

St. Peter Cathedral School
School Advisory Council Meeting
September 1, 2009

MINUTES

Present: Doug Aaron/CAPE, Patty Bloomstine, Msgr. Biebel, Tim Brown, Mrs Cornelius, Leslie Guelcher, Kyle Hardner, Miss Hund, Mrs. Lane, Damon Prenovitz, Mrs. Stewart, Kelly Titus

1) CAPE:

- a. Doug informed the team that he & Sarita (VP) have resigned from CAPE. He offered to help the new officers with transition.
- b. Discussed the budget, lack of dues being paid and the need to re-instate an approval process detailed in the by-laws.
 - i. It is difficult to balance the budget with money going out without pre-approval.
 - ii. Need to update the approval process & form and post it on the web site
 - iii. CAPE needs to communicate this process to parent & faculty committees.
- c. Team agreed that this approval process, as well as CAPE by-laws, should be re-instated with the new CAPE officers coming on board.
- d. No new volunteers at this time. Still working on it.
- e. Doug will host the 9/08 CAPE Meeting:
 - i. Will work with Mrs Lane on the agenda....main topic is Mrs Lane's presentation of survey results and action plans.
 - ii. Will inform parents of the CAPE budget, approval and other by-laws.
 - iii. Will present CAPE event plans for the school year (Ice Cream Social, etc....)
- f. Leslie advertised on Backpack News, Mrs Lane will send a Parent Broadcast, Leslie will post signs on school doors.
- g. Update 9/15:**
 - i. We currently have volunteers for VP, Treasurer, & Secretary...still need a President
 - ii. Sara/VP & Renee/Secretary have reviewed the by-laws and have requested clarification from Mrs Lane. Also requested a meeting with SAC to clarify CAPE role....should CAPE be standalone (what role) or under SAC?

2) Follow ups from last meeting & survey: (updates in blue, follow ups in blue bold)

- a. Web Master Turnover: **Kelly to send login for old site to Leslie for URL redirect. Follow up on status at next mtg Oct 6th**
- b. Facilities/Maintenance Cleaning Plan & Repair Plan: Create, monitor, and enforce checklists. Mrs Lane/Msgr) **Part time employee hired (30 day trial). Will initiate job duties of this new employee & re-enforce with current employee with the new check lists. In progress.**
- c. Facilities: Job evaluation of staff: (Mrs Lane/Msgr) **In progress.**
- d. Drop off & Pick up: Communicate rules. No parking on 11th street sidewalks. (Mrs Lane). **Covered in take home information. Completed.**
- e. Teachers-Discipline: demerit system revamp to be explained at levels meetings (Mrs Lane). **Completed**
- f. Teachers-Disrespect: Covered at faculty meeting? (Mrs Lane) **Completed**

- g. Education/Foreign Language: Tabled at last meeting. Discussed forming a Task Force to be lead by Classroom Support to evaluate pros/cons of offering a foreign language. (Patty). Mrs Lane felt this is a curriculum topic that should be handled by Administration. The team suggested tabling the topic for now and concentrating on strengthening what we have today before looking to expand curriculum. SAC again offered to conduct research concerning whether language is a viable option. Why do other schools offer a foreign language? What are the benefits? Are there any?...and because it was a topic that came up often in the survey. Offer was declined.
Tabled for now
- h. Education: our scores – to be posted on Web & advertised as marketing tool. (Leslie) Leslie is looking into how to best use this info to promote St Peters. It is on her list.
In Planning
- i. Lunch: Discuss nutrition/portion/gov't food with Mrs Swanson. (nachos are on the menu twice this month). (Mrs. Lane)
 - i. Nachos to have beef added going forward
 - ii. Mrs Lane had a discussion with Mrs Swanson about nutrition and quantities (both big concerns with many parents)
 - 1. **Mrs Lane took an action item to work with Mrs Swanson to prepare a report that details the nutritional requirements and how she meets them with the current meals. This would provide better awareness for all. Follow up at next mtg Oct 6th**
 - iii. The current menu items are decided based on:
 - 1. Lunches that students buy most frequently (& highest numbers bought)
 - 2. Fresh fruit (when in season)
 - 3. Gov't provided options
 - 4. Whole grain white bread
 - iv. **More discussion & evaluation required to improve upon the options.**
- j. Athletic Board (Tim). Discussed with Athletics Committee report-below.
- k. Scouting: contact Lutheran Memorial, request parent volunteers (Mrs Lane/Miss Hund)
 - i. No option with Lutheran Memorial
 - ii. Need a Cub Master to lead the program.
 - 1. **Miss Hund to poll parents to see if Boy Scout is something we should pursue. Is there a need/desire for scouting for the boys?**
 - 2. **Also do we have any volunteers to be a Cub Master?**
 - 3. **Follow up at next meeting Oct 6th**
- l. Security: 2nd buzzer. Short handed to repair (hire part timer) (Mrs Lane). The 2nd buzzer works but no one was sure if it was fixed by SAM or if the problem cleared on its own. **Completed**
- m. Gym:
 - i. Curriculum – to be evaluated. (Mrs Lane). **Completed.** Per Mrs Lane: SPS follows Diocese Curriculum
 - ii. Staff evaluation (Mrs Lane/Msgr) **In progress.** All staff to be completed in 2 weeks.
- n. Communication: too many tools. Team decided all are viable with monthly news letter to be condensed/shortened.
 - i. Original question: can the office support Back Pack News?
 - 1. Office unable to assume at this time
 - 2. To be addressed later when Mrs Kelly asks for someone to take it over.

3. Tabled for now

3) SAC Committee Reports:

- a. Strategic Planning & Finance:
 - i. Committee is looking for new objectives as many were turned over to Leslie
 - ii. Offered assistance to Leslie. Will follow up later when she is settled.
- b. Building and Grounds:
 - i. Recycle Program: Damon will follow up with Dick Reichel. Cost vs potential funding?
 - ii. Playground Fence: here to stay. Will stain next year.
 - iii. Primary Building – Historic Registry:
 1. Leslie working with Jeff Kidder.
 2. Not currently a high priority
 3. Before going forward – is it cost beneficial?
 4. Cleaning checklists: Damon suggested verifying that proper cleaners are being used.
- c. Athletics:
 - i. Sports schedules have been posted
 - ii. Board:
 1. Fred, Tim, Booster Pres, 2 coaches, 2 parents, & Leslie – Met in Aug
 2. Athletics Budget:
 - a. Where is money coming from & going? (disconnect)
 - b. Banners: \$89 per sign. Boosters to fund? (need Booster approval...Tim will discuss with Boosters)
 - c. Sports Banquets : looking to combine as Fall & Spring to save costs. Boosters to fund? (need Booster approval).
 - d. Will email budget out to all tomorrow. Completed
 3. Athletics to work with Boosters and hope to get them refocused and set goals & get approval for above funding requests.
 4. Will also check with Boosters about the bulletin board in the lobby and post sports team schedules.
 5. Board to develop and publish a written policy for CCD student participation & dues.
- d. Education / Classroom Support:
 - i. New Family Mass & Reception
 1. Went well this year
 2. Next time: more formal agenda with handouts & informative presentations.
 - ii. Foreign Language Task Force - Tabled
 - iii. Meeting with Anne Hardner for turnover tomorrow.
 - iv. Teacher Gift Cards (CAPE) – Christmas 2009, Aug. 2010.
 1. CAPE will take care of this.
 - v. Novels (CAPE)
 1. Will not be funded by CAPE this school year.
 2. Mrs Lane will inform the teachers.

4) School Principal Report:

- a. Follow ups/Status from last SAC meeting – see above notes.
- b. Enrollment is at 259 – 1 new 2nd grader starting this week.

- c. 3rd grade will be split back into 2 classrooms.

5) Monsignor Report:

- a. Msgr is working to reorganize Parish Council.
 - i. He is looking for a volunteer from SAC & CAPE to attend and participate in the parish council in an attempt to get the school more involved.
 - ii. Pastoral Ministry
 - iii. Advancement of spiritual values
 - iv. Meet every other month (3rd Thurs of the month)
- b. Fr Miller is working at Prep with little time available but is anxious to come over to school as he loves children and education.
- c. Fr Miller will attend the CAPE meeting on Tues 9/08.

6) Miss Hund report:

- a. Kiwanis Builders club
 - i. We are the only Cath grade school with this club (like H.S. Key Clubs)
 - ii. National Convention (Christian Burch & James Trucilla)
 - iii. National Retreat Nov 9-12
 - 1. No Bus available
 - 2. Need people to take students to DC
- b. Bingo Night:
 - a. Bingo Night Fri 9/25

7) Advancement Office Report:

- a. All fund raising should fall under advancement office umbrella
- b. New smaller opportunities to raise money:
 - i. Capital One Visa – St Peter’s receives \$25 for 1st purchase & 1% value of all purchases.
 - ii. Use of special search toolbar brings \$ to SPS
- c. Looking at an online auction type fund raiser
- d. Discussed plans for a fund raiser to fund 3rd grade teacher
- e. Alumni increasing to 90+
 - i. SPS is now on Facebook & twitter

8) New Business: Tabled for next meeting

- School Advisory Council email distribution list (Leslie)
 - sac@stpetercathedral.com
 - Who is included in list?
- 2009/10 Objectives
 - PR - Get the word out:
 - Web site update
 - Who we are & what we do
 - How to reach us
 - 2009/10 Objectives
 - Archive 2008/09 – members & team accomplishments
- Sub Committees:
 - Recruit volunteers
 - Start meetings

- Suggestion Box
- Web Site
 - Status
 - Pictures...what about slide shows? Ok without names?
 - SAC section
- 8th Grade Slide Show discussion.
 - Parents expressed the need for change (quality & leadership)
 - SAC proposing slide show as 8th grade Technology Class Project to run throughout the school year.
 - Leader: Mrs Roach
- Other – open discussion

9) Next Meeting: Tuesday 10/06/09 7pm

Minutes submitted by Kyle Hardner 09/16/09