

SPPCS School Board Meeting Minutes



Date: November 7, 2022

Attendees: Alison Essner (2024), Courtney Kopshever (2028), Lori House (2028), Carrie Higgerson (2023), Misty Yanko (2027), Tracy Gedris (2028), Lori Matzenbacher (Principal), Fr. Linus (Pastor), Henry Wicklein (2026), Ex-Officio Position - Kevin Edwards, Chris Schuchardt (Tipton), Angela Atkinson (St. Mary's)

Guests: None

Absent: Fr. Evaristus (Assoc Pastor), Tara Phillips (2023), Angela Crowe (2024), Aaron Litteken (Hecker), Beth Lyons (Teacher Rep)

- Opening Prayer - Fr. Linus
- Approval of Minutes - (Sept Minutes) - Lori House and Tracy Gedris
- Approval of Agenda - Courtney Kopshever and Carrie Higgerson
- Standing Reports
 - Athletic Report – Carrie Phelps (AD)
 - Basketball is in full swing. The girls are having some growing pains this year (we are small in #s with only 3 8th graders) while the boys are experiencing some success and reaping the benefits from facing challenges last year.
 - Booster Club – Rick Kincheloe (President)
 - The next meeting Wednesday Nov 9 and they continue to add new members.
 - Basketball season has started and they are making between \$200-\$300 a night in our concession stand. The sign-up genius is working and parents are stepping up and volunteering.
 - They will writing a check to the athletic department for the required amount per our bylaws. That amount will be from the balance of our account as of quarter ending in September.
 - The newly purchased Basketball warmups look great on our players.
 - We are finalizing the details of our new baseball scoreboard and was able to get the price reduced by approx. \$1000 and have raised enough money to pay for the entire cost.
 - We are currently looking at options to put School Logos on our white bus. Currently the bus is plain white and looking to add our school name, crest and Falcon head to the bus to give it more School Spirit.
 - We have a new fundraiser coming out in December. Details will be coming out when available.
 - There has not been a shortage of good ideas to make our athletic department better for all students. Continue to expect bigger and better things from us.
 - PTO Report – Alison Essner
 - PTO spoke after Sept Mass to invite new members
 - Oct 8th was the Pumpkin Run fundraiser and the Christmas wreath sales fundraiser just completed - both are down vs 2021 sales
 - PTO needs additional membership and leadership (current President/VP may not continue into the next school year)

- The November 17th meeting has been replaced with a social event at Stubborn German
 - Discussion on how to encourage volunteerism was had
 - Idea: Instead of raising fundraising fee, offer reduced fee for volunteers
- Pastoral Council – Carrie Higerson
 - No updates for school board
- Finance Council – Misty Yanko
 - Lori, Misty, and Emily to meet and provide a “state of the school” update
 - Campus improvement projects discussed
 - \$175k of parish subsidy not moved over
 - Church was budgeted to be \$65k short for the year based on school’s subsidy
 - \$222k is school’s take for Queen of Hearts through today
- Follow Up Action Items from Previous Meeting
 - Family Survey has been sent
 - Ed First Campaign
 - Items for this coming campaign:
 - Shade covering and picnic seating for playground (\$50,000 estimated)
 - Safety film/bullet resistant film on front door (\$5,000 estimated)
 - \$35,315 raised last year
 - Balance running on Ed First account from previous years
 - Lori has coded purchases for Ed First but not sure if Emily has moved money from Ed First to cover the purchases, Misty/Lori to follow up with Emily - will report back if Ed First has it’s own P&L or is included in general fund
 - Should have balance of \$68k remaining in Ed First campaign
 - Tracy added Waterloo Chamber of Commerce businesses and grandparents to mailing list
 - Letter going to Mar Printing by early next week and will be mailed later this month
- Principal Items
 - Preventative Service Agreement - HVAC
 - \$10,437 annual - 3 visits, 4 single zone RTU, 11 classroom unit ventilators, 4 boilers, 1 split system, 1 coil cleaning, belts changed annually, filters changed 3x
 - We are already \$4k over last year’s spend in this budget item
 - Tracy to ask family member in the business their opinion on quote
 - Misty to ask family member in the business their opinion on quote
 - Board recommended getting more quotes on a such an agreement before making a final decision
 - New Formation Program
 - We have new catechist certification program “Franciscan At Home” being implemented by the diocese Director of Faith Formation/Youth Ministry
 - Diocese paying for professional development for school teachers
 - Stipends to be awarded to teachers who complete certain levels of the program - the school budget to pay out stipends (\$300, 500, etc.)
 - PR Position Update
 - Rika helping in the interim, but has a new job where she is traveling a lot
 - Discussion was had on changing job title to “Marketing Specialist”
 - Lori to interview a current parent who expressed interest and will report back

- Queen of Hearts
 - Concern: Will parents respond to “Raise the Paddle” at the Gala with our QoH success?
 - Media and attendees are asking, “How is the QoH money going to be spent?”
 - Need to draft a statement that admin and teachers can offer when asked
 - Lori Matzenbacher and Fr. Linus informed board they intend to give staff a cash bonus (by Nov 22nd) with Queen of Hearts profits. Bonus will be a flat rate based on full-time vs part-time employment status.
 - Discussion was had surrounding bonus payout but no official board recommendation was requested.

- New Business
 - Donation to Gala - Dec 22, 2022
 - Henry to drive bus
 - Tracy and Courtney to order/organize treats
 - Misty to reserve light tickets
 - Alison to write a \$385 check to school to disperse funds collected from the board member donations this spring
 - Action item for next meeting: Discuss signing up for Staff Surprises (PTO)

- Announcements
 - No Queen of Hearts this week due to Election Day

- 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, Dec 5, 2022 at 7pm

- Closing Prayer - Fr. Linus