

# SPPCS School Board Meeting Minutes



**Date:** January 8, 2024

**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), Tracy Gedris (2028), Henry Wicklein (Tipton - 2026), Chris Schuchardt (Tipton - 2024), Fr. Linus (Pastor),

**Guests:** None

**Absent:** Ex-Officio Position - Kevin Edwards, Fr. John (Assoc Pastor)

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- Opening Prayer - Fr. Linus
- Approval of Dec 2023 Minutes - Chris Schuchardt and Tracy Phipps
- Approval of Agenda - Angela Crowe and Henry Wicklein
- This meeting was conducted as closed Executive Session Meeting
- Standing Reports
  - Athletic Report – Brett Hanvey (AD)
    - We are hosting regional basketball tournament this month
    - Girls took 2<sup>nd</sup> place in diocesan tournament
    - Girls volleyball starts tonight and first game in two weeks
  - Booster Club – Mark H. (No meeting, no update)
  - PTO Report – Alison Essner
    - No meeting since last month
    - Two events in Decembers that were successful in terms of feedback and PTO profit: Santa’s Cottage and Craft Fair. Final profit numbers pending.
  - Pastoral Council – Angela Crowe (No meeting, no update)
  - Finance Council – Tracy Phipps / Lori Matzenbacher (No meeting, no update)
- Follow Up Action Items from Previous Meeting
  - Ed First Update (Tracy Gedris) - starting to get donations
  - Want a new thank you photo and will include window sticker (purchased from Crafted in the Loo)
- New Business Board Items
  - Parent Survey Results
    - Survey results presented to the board
    - Discussion was had regarding results and teacher qualifications / hiring practices
  - Booster Club
    - Booster Club as it stands will dissolve moving forward (Booster Club to be informed soon)
    - Brett Hanvey will be Director of Athletics and will manage the details that Booster Club previously managed

- Brett will still have monthly athletic meetings, but no Booster Executive committee
  - Booster checking account will be rolled into school's fund
- Board member attendance and openings
  - Reminder: Board members who fail to attend at least 8 of the 11 annual meetings may be asked to leave the board.
  - Misty Yanko resigned from board. Alternate board applicant JD Kaiping will be contacted by Aaron Litteken about filling Misty's seat
  - Discussion was had around membership requirements and ratio of SPP to outer parish representation
  - Alison Essner, Angela Crowe, and Chris Schuchardt will be "terming out" at the end of this year and will need replacements.
- Principal Evaluations due to Father Linus in February (paper copy of evaluation form distributed during meeting)
- Principal Items
  - Strategic Plan Finalized
    - No additional feedback was provided by board members to Lori Matzenbacher since the last meeting, so no changes have been made and plan is considered final.
  - Open House - January
    - Date set for Jan 28<sup>th</sup> - staff will split up to give tours and be in classrooms
    - Adoration after 10am Mass for families, then a procession and benediction in the gym
    - Tours and open house officially to run noon to 1:30pm
    - School board members can work a booth in the gym and wear nametags to identify us as board members during the event
    - Current families are welcome to see school, but tours will be for prospective students
  - Budget for 2025
    - Meeting to be set with Emily and committee members (tentatively set for next Tuesday, Jan 16<sup>th</sup> pending Emily's availability)
  - Staff Update
    - Potentially hiring an aide for 4<sup>th</sup> grade (part time) because students are wide-spread academically (Emily confirmed budget available for hours estimated)
    - 4<sup>th</sup> grade also has students with behavioral concerns that could use support from an aide
- 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 February 5, 2024. April meeting moved to April 2 (Tuesday) at 7pm in SPPCS Cafeteria. (MAG room will be unavailable.)
- Closing Prayer - Aaron Litteken