

**Saints Peter and Paul Regional Catholic School Council  
Minutes  
August 24, 2011  
6:00 p.m.**

**Attendees:** St. Paul—Sr. Clara Fehringer, Bill Barr  
St. Peter—Candace James  
St. Luke—Billy Martin, Kristi Adams  
St. Peter Claver—Greg D’Angelo  
Pax Christi—Sonya Morris, Joan Jahnige  
Holy Spirit—Tom Rolfes  
At large—Melissa Rasmussen, Ellen Kessler  
Chaplain—Fr. John List  
Principals—Cathy Cybriwsky, Sr. Mary Karen Bahlmann (assistant)  
PTO—Connie Carr  
Development director—Jeanne Miller  
Faculty/staff—Debbie Cambron, Brian Minton, Gerard Newhouse  
Superintendent—Tim Weaver  
Guests—Jessica Sharpe, Jenn Krouse, Angela Kederis, Patrick Coen, Lyn Borders, Maria Buckles, Shannon Burkholder, Jonathan Moore

**Absent:** James Weathers (St. Peter Claver representative), Alan Parrish (St. Peter representative)

**Call to Order, Opening Prayer, and Introductions**

The meeting of Sts. Peter and Paul Regional School (SPPS) council was called to order at 6:06 p.m. by Billy Martin, chair, after determination that a quorum was present. The opening prayer was led by Sr. Clara. Introductions were made to the group.

**Approval of May 2011 and July 2011 Meeting Minutes**

A motion was made by Fr. List to approve the minutes of the May 2011 and July 2011 SPPS council meetings, after correcting the spelling of Sr. Mary Karen Bahlmann’s last name in the July minutes. Motion seconded by Melissa Rasmussen and approved unanimously.

**Protocol for Future Meetings and Communication**

Billy Martin reported that he and Bill Barr, vice chair, will set the SPPS council meeting agenda approximately one week before the scheduled meeting date. Mr. Martin requested that anyone wishing to place an item on the agenda contact him approximately two weeks before the scheduled meeting. Suggestions were made to post the agenda on

the school website and to present the agenda in Kids Mail. Parents wishing to address the council are urged to contact the council chairperson in advance of the meeting.

### **Superintendent's Report**

Superintendent Weaver presented the July 2011 P and L and the balance sheet as of July 31, 2011. Cash basis income less expenses is \$69,580.65 for the month of July. There is a \$647,000 payment due in the next few weeks, and the amount budgeted to cover this payment is correct. A thorough audit of the SPPS finances has been completed, and a report on the audit will be made at the September 2011 SPPS council meeting. Mr. Barr asked that a copy of the 2011-12 budget be made available to the council members, so that future P & L and balance sheets can be reviewed alongside the budget. Mr. Weaver agreed to provide that information.

To reiterate information presented at the town hall meeting in June, Mr. Weaver reported that fundraising efforts need to bring in \$160,000 during 2011-12 in order to help make the debt payment this year. Billy Martin added that the tuition rates implemented for the 2011-12 school year, representing an approximately 10% increase over 2010-11 rates, were made in an effort to help service the debt. Jeanne Miller noted that the rationale behind the tuition increase was explained to parents at the town hall meeting and also in a letter. Mr. Weaver agreed that tuition projections for the next 5 to 10 years would be helpful to parents, and this topic will be revisited in December 2011, as it is too early to provide that information now.

The amended bylaws were distributed, read and discussed. Notable changes and/or clarifications include:

- The SPPS council is no longer a policy making or decision making board. The council will make recommendations to the principal involving the performance of the school and will work to support the efforts and decisions of the building administrators.

- The major functions and responsibilities of the council shall be to operate within the existing framework of diocesan policy; to make recommendations to the Diocesan school council; to make recommendations for educational programs on an annual basis in conjunction with the school's long range plan; to receive regular reports from the principal on school programs and finances; to evaluate the effects of its own recommendations and support in achieving the goals and objectives of the building administrators; and to review an annual budget for the school, to include recommendations for feeder parish subsidies, parish assessments and tuition adjustments.

- Ex officio* membership will include principal, assistant principal, one faculty representative each for preschool, elementary and middle school, PTO representative, and development director. *Ex-officio* members will be permitted to vote on any items brought before the school council.

(Several members in attendance report that there are guidelines that prohibit SPPS employees from voting at council meetings, however. After brief discussion, this is accepted as correct.)

Candace James asked if there are guidelines available to council members and if an orientation training session can be arranged. Joan Jahnige and Bill Barr also asked for information explaining the role of Catholic school councils/boards, perhaps information from the diocesan or national levels. Mr. Weaver reported that the amended bylaws at this time remain a work in progress.

Regarding council membership, it was reported that Jennifer Annis is no longer a member of Holy Spirit parish and is therefore resigning her position as Holy Spirit representative to the council. Bill Barr made a motion to offer Jennifer Annis an at-large position on the council. Motion seconded by Fr. List and approved unanimously. Other at-large council members at the present time are Ellen Kessler and Melissa Rasmussen. Connie Carr is expected to join the council as an at-large member after she is no longer serving as PTO representative. Parish representatives to the council are listed in the attendance portion of the minutes above.

### **Principal's Report**

Ms. Cybriwsky presented the principal's report. Enrollment is 489.

To fulfill our mission of "arts-inclusion," efforts are being made to contact individuals interested in creating a culture of art.

Mr. Newhouse presented the facilities report. Year end punch list items with Alliance Corporation are in process and include replacement of all ceiling tiles with water damage, fixing all HVAC units, replacing improperly poured sidewalk concrete, replacing broken glass and fixing incorrect aluminum door frames, original wood floor in room 107 and replacing faulty lights. Work is being done to arrive at the most economical yet secure way to re-attach the guard rail on the theatre ramp. The basement lockers' paint is likely to remain a chronic problem. The rental process has been approved by the diocese, and all appropriate forms are in place. There is a master calendar in Laura Vettrano's office. To summarize the rental process: Mr. Newhouse meets with interested renters and gathers all details. The information is presented to Ms. Cybriwsky, who accepts or denies the request, and defines the price. Mr. Newhouse will generate the contract, rental price and \$95 application fee and present it to the interested party. The signed contract and check for application fee are submitted to Jill Hamlyn at the diocese. Mr. Newhouse coordinates all aspects of the actual event, and Marie Hancock generates the invoice. Candace James recommended posting an application on the school website for initial rental inquiries. The availability of gym rentals was briefly discussed, and Bill Barr recommended giving priority to SPPS events over non-SPPS events. All in attendance agreed that this is ideal. Gym rentals book very quickly, and requests need to be made as soon as possible. Fr. List suggested allowing SPPS bookings to be made more months in advance than non-SPPS event bookings. Once final rental fees are agreed upon, they will be posted on the website. Fr. List suggested adding the ECC cafeteria to the list of possible rent-able venues. Jeanne Miller suggested that partner parishes be given one free event rental per year. All recommendations, including the rental fee pricing proposal, will be discussed in committee.

Students who walk to and from school are being dismissed from the main doors instead of from Short Street. The congestion at morning drop-off is being examined, and possible solutions might include opening the doors before 7:30 a.m. No firm decisions have yet been made, however. ECC positions have been filled, and numerous part-time positions have been consolidated.

A guidance curriculum is being developed by Angie Allen and Ms. Cybriwsky which will incorporate safety issues, drug/alcohol prevention, health/hygiene, family life and others. This curriculum will follow diocesan policy but will be uniquely SPPS's. It will be arranged by levels, each with 48 lessons.

The Spanish teacher is to arrive the first week of September. All specials classes will be graded.

Teachers have been given copies of last year's test results, and they will be meeting with administration at the beginning of September to set goals for the year.

Ms. Cybriwsky has visited all parishes to which she was invited.

Teachers have been submitting requests for individual fundraising projects, and Ms. Cybriwsky would like to streamline and organize this process. After brief discussion with the council, Sr. Clara recommended forming a subcommittee to work with the principal on all fundraising efforts, particularly focusing on determining methods to track all monies and prioritize fundraising efforts. This committee, to be designated "financial accountability," will be separate from the development committee. (See below for committee membership volunteers.)

Candace James inquired about targeting of gifted and talented students at SPPS. "Pull outs" will not be instituted in the near future at SPPS. Ms. James also invited gifted and talented and Spanish teachers to attend Fayette County Public Schools' professional development programs.

### **Committee Assignments and Reports**

Vision ("Philosophy and Mission") committee volunteers: Jeanne Miller, Connie Carr, Candace James, Maria Buckles, Fr. List. (Sr. Clara will contact Sr. Helen Garvey for the strategic plan report generated last spring.)

Catholic Identity committee volunteers: Sr. Mary Karen, Maria Buckles, Ellen Kessler

Community Involvement committee volunteers: Connie Carr, Jenn Krouse, Jeanne Miller, Sr. Clara

Financial Accountability committee volunteers: Melissa Rasmussen, Jeanne Miller, Bill Barr

Plant and Facilities committee volunteers: Tom Rolfes, Billy Martin, Bill Barr, Gerard Newhouse, Sonya Morris

Parents are invited to join any committees.

Development committee: The fundraising activities for 2011-12 were presented, and the goal is \$187,000. This amount includes the UK basketball ticket raffle, Innisbrook sales, Soup and Salvation, Fall Festival, Mardi Gras, Kroger cards, Capital campaign, box tops, and school pictures. Jeanne Miller, development director, is optimistic about fundraising and believes the goal is definitely attainable. A town hall meeting is planned for October 2011, at which time the Capital Campaign will be discussed. Phase two of the campaign has so far garnered \$132,465 in pledges (64 donors). Jeanne has recruited individuals (Jim Sharpe and John Rasmussen) to assist in spreading the word about the campaign also. Grandparents' Day is October 7. Jeanne explained the Scrip fundraising program. Bill Barr recommended pursuing more fundraising programs such as Kroger cards and the Scrip program. Challenges in "competing" with parishes for card fundraisers were voiced by the group.

(Note: Facilities committee report is listed in the Principal's Report section above.)

### **Old Business**

None

### **New Business**

Several parents addressed the council to comment on and voice concerns over the peanut butter ban. Jenn Krouse provided copies of articles which advocate against "peanut free" schools. After spirited discussion, Greg D'Angelo made a motion to table this discussion until a future meeting and proposed having more information provided to council members from experts (i.e. allergists) and diocesan officials in the interim if possible. Motion seconded by Ellen Kessler and approved unanimously.

The early dismissal time on Friday, September 16 is to be posted on the school website.

### **Adjournment**

A closing prayer was offered by Sr. Mary Karen. There being no further business, the meeting was adjourned at 9:16 p.m.

Respectfully submitted,

Kristi Adams  
secretary