

# SPPCS School Board Meeting Minutes



*Date: April 3, 2023*

*Attendees: Lori Matzenbacher (Principal), Fr. Linus (Pastor), Fr. Evaristus (Assoc Pastor), Tara Phillips (2023) Angela Atkinson (St. Mary's), Angela Crowe (2024), Carrie Higgerson (2023), Lori House (2028), Aaron Litteken (Hecker), Tracy Phipps (2029), Chris Schuchardt (Tipton), Henry Wicklein (2026)*

*Guests: Emily Kimutis (Parish Business Manager)*

*Absent: Misty Yanko (2027), Alison Essner (2024), Kevin Edwards (Ex-Officio), Tracy Gedris (2028), Beth Lyons (Teacher Rep)*

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The meeting was called to order at 7:01pm by Tara Phillips.

- Opening Prayer - Lori Matzenbacher led the group in prayer
- Approval of Feb 2023 Minutes - Carrie Higgerson moved for approval.
- Approval of Agenda - Henry Wicklein moved for approval.
- Standing Reports
  - **Athletic Report** – Carrie Phelps (AD) (update provided by Lori Matzenbacher)
    - The school has had a great deal of interest in the new golf teams (boys and girls teams). Rex Hancock will coach.
  - **Booster Club** – Rick Kincheloe (President)
    - Report not received due to computer issues. Will update at a later date.
  - **PTO Report** – Alison Essner (updates provided by Lori House and Tracy Phipps)
    - Next month we will hold elections for a new president, vice president, and secretary.
    - PTO approved the purchase of Teachers Pay Teachers subscription for the 2023-2024 school year.
    - PTO will be offering surprises for the staff for Teacher Appreciation Week like we have in the past.
    - School Supply Kits are now on sale through the end of June for next year.
  - **Pastoral Council** – Carrie Higgerson
    - No update for the Board at this time. We will need to be thinking about a replacement to attend parish council meetings since this is the last year of Carrie's term.
  - **Finance Council** – Misty Yanko (updates provided by Lori Matzenbacher)
    - The council discussed the budget.
    - The council is adding language to make expectations clearer on the parishioner/non-parishioner forms. \$10/week and volunteer hours/involvement are the minimum expectations.
      - Father Linus asked the Board for suggestions for addressing families who don't meet their minimum obligations and noted that there are approximately 45 families who fall into this category. The Board discussed.
      - The letter will come from the parish not the school.

- Follow Up Action Items from Previous Meeting
  - **Ed First Campaign Update.**
    - Second letter is almost ready to go out.
    - Funding from Ed First will be used for security film on the front doors as well as playground shade.
  - **Budget Review**
    - Emily Kimutis provided a general overview for the end of year 22/23 and a budget overview for next year.
    - Added expenses for next year will be an additional 3<sup>rd</sup> grade teacher, increased salaries to meet Diocesan expectations and improve our ability to be competitive
    - The tuition increase of \$150/student will go directly to staff raises. All other budget needs would be met without a tuition increase.
    - Next year, will aim to have budget numbers out a month earlier so that the Board can review sooner.
    - Board question answered: The budget anticipates that the school will combine the administrative assistant position with the PR/marketing role.
    - Board question answered: Still working on contracts for next year and will determine our “pay scale” at that time.
  
- Principal Items
  - **Enrollment update.**
    - Currently projecting 269 students for next year (we have 242 this year). Will break down as follows: 8<sup>th</sup> grade-25 students, 7<sup>th</sup> grade-20 students, 6<sup>th</sup> grade- 14 students, 5<sup>th</sup> grade- 25 students, 4<sup>th</sup> grade- 21 students, 3<sup>rd</sup> grade- 27 students, 2<sup>nd</sup> grade- 20 students, 1<sup>st</sup> grade- 25 students, Kindergarten- 31 students, PreK- 61 students.
    - These are the highest numbers we have had at this time of year in the last five years.
    - Kindergarten screenings were held last week. A few families decided to do another year of PreK following screening. Those children are included in the PreK estimates.
    - The school was recently asked about enrolling a student who currently lives in Thailand. Currently discussing logistics with Skip Birdsong and the requesting family.
    - The Board discussed the potential for a fourth PreK classroom.
    - Board question answered: The building can accommodate growth as enrollment increases. There is space for additional classrooms with changes. For example, the teacher’s lounge could be moved back to the MAG room to create another classroom.
    - The Board discussed the need for a solid strategy for increased enrollment which might begin with a focus on growth of the PreK program.
    - The Board discussed school safety concerns.
  - **Queen of Hearts projects**
    - The gym roof project is underway.
    - An architect came out to discuss drawing up plans for the outdoor playground and front awning. A quote of almost \$20K (for drawings only) was given. The Board discussed seeking other bids at a lower cost. Lori Matzenbacher requested that the Board send architect recommendations her way.

- Computers have come in for the STEM room.
  - Work has been done on the ball fields and will continue.
- Other Items
  - The school received a \$120K award from the safety & security grant. The grant must be used for specific items. Our request included additional cameras and hard drive space, a resource officer, a key card reader for the breezeway, fencing improvements, and digital IP units to broadcast messages to the entire camps. Currently waiting on the State to reschedule a meeting to distribute the funds.
- New Business Board Items
  - **Need new board members.** One has resigned this year and we have 2 rolling off in June 2023.
    - Please start reaching out to people who might be a good fit.
    - DJ Kaiping has expressed interest.
    - All 3 spots would need to be SPPCC parishioners.
  - **Principal Assessment forms.** Please send to Father Linus ASAP. Father has only received 6 review forms to date.
- Standing Boarding Committees - Reminder of committees, no individual updates
  - Planning & Curriculum - Lori H.
  - Marketing, Development, & Enrollment - Alison, Aaron, & Tracy G.
  - Facilities & Grounds - Chris & Henry
  - Catholic Identity - Carrie, Tara, & Angela C.
  - Finance - Misty
- Next meeting will be Monday, May 1<sup>st</sup> at 7:00pm
- Closing Prayer - Father Linus led the group in prayer and closed the meeting at 8:31pm.