

# SPPCS School Board Meeting Minutes



*Date: September 9, 2023*

*Attendees: Lori Matzenbacher (Principal), Lori House (2028), Angela Crowe (2024), Aaron Litteken (Hecker), Ex-Officio Position - Kevin Edwards, Fr. Linus (Pastor), Fr. John (Associate Pastor), Tracy Gedris (2028), Chris Schuchardt (Tipton), Mark Hefferman (2030). Michelle Dailey (2030). Carrie Keller (2025)*

*Guests: none*

*Absent: Henry Wicklein (2026), Alison Essner (2024), Misty Yanko (2027), Tracy Phipps (2029)*

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- Opening Prayer – Father Linus
- Approval of August 2023 Minutes – Angela Crowe, Tracy Gedris
- Approval of Agenda – Angela Crowe, Tracy Gedris
- Introduction of New Members
  - Mark Hefferman
  - Michelle Dailey
  - Carrie Keller
- School Board handbooks are coming for new members. Other members are encouraged to review their binders as well. Lori M is looking over the new binders to see what changes have been made. Reminder that the role of the school board is to provide support to the principal and pastor.
- Standing Reports
  - Athletic Report – Carrie Phelps (AD)
    - Fall sports are in full swing: softball, cross country (several individual medals earned so far) and baseball (7-2 record). Teams are getting ready for the diocesan tournaments and meet, along with 8<sup>th</sup> Grade Night
    - Basketball season will start next month. Carrie Phelps is working on preparations and schedules.
    - Soccer- discussion was had about the current soccer season and the challenges due to hiring a coordinator so late.
  - Booster Club – (Melissa Schuchardt)
    - New officers are President: Melissa Schuchardt and Vice President: Nic Liefer
    - Concession stand at the ballfields painted with both Falcon and Hawk logos
    - Athletic Blessing after mass in August was well attended
    - Pumpkin Fest stand planning is underway
    - All school board members are invited to the next meeting, September 13.
  - PTO Report – Alison Essner (Lori House reporting tonight)
    - PTO supplied the yard sign for Grandparents Day.
    - Look for an electronic sign-up soon for Staff Surprises
    - Pumpkin Run Update- Registration is open with 19 complete. Flyers are going home with students this Friday. There is \$700 collected in sponsorships so far.
    - Snacks are purchased for IOWA Testing and will be divided at the next meeting.

- Pastoral Council – No report, no School Board representative present
- Finance Council – No report, no School Board representative present
  
- Follow Up Action Items from Previous Meeting
  - Queen of Hearts
    - Belleville Diocese CFO is looking to start a committee in November to help draft rules for all Q of H in the diocese.
      - At least a \$500,000 cap suggested
      - SPPCS will take a break after the current Q of H board until new rules are in place
      - Currently at \$150,000 jackpot
      - It was suggested that the school provides dinner for workers, but this is logistically not possible because the staff have no scheduled breaks.
        - Staff do receive a dress down day after they work Q of H
      - The question was asked if more volunteers are needed. Is this too much for teachers/staff? Down the road, as things get busier, parent and parishioner volunteers can be utilized.
  - EdFirst Update
    - Final campaign numbers: \$34,490 received from 136 donors
    - Tracy Gedris is gathering addresses, preparing the new letter, and asked for the needs to be identified for the new campaign
    - Funds recently paid for new religion curriculum (\$9,000)
    - \$82,991 currently in the account
    - Planning to help cover cost of planned playground pavilion
  - Pastoral Council Rep needed
    - Meets 2<sup>nd</sup> Tuesday every month
    - Father Linus requested this position be filled now-Tracy Gedris committed to attend in September and Angela Crowe committed to attend in October.
  - Finance Council Rep needed
    - Meets the 4<sup>th</sup> Monday every month
    - This person plays a role in preparing the budget for the school.
    - Still open
  
- Principal Items
  - Staffing updates
    - Last opening filled with Brett Hanvey (current SPPCS parent)
      - Working in the cafeteria and Latchkey
      - He is transitioning into the Athletic Director position. Currently, he is shadowing Carrie Phelps.
    - Jane Briesacher is covering in the office later in September when Becky Simshauer is out for 2 weeks (medical reasons)
  - Back to school night
    - Overall, had positive feedback-new families had a chance to receive information straight from the principal

- Suggested providing schedules with pick up, drop off and lunch times for new families. It was difficult for families who have been out of kindergarten and pre-k for a long time to answer specific questions.
- 44 new families were offered mentors (14 families opted out)
- 12 current families are serving as mentors
- A follow up email is being sent to the mentee families with contact information for their mentors and curriculum night information.
- Q of H projects
  - Look for an update in the next newsletter.
    - Gym roof replaced, still working on lightning rods
    - Electrical work in gym mostly complete- working with Gilbert Electric
    - Gym ceiling replacement and the painting of exposed beams-bid from Fitzgibbons coming soon with a recommendation from Building and Grounds Committee to follow
    - Gym siding replacement, breezeway enclosing, front gym window and gym office window replacements are close to going to Parish Council and Finance before going to the Diocese for approval.
    - Entry canopy project-picture, quote and drawing complete. Waiting on the footing design which should be back this week.
    - Floor in gym foyer-quote coming from Flooring Building. Build and Grounds will make a recommendation after their next meeting.
    - Shade structure- bids were due September 8, but one company requested more time. Look for options to be presented by the end of September.
    - Ballfields-parking lot is complete. Nathan Essner is working to draft a ballfield maintenance plan that lays out responsibilities.
    - Playground maintenance issues- \$6,000 quote from Little Tykes
      - Structural engineer had no concern of panels breaking through
    - Microsoft Suites still being added (received wrong materials, returned and still waiting correct products). This should be ready by the end of September.
    - The question of how much money is currently in the Queen of Hearts account was raised, Lori M. will update for next meeting
- Curriculum night
  - Moved to September 28-teachers requested more time to prepare
  - The slide presentation from each grade will be posted on the school website after the event for those unable to attend.
  - The format is 20 minute sessions repeated 4 times so parents can attend more than one presentation.
  - Adults only
- Safety and Security updates
  - Active shooter training for teachers was held in August
  - Intruder Drill including the student body is Sept 21 hosted by the Waterloo Police
  - Safety and Security Grant paperwork has been finalized and the school is ready to start seeing funds and submit receipts. Lori M is working on how to get the funds from the state.
    - Projects include:
      - Keyless entry card for breezeway
      - Additional security cameras

- Taller fence around perimeter of property
- Maintenance
  - The family of Mary Pieper has begun supporting specific projects around the school- all girls upstairs bathroom sinks have been replaced at a cost of \$3,000
  - Holy Water fonts in all the rooms of the school is another project that can be funded through this donation.
  - More opportunities to support the school will be presented to the family
- Principal appraisal form due Feb 1 to Father Linus
  - Form distributed tonight so members can gather information throughout the year
  - Father Linus asked the board to take serious concerns to him directly as they occur
- New Business Board Items
  - Strategic plan-needs updated
    - Copies were distributed. Board members were asked to review the sections that fall under their committee assignment.
      - Email fellow committee members and bring suggested changes to the October meeting.
  - Standing committee assignments
    - No changes were proposed. New members not assigned committees yet.
  - Booster Club representative
    - Suggested that Booster Club also receive a School Board representative to attend meetings
    - No representative chosen
- Standing Board Committees - Reminder of committees, no individual updates
  - Planning & Curriculum - Lori
  - Marketing, Development, & Enrollment - Alison, Aaron, & Tracy
  - Facilities & Grounds - Chris & Henry
  - Catholic Identity - Angela
  - Finance - Misty
- Next meeting will be Monday, October 2nd at 7:00pm
- Future meetings are set for November 13 (moved due to Parish Mission) and December 4.
- Closing Prayer – Aaron