Sale – we need parents to provide food, oversee the sale and collect money.
MARCH 2012	Book Exchange / Reading Night
	Jr's Last Laugh Night (for adults only)
APRIL 2012	Earth Day/Arbor Day Family 5K and Fun Run – fee for race to go toward green space project at circle drive. Not sure what volunteers we'll need just yet, but we're sure we'll need them.
MAY 2012	Teacher Appreciation – need volunteers to help with ideas for the week.
	End of school party and 8th grade gifts – not sure what volunteers are needed yet
JUNE 2012	Parish Picnic – no volunteers needed. Just your family to attend!

Here are a few other things that we do and need volunteers for:

1. New family hospitality – we would like to pair veteran families with new families (grades 1-8) who have children in the same grade to help the new family through their first year at our school. We would like the veteran family to be there to answer questions or help them find answers they need and make them feel welcome to our school community.
2. Room parents – we need volunteers to be room parents to assist the teachers as needed throughout the year.
3. Teacher's wish lists – we are planning to have a link in the CAPE area of the website for each teacher to have a wish list posted. Please take a look at these periodically and help out when you can.
4. Save Around Erie books – we would like to sell these in the office and the rectory to anyone interested. The more we can sell, the more money we can make. However, no one is required to buy them.