

SPPCS School Board Meeting Minutes



Date: December 5, 2022

Attendees: Alison Essner (2024), Courtney Kopshever (2028), Lori House (2028), Carrie Higgerson (2023), Misty Yanko (2027), Tara Phillips (2023), Tracy Phipps - new member (2029), Angela Crowe (2024), Aaron Litteken (Hecker), Lori Matzenbacher (Principal), Fr. Linus (Pastor), Chris Schuchardt (Tipton), Angela Atkinson (St. Mary's)

Guests: None

Absent: Ex-Officio Position - Kevin Edwards, Henry Wicklein (2026), Tracy Gedris (2028), Fr. Evaristus (Assoc Pastor), Beth Lyons (Teacher Rep)

- Opening Prayer - Fr Linus

- Welcome to new member Tracy Phipps

- Approval of Nov 2022 Minutes - Courtney Kopshever and Carrie Higgerson

- Approval of Agenda - Carrie Higgerson and Chris Schuchardt

- Standing Reports
 - Athletic Report – Carrie Phelps (AD)
 - Mid-season for basketball currently and hosting a holiday tournament
 - Boys season going well - only one loss so far
 - Funderwear competition coming up vs ICS
 - Booster Club – Rick Kincheloe (President)
 - Discussing branding the shuttle bus with SPPCS Falcons
 - Misty to get update on baseball scoreboard installation
 - Booster Club to report to School Board per bylaws
 - PTO Report – Alison Essner
 - Just wrapped up wreath sale, sales were down from 2021
 - Estimated \$2000 profit on a successful Santa's Cottage
 - PTO provided breakfast for staff after QoH this week
 - Vendor fair is this weekend and sold out of vendor space
 - Pastoral Council – Carrie Higgerson
 - Want a follow up on a donation the school has received - Lori to discuss later
 - Parish Mission being moved to the Fall
 - Finance Council – Misty Yanko
 - On Thursday Lori Matzenbacher, Misty Yanko, Fr Linus, and Emily Kimutis will be meeting to see where school financials are YTD.
 - Questions to be answered
 - Where are we vs budget?
 - How are we vs budgeted enrollment?
 - Lori Matzenbacher asked teachers for ideas on how to spend QoH money
 - QoH Revenue \$305,313 since July (revenue, not profit)
 - Junior High requests new seating for \$75k (5 classrooms)

- Replacing Chromebooks in lab to provide Office (\$30k)
 - Professional Development \$5k
 - Awning \$30k-40k
 - Preventative Maintenance Agreement 2 bids: \$10k/\$18k
 - Foyer floor of the gym refinishing - no bids yet
 - Ball fields parking lot - no bids
 - Closing in breezeway for security/HVAC issues - est \$8k
 - Replacing windows in breezeway instead = \$18k
 - No trespassing signs and surveillance cameras that runs continually and holds recordings for a longer time
 - Bonuses were paid out to faculty & staff in November from Queen of Hearts profits
 - School received a \$26k donation from Janette Young to be used for “maintenance and improvements at the school” - will be used for re-doing the gym ceiling (first bid is \$52,800, but parish committee seeking other bids). Will also redo the roof with QoH and parish funds combined.
- Follow Up Action Items from Previous Meeting
 - Ed First Campaign
 - Letter has been printed and will be sent in the mail very soon
 - Campaign projects will be front door security and shade for playground
 - Some money has been transferred from Ed First account so we do not have the same balance as reported at the last meeting (Lori Matzenbacher didn’t know the current fund balance since transfers have been made).
 - Lori Matzenbacher has signed a contract to secure front door glass with film for privacy and prevent shattering from bullets (\$5k spend) and we have a date for installation.
 - If we don’t hit EdFirst funding goal, will supplement with QoH money as needed.
 - Gala Donation Reminder - light tickets to be ordered by Misty, Henry to drive shuttle, Alison sent donated money to school so board members need to get reimbursement from school. (Dec 22nd is the party date.)
 - Staff Surprises - Board will do the week of Feb 6th – will provide a lunch
 - Family Survey Results - Presentation given and discussion was had
 - Principal Items
 - Preventative Service Agreement - HVAC
 - Tracy Gedris’s uncle reviewed our bid and said it was reasonable
 - Waiting on another bid before making a decision
 - PR Position Update
 - Spoke with parent who is interested in part time and could do at least part of the job
 - Queen of Hearts
 - Board members suggested we outline a strategic plan including possibly adding to the existing Endowment with profits
 - Emily Kimutis has moved money to no-risk money market account temporarily
 - Police and mayor may want compensation for extra work from QoH – Lori Matzenbacher to have a meeting with them to discuss
 - IDot is now involved due to shutting down streets and IDot had to be added to our insurance

- Will take a break for the holidays for 2-4 weeks for sake of staff and Outsiders (possibly Dec 20-Jan 10, resuming on Jan 17)
- January Open House
 - Sunday before Catholic School's Week
 - Discussion was had regarding what type of event we want to host. Board encouraged breakfast for the parish and would get a lot of people present and involved.
- Standing Boarding Committees - Reminder of committees, no individual updates
 - Planning & Curriculum - Lori
 - Marketing, Development, & Enrollment - Alison, Aaron, & Tracy
 - Facilities & Grounds - Chris & Henry
 - Catholic Identity - Carrie, Tara, & Angela
 - Finance - Misty & Courtney
- Next meeting will be Monday, January 9 at 7:00pm
- Closing Prayer - Fr Linus