

Saints Peter and Paul Regional Catholic School Council Meeting Minutes

August 27, 2012

6:00 p.m.

Attendees: Bill Barr, Melissa Rasmussen, Kristi Adams, Charlotte Webb, Chris Thiel, Stephen Clements, Lesley Farmer, Greg D'Angelo, Allen Garner, Sr. Clara Fehringer, Dennis Bender, Fr. John List, Pam Rice, Debbie Spike-Pierce

Representatives (non-voting members): Jeanne Miller, Candace James, Anna Martin, Lisa Oeltgen-Peyton, Jenny Parker, Julie Kelley, Tim Weaver

Absent: Sonya Morris, Dc. James Weathers

Guests: Christie Pabin, Sr. Mary Karen Bahlmann, Therese Morris, Evan O'Farrell, Connie Carr

Call to Order and Opening Prayer

The meeting of the Sts. Peter and Paul Regional Catholic School (SPPS) council was called to order at 6:03 p.m. by Bill Barr, chair, after determination that a quorum was present.

The opening prayer was offered by Sr. Clara.

Approval of March 2012 and July 2012 Meeting Minutes

Candace James made a motion to approve the minutes of the March 2012 SPPS council meeting. Motion seconded by Melissa Rasmussen and approved unanimously.

Melissa Rasmussen made a motion to approve the minutes of the July 2012 SPPS council meeting. Motion seconded by Allen Garner and approved unanimously.

Management Team Report

President Jeanne Miller

Admissions and Enrollment: Enrollment is 416. (325 K-8, 49 pre-K 3 and 4, and 42 Little Angels). Weekly staff meetings include office managers at both campuses (Lorri Terry and Connie Carr), admissions (Julie Molten), administration (Miller, Candace James and Anna Martin) and bookkeeping (Jane Willkins).

These meetings provide an exchange of information as it relates to enrollment/admissions, parent communication, and internal processes.

Bus: SPPS purchased a 66-passenger, 2000 International Amtran bus with 86,940 miles in mid-August; total cost was \$7400 and this has been paid in full. Bus service began on August 15, and the cost to ride the bus is \$50 per month. The route is the same as in previous years, beginning in Nicholasville with a stop at Lexington Catholic before arrival at SPPS. SPPS hired Paul Kennedy to drive the bus; he previously worked for St. Luke parish as the bus driver. The bus and the driver are available for field trips and rentals. There are currently 16 students registered to ride the bus.

Technology: Jeff Clements, technology coordinator, started on August 17. He was district technology coordinator for Nelson County schools. All teachers and administration staff have received their Mac notebooks. Microsoft Office has been installed on each notebook. Mac minis for the computer lab are in house, and these will be set up after MAP testing is complete. All computers and equipment are to be inventoried with bar codes. Jeff Clements is handling this task, and he has set up the new server (running with Microsoft Server 2010). He is transitioning all services from the old servers, and this is to be completed by August 31. Jeff is working on setting up shared access for all staff. SPPS purchased 30 VGA adapters for the Mac minis. Jeff Clements got 30 DVI cables donated to staff so they can work off a larger monitor (value=\$840). Currently un-used personal computers will be relocated as needs are identified.

Facilities: Richard Shofner was hired and started on August 1. He replaces Isaac Ferris. Richard has a background in construction and carpentry and is a former Navy Seabees. He has three children who attend SPPS. He will spend the majority of his time at the ECC. An online form to complete and track facilities requests for both campuses is to be in place next month. The facilities manager meets weekly with administration regarding issues and provides updates on requests. Jeanne Miller and Billy Martin are working with the Facilities Committee to establish processes and review needs. Committee members include Sonya Morris (chair), Linda Carroll, Chris Annis and Michael Weitlauf. The committee has toured both campuses. Air conditioning units at the ECC present an ongoing challenge. There will have to be consideration of replacing units in the near future (approximate cost to replace is \$6000 per unit).

Development: This committee has been formed and includes Allen Garner and Jeanne Miller (co-chairs), Kristy Sweeney, Delaine Thiel, Jim Sharpe, Bill Barr and Amy Harney. This committee will focus on developing donors and engaging various communities. An alumni database is being developed, and the first alumni reunion will be October 27, 2012. The annual giving fund will be kicked off in September with a goal of \$75,000.

Fundraising: Fall festival is September 14 and 15. Volunteers are needed to work the event and should visit the school website, www.sppslex.org, and click on the iVolunteer icon. Administration and council leadership are working with the fundraising committee to capture costs/income year to year to maximize performance. Innisbrook runs through the end of September. This earned a net profit of \$9500 last year. Kroger gift card program continues. Approximately 26 cards have been distributed since

school started. SPPS receives 4% of all reloads on gift cards, and the average amount per month is \$350. UK basketball ticket raffle begins August 31, and last year \$51,000 was raised. There have been 10,000 raffle tickets printed.

ECC: Electronic door access system has been installed, and key fobs will be distributed to parents of Little Angels on August 31. The system will be activated and in use on September 4.

Athletics/Extracurricular Activities: Brian Minton, athletics/activities director, is working with Jeanne Miller to establish a draft of an Athletics/Activities handbook. Administration will work with council leadership on handbooks, policies, waivers and review of all athletics and extracurricular activities. Current activities include art club, volleyball (girls grades 6-8), basketball (girls and boys grades 5-8), robotics, jump rope team, chorus, cross country, yearbook, math team (grades 6-8), academic team (elementary and middle school), Future Problem Solving and Battle of the Books.

Uniforms: Educational Outfitters has closed its business. Information is forthcoming from the Diocese regarding Benedictus as the uniform provider.

Principal Candace James

The school year is off to a good start with much positive feedback being received from students, staff and families. MAP testing (a national achievement test) is ongoing and will be repeated in December – January. This is an excellent data tool. Classrooms are being visited. Re-application for Blue Ribbon status is being considered. Classical music plays each morning, and interesting facts about the composers are shared with students during morning announcements. Classical guitar, taught by Ms. Pabin, is offered to middle school students who do not participate in band. The fine arts teachers are working on extracurricular and co-curricular activities, similar to the 3D arts academy offered in past years. The resource team is working with the Title I coordinator for students receiving services.

ECC director Anna Martin

The opening of the school year is also going smoothly, and they are full of energy and enthusiasm at the ECC!

All Little Angels (LA) staff members now participate in bimonthly meetings which always contain a professional development component.

The emergency management plan has been updated; fire alarms and extinguishers have been tested and inspected. A fire drill was held on August 22. Emergency bags for the Little Angels rooms have been restocked, and the food allergy action plans have been gathered and posted. The electronic entry system will be active on September 4. Parents sign usage agreements and pay a refundable deposit for the fobs.

Internal and external communications, newsletters and parent meetings, are in effect. “Coffee, chat and chew” will be upcoming in September.

The Appelbaum curriculum is being used for 2-year-old and transition classes. LA staff members are creating developmental inventories for transitioning room to room. Kim Evans, the new enrichment teacher at the ECC, offers art, music, physical education and literacy through Story Time. She also teaches computer lab and guidance for K students. Kindergarten students are being offered Spanish also.

The ECC staff is working to fill openings as quickly as possible, and over the next two-three weeks, a plan will be proposed for increasing enrollment. By the end of this week, a comparison analysis between SPPS and other childcare centers should be complete.

Jeanne Miller and Lesley Farmer offered congratulations to the ECC director and staff for improving communications.

Committee Reports

Health, Wellness and Fitness

Prior to tonight’s meeting, council members and the SPPS community were able to review the draft anaphylaxis management policy that Dr. D’Angelo and his committee, with input from parents of allergic children, developed. Jeanne Miller added that since the draft policy was made available to the SPPS community, she has received four responses which were favorable.

After lengthy discussion, a few points were echoed:

- there is a difference between allergies/allergic reactions and anaphylaxis

- it is not possible to maintain a completely peanut (or anaphylaxis-inducing allergen)-free environment and SPPS should “promote” rather than “ensure” this atmosphere;

- the Diocese, which now oversees the SPPS cafeteria, is not currently adopting “peanut free” menus.

Other general and specific suggestions were offered to Dr. D’Angelo as revisions to the policy. Fr. List made a motion to table consideration of the anaphylaxis management plan until the document is revised. Motion seconded by Dennis Bender and approved unanimously.

Chairman Barr thanked Dr. D’Angelo and the committee for all the time and effort put forth.

Other Business

None

Adjournment

There being no further business, a motion was made by Melissa Rasmussen to adjourn at 7:45 p.m.
Motion seconded by Fr. List and approved unanimously.

Respectfully submitted,

Kristi Adams, secretary

Next meeting September 24, 2012