

SPPCS School Board Meeting Minutes



Date: February 6, 2023

Attendees: Misty Yanko (2027), Alison Essner (2024), Henry Wicklein (2026), Tracy Phipps (2029), Lori Matzenbacher (Principal), Chris Schuchardt (Tipton), Lori House (2028), Angela Crowe (2024), Aaron Litteken (Hecker), Tara Phillips (2023), Fr. Linus (Pastor)

Guests: None

Absent: Ex-Officio Position - Kevin Edwards, Fr. Evaristus (Assoc Pastor), Carrie Higgerson (2023), Tracy Gedris (2028), Beth Lyons (Teacher Rep), Angela Atkinson (St. Mary's)

- Opening Prayer - Alison Essner
- Approval of Jan 2023 Minutes - Chris Schuchardt and Angela Crowe
- Approval of Agenda - Lori House and Aaron Litteken
- Standing Reports
 - Athletic Report – Carrie Phelps (AD)
 - No update provided to the board
 - Booster Club – Rick Kincheloe (President)
 - Concession stand continues to make good money
 - Little white bus is getting logo added this Thursday. It should be back on the school campus by Friday afternoon.
 - Membership is growing
 - The little Falcons basketball program running this Friday night and success anticipated.
 - They have sold out of all of our Super Bowl squares fundraiser
 - Recently ordered athletic balls for each class to use at recess
 - Working on a track & field team spirit store. Will also include some school uniform approved logo apparel as well.
 - In process of buying a new stand up freezer for the concession stand. They hope to have it delivered and installed before the end of volleyball season.
 - PTO Report – Alison Essner
 - Snacks provided for AR Cart to refresh inventory with surplus funds not spent on CSW
 - Had booth at Open House in the gym
 - Having preliminary conversations around volunteer incentives such as a drawing for tuition credit with entries based on volunteer appearances
 - Pastoral Council – Carrie Higgerson not present
 - Lori Matzenbacher gave update: Letter went out to parish regarding campus improvements including gym roof. Building and grounds committee involved in school improvements/projects
 - Finance Council – Misty Yanko not present
 - Lori Matzenbacher gave update: \$35k earmarked for ball fields parking lot
- Follow Up Action Items from Previous Meeting

- Ed First Campaign
 - Received 50 donations totaling \$15,840 so far
 - Thank you note with photo of school kids to be sent
- Staff Surprises - School Board Sponsored
 - Board provided Tequila's lunch for \$500 - organized and paid by Misty Yanko
 - Please send money (whatever amount you are able to contribute) to Misty
- Principal Items
 - Open House Debrief
 - Next year - need to account for church running long before scheduling tours
 - Need to better prep Mass because it ran long and ran out of Eucharist
 - School gave 25 tours (21 scheduled + 4 walk-ins)
 - School is setting up "shadow days" for older students who toured
 - Will set up another PreK open house due to public interest
 - Discussion was had about open classrooms to current families next year since we didn't have that this year
 - 19 current PreK students said they will come to SPPCS for Kindergarten. We have 8 additional non-current students who are interested in Kindergarten (27 total potential).
 - Queen of Hearts
 - The following projects approved by Finance Council
 - Ball fields parking lot (church doing the bulk and we will pay gap)
 - Gym roof (church \$73k, school \$33k)
 - Gym ceiling (\$26k donation, est is \$53k, we will do \$27k to close gap)
 - Film for front door \$5k from EdFirst (project in progress)
 - Gym windows and back paneling in north side of the gym (\$18k)
 - Gym breezeway enclosure - closing off/sealing windows so you cannot see into the breezeway anymore (\$10k)
 - Purchasing Microsoft Suite and adding 10 workstations to better prepare kids for High School
 - Getting bids on outdoor pavilion space (one estimate in at \$50k)
 - Still exploring awning and gym floor in the foyer (cracking)
 - We are estimating to have \$400k leftover after projects are complete from QoH
 - Lori Matzenbacher action items for future follow up:
 - Ask Emily Kimutis (PBM) if we should put money in existing Endowment or would it be better to create a new type of investment fund?
 - What is diocese tax rate?
 - Are there any accounts or funds that are tax exempt?
 - Safety & Security Grant
 - Lori Matzenbacher applied for grant of up to \$150k and needed security assessment for application just for private schools (expects to hear answer before June 30, 2023)
 - More security cameras
 - Breezeway windows / doors
 - Security access to additional doors
 - Lockdown alert system
 - Higher 6 ft fence around playground and more concrete barriers to prevent vehicles driving onto the playground

- New Business Board Items
 - 2023-2024 Budget Update - Lori Matzenbacher & Emily Kimutis working on budget update. No budget ready to present to the board at this time.
 - Goals for 2023-2024
 - Question posed to the board asking for goals for the coming year
 - Pre-K is not making money for the school this year - need to look at the numbers to make that a profit-center again
 - Tuition Increase and Staff Increases
 - Diocese has released new minimum pay scale for teachers
 - Diocese recommends a tuition increase to cover increased pay in a letter to principals
 - Current market rates for teachers with a Bachelor Degree/No Experience
 - \$35,264 at ICS
 - \$36,250 at Waterloo Public
 - \$28,420 at SPPCS
 - ICS Targets to pay 85% of Columbia Public School Scale
 - 25 salaried educators at SPPCS (\$150k increase in budget if we want to close a pay gap of \$6000 annually per educator to better align with market)
 - Discussion was had. If we aim to close half the “\$6,000 gap” (\$3,000 per salaried teacher), that is about +\$375 in tuition per child and would be a 12% increase over tuition rates. It was also discussed holding QoH money despite the diocese tax to help off-set a tuition increase for 2023-2024 (perhaps only increasing \$190 per student/+6%), and then increasing again in 2024-2025 when QoH money is no longer available.
 - Discussion was had around communication of tuition increases and a need for clarity on this situation.
 - Intent to return forms have recently gone out to current staff. We are waiting on responses. Lori Matzenbacher is aware of some staff not returning, but does not know of any educators (at this time) who are not planning to return. Will have a full update after Letters of Intent are returned.
 - This year’s budget is in the red due to some teachers taking insurance out that were not expected and hiring additional positions that were not budgeted.
 - Next step: Emily and Lori to finish budget and we will circle back on finalizing educator salary increases and tuition increases.
- 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, March 6th at 7:00pm
- Closing Prayer - Fr Linus