

SPPCS School Board Meeting Minutes



Date: January 9, 2023

Attendees: Alison Essner (2024), Carrie Higerson (2023), Misty Yanko (2027), Henry Wicklein (2026), Tracy Gedris (2028), Tracy Phipps (2029), Lori Matzenbacher (Principal), Chris Schuchardt (Tipton), Angela Atkinson (St. Mary's), Courtney Kopshever (2028)

Guests: Scott Dorion, Nic Liefer

Absent: Ex-Officio Position - Kevin Edwards, Fr. Evaristus (Assoc Pastor), Beth Lyons (Teacher Rep), Lori House (2028), Angela Crowe (2024), Aaron Litteken (Hecker), Tara Phillips (2023), Fr. Linus (Pastor)

- Opening Prayer - Alison Essner
- Approval of Dec 2022 Minutes - Chris Schuchardt and Carrie Higerson
- Approval of Agenda - Henry Wicklein and Tracy Gedris
- Standing Reports
 - Athletic Report – Carrie Phelps (AD)
 - No update provided to the board
 - Booster Club – Rick Kincheloe (President)
 - New members
 - Superbowl fundraiser (Squares)
 - Feb 10 - Little Falcon Basketball event
 - Looking at fixing plumbing and fixing concession issues
 - New balls for each grade for recess to be purchased
 - Rodeo fundraiser in June coming
 - Shuttle bus lettering approved and will be added
 - New team spiritwear company secured - more timely ordering/delivery
 - New baseball scoreboard installed
 - \$900 check to Athletics Dept put bylaws
 - PTO Report – Alison Essner
 - No update - no meeting in Dec
 - Pastoral Council – Carrie Higerson
 - Janette Young money going towards gym ceiling repair
 - Will help draft media statement for Queen of Hearts
 - Finance Council – Misty Yanko
 - Queen of Hearts items to be discussed later tonight under Principal Items
- Guests
 - Scott Dorion - HVAC Maintenance
 - Received 3 bids: Jarrell, Murphy, and Hoffman bid - Murphy was highest and no in consideration
 - Scott recommends Jarrell (middle bid)
 - All agreements are yearly and Jarrell has been doing some work for us already
 - 4-5 classroom units have been worked on costing over \$10k in the last month

- July 1st start to the maintenance agreement so we can budget for next fiscal year - will be \$10,437 annually
- Board consensus is to go with Jarrell per Scott's recommendations if school budget will allow for a maintenance agreement in 2023-2024
- Nic Liefer - Spirit Wear / Dress Code
 - Feels like there is a divide between church and school - want to bridge that gap
 - Want to bring unity among three divisions: parish, school, and athletics (all using different/separate branding marks)
 - Recommended a standard school store with shirts that students can always wear in school
 - We have a lot of out-of-uniform days, confusion on what is allowed when in uniform, and different standards among the staff regarding acceptable in-class attire
 - Board question: How much money do we make from Gala sale of no-uniform passes? Lori Matzenbacher to check on this.
 - Board discussed large number of out-of-uniform days and suggested changing the option sold at the gala to a "spirit wear Wednesday" instead of "no-uniform Wednesday"
- Follow Up Action Items from Previous Meeting
 - Ed First Campaign
 - Some responses coming in - \$5600 donated so far
 - Recent Expenses: \$1000 charged to the account for letter postage
 - Tracy Gedris to get update on the account balance
 - No contract signed on parking lot shade but getting bids so we can move forward soon
 - Staff Surprises (via PTO) - School Board will do lunch the week of Feb 6th
 - Misty to send out an email to the board with a suggested donation to cover the cost
- Principal Items
 - Marketing position
 - Lori Matzenbacher sent some information to potential part time candidate but has not heard back
 - Queen of Hearts
 - School revenue for QoH July 1st-Dec 20th has been \$475,332.30
 - \$70k has been paid to faculty and staff in form of bonuses (Nov 2022)
 - Project List - Lori Matzenbacher recently shared her wish list with Finance Council & working with Parish Building & Grounds Committee
 - QoH contributing to gym ceiling/roof repair (also supplemented by a donation of ~\$26,000 from Jeanette Jung)
 - Supplementing EdFirst projects of shade and bullet proof glass as needed
 - \$5k professional development
 - Front door awning for \$40k
 - Ball fields resurfacing in conjunction with parish
 - Gym windows and breezeway renovation
 - Portion of 50/50 proceeds next week at QoH will go to Julie Doerr family for her cancer treatment (her FMLA with parish will be running out)
 - \$15,000 donation came in this week from an individual's trust
 - Board suggested more educational expenditures and visual communication of projects in school, communicated to parents, and at the gala

- Catholic Schools Week/January Open House
 - Lori Matzenbacher has asked Fr Linus to have families/students speak at church prior to CSW
 - Jan 29th 10am Kick-Off Mass will start Catholic Schools' Week - each grade level to be involved
 - Open house at the school after Jan 29th 10am Mass with light refreshments, slideshow of Falcon experience, band playing in gym, school groups invited to staff a booth at the gym, projects/clubs to be displayed.
 - Classroom doors locked, but faculty/staff will be giving tours by appointment only. Kindergarten screening will be available.
 - Suggestion: Have online sign up for tours - promote via Facebook ads.

- New Business Board Items
 - Gala Donation for 2023 - will do the lighted bus tour again and have money remaining from this year to fund it
 - Preschool Start Time was discussed
 - Board consensus was that preschool should start at 7:45am (same time as K-8) to make drop off easier for parents who have kids in K-8 also.
 - Further discussion needed on if preschool students should enter through the side door or front door. Currently we have a pre-k classroom not being used because it is the entry/exit location, but we may need this classroom if we expand.

- 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
 - Emily working on school budget first run with Lori's assistance using a spreadsheet to wrap up everything
 - Budget to be presented in Feb meeting

- Next meeting will be Monday, February 6th at 7:00pm

- Closing Prayer - Fr Eva