

SPPCS School Board Meeting Minutes



Date: December 4, 2023

Attendees: Alison Essner (2024), Tracy Phipps (2029), Aaron Litteken (Hecker - 2027), Lori Matzenbacher (Principal), Angela Crowe (2024), Lori House (2028), Mark Heffernan (2030), Michelle Dailey (2030), Carrie Keller (2030), Chris Schuchardt (Tipton - 2024), Fr. Linus (Pastor), Fr. John (Assoc Pastor)

Guests: Melissa Schuchardt & Staci Doeren

Absent: Tracy Gedris (2028), Misty Yanko (2027), Henry Wicklein (Tipton - 2026), Ex-Officio Position - Kevin Edwards

- Opening Prayer - Fr. Linus
- Approval of Nov 2023 Minutes - Tracy Phipps and Mark Heffernan
- Approval of Agenda - Angela Crowe and Mark Heffernan
- Welcome Guests: Melissa Schuchardt & Stacie Doeren representing Booster Club
- Standing Reports
 - Athletic Report – Brett Hanvey (AD)
 - Both boys’ and girls’ basketball have winning records. Girls have 1st seed in conference championship tournament.
 - Hosting Holiday Tournament
 - Junior Falcons Cheerleaders performed at recent boys’ game
 - Booster Club – Melissa Schuchardt
 - 8th Grade Banners paid and hung in gym
 - Stacie ordered branded canopy tent for use at various events
 - New pretzel machine coming this month because current is broken (donating old one to Gibault because they requested it)
 - No December Booster Meeting
 - Copies of Booster Club By-Laws provided to all School Board members for review
 - PTO Report – Alison Essner
 - Craft fair is this Saturday and we will be fully sold out of vendor space
 - PTO funding the all-school Movie Field Trip in December
 - Pastoral Council – Angela Crowe / Tracy Gedris
 - Tracy Gedris attended meeting
 - Building and Grounds committee must be looped in on any improvements with regard to the security grant we received
 - Finance Council – Lori Matzenbacher
 - Most discussion was around campus projects for church or school
 - Discussed bathroom situation at SPP Fields (need for improvements and security)
 - Getting bids for fields bathroom improvement and water bottle refill stations for gym (already have in school building)
 - Campus projects also discussed HVAC replacement/repair and gaga pit wood repair/replacement (school to cover cost)

- Follow Up Action Items from Previous Meeting
 - Ed First Update (Tracy Gedris)
 - Letter approved and to be mailed this month
 - Queen of Hearts Committee
 - Lori Matzenbacher spoke with Mike Sote (Diocese CFO) and Fr. Linus spoke with Bishop McGovern. Diocese had meeting on Nov 6, but Fr. Linus was unable to attend.
 - Bishop asked Sote to draft policy for diocese-wide fundraising efforts and limits. Policy will not be approved until next meeting with Bishop in third week in January 2024.
 - We are not planning to have QoH drawings on Dec 26 and Jan 4
 - Parent Survey
 - Send further feedback to Alison by December 13th
 - Goal to deploy Dec 15th to parents with end-date of Dec 30th
 - Parish-wide survey regarding school
 - Tabled for now

- Principal Items
 - Follow up on Athletic Fields & Booster Club
 - School is taking over financial responsibility of fields
 - Parish will cover maintenance and upkeep
 - Athletic department will manage utilities, lease agreements, rentals, etc.
 - New maintenance agreement drafted to assign responsibilities
 - Strategic Plan Updated
 - Lori Matzenbacher sent most recent copy this evening to board members for review
 - Includes feedback from board members, faculty, etc.
 - Deadline to give feedback/suggestions to Lori by Jan 3, 2024
 - Open House - January
 - Jan 28th will be this year's open house date (during Catholic Schools Week)
 - Board recommends teachers give tours but allow time for Mass to end so things are not rushed
 - Board members are happy to be available to answer parent-related questions from prospective families on Jan 28th as well
 - Narcan - Senate Bill
 - School must be prepared to administer Narcan (new law as of Jan 1st)
 - Virtual Narcan training for 5 staff members on Dec 7th and Dec 13th
 - Follow up on Lighted Bus Tour
 - Family had a wonderful time and want to bid on this every year
 - Mark Heffernan motioned to continue donating Light Bus Tour, unanimous agreement
 - Alison to collect \$25 per board member for 2024 (cash, Venmo, ApplePay)
 - Upcoming Events
 - PTO Craft Fair Dec 9
 - Santa's Cottage Dec 11 & 12
 - Movie Field Trip Dec 14
 - Christmas Concert Dec 19
 - Nativity Mass Dec 20

- New Business Board Items
 - Suggestion made to re-energize search for Spanish Teacher
 - Suggestion made to start looking at school budget so we can plan for next year

- Standing Boarding Committees
 - Planning & Curriculum - Lori House & Mark Heffernan
 - Marketing, Development, & Enrollment - Alison Essner, Aaron Litteken, & Tracy Gedris
 - Facilities & Grounds - Chris Schuchardt & Henry Wicklein
 - Catholic Identity - Angela Crowe
 - Finance - Tracy Phipps, Michelle Dailey, & Carrie Keller

- Next meeting will be January 8th due to New Year holiday

- Closing Prayer - Melissa Schuchardt