

**Sts. Peter and Paul Regional Catholic School
Advisory Council Meeting
February 29, 2012 6:00 p.m.**

Attendees: St. Peter Claver—Greg D'Angelo
St. Peter Chaplain—Fr. John List
St. Peter-
St. Paul—Sr. Clara Fehringer, Bill Barr
St. Luke—
Pax Christi—Joan Jahnige, Sonya Morris
Holy Spirit—Tom Rolfes
At large—Connie Carr, Melissa Rasmussen
Principal—Cathy Cybriwsky
Assistant principal—Sr. Mary Karen Bahlmann
Development director—Jeanne Miller
Faculty—Debbie Cambron, Brian Minton

Absent: Candace James, James Weathers, Alan Parrish, Kristi Adams, Charlotte Webb

Opening Prayer

The meeting of the school council was opened with a prayer led by Sr. Clara Fehringer.

Approval of January Council Meeting Minutes

A motion was made to approve the minutes of the January 2012 SPPS council meeting. Motion seconded and approved unanimously.

Future nominations for council and committee chairs

Bill Barr reported that there is one opening on the council and two chairmanships to fill. Mary Wethington resigned from Chair of Fundraising due to personal reasons and time constraints. Melissa Rasmussen will fill in as interim until June 30, 2012. Mary will remain as PTO representative to the council.

There are a number of terms expiring in June, 2012. Bill Barr & Cathy Cybriwsky recommend taking the time to seek out candidates and fill the positions when the next term begins. The council discussed establishing a nominating committee, a motion was passed and seconded and approved unanimously. The committee will be chaired by Tom Rolfes and committee members include Joan Jahnige, Sr. Clara Fehringer, Charlotte Webb (pending confirmation), Candace James, James Weathers. The council will follow practices of parish representation and balancing SPPS parents and non-parents.

Principals' Report

Cathy Cybriwsky presented the principals' report.

Cathy is in the process of reviewing salaries for 2012/13 and making sure everyone is being paid commensurate with education level and striving towards paying 85% of Fayette County.

There has been an evaluation of all plants in the Diocese by Catholic Mutual. The Main Campus was valued at \$12,625,000 and the ECC is valued at \$3,107,000. The budget amount for insurance through Catholic Mutual is \$30,927.

Cathy is reviewing the Books & Supplies Fee to make sure the fee reflects what is provided to the students. This fee is not assessed by the Diocese.

Cathy shared the 2012/13 school calendar. There was a question about SPPS fall break dates not matching Fayette County's fall break. Cathy will look into this with the Tim Weaver. March 15th will serve as a flexible snow day. The procedure for snow days is to try and do a 1-2 hour delay first. If a snow day occurs, the next step would be to attend President's Day or add days to the end of the year. We will not use Martin Luther King Jr Holiday as a snow day option. If a family has already booked a vacation anticipating holidays/days off school, it will be an excused absence. Cathy will also work with staff members and use those planned absences as a personal day.

Cathy is gathering information on the history of teacher discounts for tuition. There is not a discount plan established for Little Angels and reviewing if that would be a part of the offered discounts. Some schools offer 15-25% discounts on tuition. Discussion took place of possibly grandfathering current teachers who use the 50% discount but do not provide going forward. All of these things need to be carefully reviewed with data. Melissa Rasmussen is gathering the facts to assist Cathy and the Council in making the decision. It was recommended that staff members get priority on any waiting lists.

Connie Carr is going to begin overseeing the Summer Camp program. She also began at SPPS working the After Care program until 6:00 p.m. Cathy determined there were not enough adult supervisors during this time, and brought Connie on staff to assist. Mr. Minton also works with After Care at the Main Campus. Connie is CPR certified.

Student MAP testing results will go home with final report cards.

Enrollment numbers for 2012/13 were distributed. Numbers for next year are at 382 (Little Angels – 8th grade). There are 99 students who are on the "No intention received" list. Cathy is working to get more detailed information from Laura Vettraino and will work with Jeanne Miller on solidifying the intentions of

these families. Laura is mailing another packet out to the families of these 99 students.

Committee Reports

Financial Accountability: Melissa Rasmussen briefly reviewed the financials provided earlier in the day by Tim Weaver. There are still a lot of questions and clarifications needed. It doesn't appear that debt service payments are included in the financials. Melissa will review further and develop a list of questions for Tim Weaver and Tim Asbridge, who have been requested to attend the March council meeting to share information and answer questions.

Facility: No report

Development: All council members should have received an invitation to the March 10th reception for the Annual Giving Fund. Bill Barr shared that Tim Weaver has approved that the first \$30,000 of the Annual Giving Fund will go toward implementing the technology plan at SPPS.

Phase I- to be completed this summer includes replacing server(s), installing fiber optics for both campuses, access points and switches. Current servers are 8-10 years old. Can be replaced with one server if going to Cloud system.

Phase II- replace all computer boxes at Main Campus and ECC.

Phase III- iPads for all students 5th -8th grades.

Brian Minton asked about projectors in classrooms. It was confirmed that a projector requested through PTO has been ordered. Bill Barr explained that the priority is to analyze existing hardware and incorporate projector-type/display technology that is current (i.e. flat screens). Cathy Cybriwsky is going to reach out to staff to determine projector/flat screen needs in classrooms.

A Technology Committee has been established consisting of: Bill Barr, Cathy Cybriwsky, Alex Kuyper, Billy Martin, Jeanne Miller, Jon Rasmussen, Melissa Rasmussen and Sr. Mary Karen Bahlmann.

Tim Weaver informed the Executive Committee at the February meeting that he is pushing for i-Pads in the schools. Bill is going to confirm if this will come from Diocesan funds. If not, the idea was presented by Bill Barr to get 20 families to guarantee a note that would be paid off over the years through Technology fees.

Health & Wellness: Greg D'Angelo reported that there is a module on RenWeb that can assist with tracking student purchases to gain insight. There are options

offered through RenWeb and some of the staff has taken the webinar. There is an upcoming webinar on March 14 that Greg D'Angelo and Cathy Cybriwsky will participate in to get a better understanding for facilitating using these modules.

Greg D'Angelo has not heard back yet from Catholic Mutual or the Diocese regarding any liability with EpiPens. The committee will move forward and mount the EpiPen cases through the school. This motion was approved unanimously.

Cathy Cybriwsky and Greg D'Angelo will work on developing an Athletics Handbook. Cathy has already begun the process. Greg has contacted the Diocese and does not see anything in the handbook on athletics. The school does need an athletic director. There is a parent interested in the position but Cathy and the committee are determining the role and responsibilities of the Athletic Director. There needs to be oversight of all coaches and volunteers to make sure they are Virtus trained. Training is offered for coaches through the park system. Try to stay ahead of state regulations that are forthcoming regarding middle schools.

Fundraising Committee: No report. Cathy Cybriwsky stated that this committee is vital and wants to rein in all fundraisers and make sure they are controlled and reviewed. All fundraisers (regardless of who is doing them) belong to Sts. Peter & Paul School.

Communications & Marketing: Connie Carr reported that the committee is establishing a plan for website updates and accountability. Cathy Cybriwsky is being trained on Sunday and Jeanne Miller will be trained the next week.

Kids Mail will eventually move to Mail Chimp. This is a manageable program that allows for creativity, streamlining and creation of "groups" such as ECC, Middle School, etc. Connie is also working toward establishing a set calendar for Kids Mail.

Other Reports

PTO: Connie Carr presented the PTO report on behalf of Mary Wethington. The PTO meeting in January did not have a quorum.

Mary Wethington met with Jane Wilkins, the bookkeeper, on 2/17 to discuss the budget and outstanding items to be purchased at the teacher's request including Child Care Council membership, playground equipment at the ECC, and projectors for the Main Campus. Jane is also going to prepare an updated treasurers report for the next meeting. The last report was November, 2011.

The Open Houses went well at both campuses on February 14.

The next Family Night is March 6 at Puccini's in Chevy Chase. Orange Leaf raised \$90 (it was cold and rainy). Goal is to do these once a month.

Preparations for PTO elections for 2012/13 will begin at the March meeting.

Unfinished Business

The mission statement was shared by Debbie Cambron and is being worked on for the accreditation process. Sr. Mary Karen shared her experience in doing mission statements. An organization cannot do a mission statement or establish goals without a vision statement. A "Vision Statement" describes what it was, what it is and what it will be. For SPPS- the vision statement is "Christ is the center of everything". Accreditation only requires a mission statement but we can include a vision statement. A draft will be worked on by a committee.

New Business

Advisory Council minutes: Bill Barr recommended to the council that a process be established for minutes to be posted to the website expediently as opposed to waiting until the following board meeting for approval. Recommendation was for minutes to be distributed to the entire council and response is only necessary to "ALL" if there are corrections or concerns. Minutes will then be posted with notice saying "approval pending". Council was in agreement and motion was approved unanimously.

Other Business

Parent Comments:

- 1) A request was made for the school to establish a standard that all staff members (administration, teachers, staff) respond to emails and phone calls within 24 hours.
- 2) Idea was shared for re-enrollment: the book/supplies fee is \$150 or \$175, but after a certain date (i.e. March 1st) the fee goes up \$100. This would encourage those returning to submit their intentions earlier.
- 3) A request was made to require parents to volunteer for fundraising events. The concern is that the same people help and manpower is limited. Consider making volunteer time for large-scale events mandatory.

Sr. Mary Karen distributed a survey for the Principal Performance Review. She asked that these be turned in by March 9, 2012.

Adjournment The meeting was adjourned at 9:25 p.m.

Respectfully submitted, Jeanne Miller