

**Saints Peter and Paul Regional Catholic School Board Meeting
Minutes
May 25, 2011
6:00 p.m.**

The Board met in Executive Session from 6:00 p.m. to 7:00 p.m. at the request of Tim Weaver, Superintendent and Tim Asbridge, Diocesan Finance Office.

Sally Stevens offered the opening prayer.

Attendees: St. Paul—Sr. Clara Fehringer
St. Peter—
St. Luke—Billy Martin
St. Peter Claver—Greg D'Angelo
Pax Christi—Joan Jahnige, Sonya Morris
Holy Spirit—Jennifer Annis, Don Mills
At large—Rose Lucas, Bob Hewett, Tom Rolfes, Sally Stevens, Ellen Kessler
Principals—Julie Wright, Stephanie Urbanek (asst.)
Faculty/staff—Debbie Cambron, Therese Morris
Development director—Jeanne Miller
PTO—Connie Carr
Guest—John Morgan, Chair, Diocesan School Board

Absent: Fr. John List, Alan Parrish, Anne Wells, James Weathers, Kristi Adams

The regular meeting of the Sts. Peter and Paul Regional Catholic School (SPPS) Board was called to order at 7:00 p.m. by Sally Stevens, chair.

Attendees: All board members listed above were in attendance except Ellen Kessler who left after the Executive Session.

Guests: Jean Krouse, Bill Barr, Allen C. Garner, Jr., Pam Kelly, Jessica Sharpe

Additional Staff: Marie Hancock, bookkeeper; Gerard Newhouse, Facilities Manager

Approval of April 2011 Meeting Minutes

The minutes of the April board meeting were approved unanimously, without changes.

Principal's Report

Mrs. Wright presented the principal's report.

Enrollment for next year is 510. Mrs. Wright reported the staff is touring people daily and will continue to do so. There are 31 students confirmed returning students who have not paid the registration fee; statements have been sent to these individuals.

Responding to questions from the board and others present, Mrs. Wright said the increase in tuition did not appear to have a causal effect on enrollment. Others present stated they had heard no complaints about tuition increases.

There has been one additional in-school suspension since April 2011.

MAP (measures of Academic Progress) for students in grades K-8 will begin in September and will provide a RIT score (range of instructional levels) for math, reading and language. Students will be tested three times a year, and the data will be used to better inform instruction and allow for groups to meet individual student learning needs.

Terra Nova assessments will be conducting in grades 3, 5 and 7 in the spring, and this adjustment allows for all students to participate in year round assessment to better track progress and will allow for a cost savings.

Summer camp will begin at the ECC on May 31 and will conclude on August 5. Grades 1-5 are full, but there are still spaces for preschoolers. A total of 53 families are registered.

Staffing updates: Nancy Zanzucchi is leaving to teach at St. Leo, closer to home, but she will work closely with Ms. Jackson who will take over her role as the Lego Robotics Coach and Sponsor. Interviews for Mrs. Zanzucchi's position will be conducted in June.

Laurie Preston is the school's new drama teacher. Her resume was presented to the board. She is currently enrolled in a Masters of Arts in Teaching program, and she will be a full time teacher.

Interviews for the Art Teacher position are being scheduled, and Mrs. Ettensohn has volunteered to assist in the process. There are several excellent candidates.

SPPS staff will participate with the rest of the Lexington diocesan schools in MAP training in August. Additional professional development will focus on a rededication to the PeaceBuilders program and on the refinement of school wide discipline expectations and procedures.

A House System will be incorporated in the Middle School. Mrs. Anderkin will be the House Coordinator. Rising 8th grade students will have the opportunity to apply for positions as House Leaders. The House system will help reinforce Catholic values such as service to others, personal responsibility and leadership.

The new toddler room will open June 14. All furniture and fixtures are on site and staff will begin setting up the room on June 6. The kindergarten classes had a graduation

ceremony on Tuesday, May 24 with Fr. Norman celebrating the Mass. The ceremony was well attended by families and 7th grade buddies.

In the 2011-12 school year, Mrs. Sarah Beach and Ms. Jenny Parker will teach kindergarten. Two full time aids will be hired to assist them. There are no anticipated staff changes in preschool. The preschool yearbook was very well received by our families, and we want to thank the Singla family for their donation of a new sandbox for the playground.

A written comprehensive fine arts update, prepared by Nanci Barnhart, Fine Arts Coordinator, was presented. It listed 70+ performance opportunities as well as 15 additions to the music curriculum, 14 additions to the visual arts curriculum, 12 additions to the drama curriculum, and six additions to the dance curriculum.

Committee Reports

Facility: Gerard Newhouse reported there are no new developments in the issues to be addressed as SPPS is approaching the one year mark. He is working with Greg Fitzsimmons (project architect) and Peter LaFalce (project committee chair) to address all issues. The main issues are the roof and the HVAC system. He has a preliminary report from Greg Fitzsimmons and they will do a walk through. Several action items in the Facility Committee meeting minutes of 5/14/11 he been addressed, including the temporary fix of the wood door on Short Street, playground screws, fence, cooling tower, kitchen hood motor and milk cooler electrical socket at Barr Street. Summer plans call for the churches to mow and prune the grounds in exchange for the school paying for the brunt of the snow removal. Mr. Newhouse said the playground tiles, pavement around the tiles and an extensive list of “fixes” will be addressed during the summer.

Rentals continue to increase. He has not done a concerted sales program, but he hopes to do so this summer. The marketing has been word of mouth. He is moving forward to develop additional marketing ploys and will try to have wedding caterers visit to see facilities. He will work with Jeanne Miller to create a brochure/rental package. A discussion was held about the proposal received by the Finance Committee over the Christmas break to market the spaces in the facility on a commission basis. The timing was poor on that proposal and required seed money on the part of the school which was not feasible. Other names and suggestions for people to be involved were put forth. An agenda item for June 2011 meeting is to hear a presentation on rentals from the Facility Committee and perhaps from an outside source. Jeanne Miller and Mr. Newhouse are to work on this.

Finance: Bob Hewett presented the April profit and loss and balance sheet. April continued to be a strong month financially. Year to date net ordinary income is \$128,451, which is within budgeted amounts. The \$51,586 variance in April income is attributed to the sale of historic tax credits for \$66,000. It is noted there has been a positive net income without capital campaign pledge. The last several months have had good performance, and Mr. Hewitt hopes May and June will continue the trend.

The projected budget is based on an enrollment of 522, and with the drop in enrollment reported at this meeting, if enrollment does not bounce back, expenses might have to be reduced related to the number of students. Mr. Hewitt wants to set aside income, such as the tax credits, before August to address the debt payments that will be due..

Development/Capital Campaign: Jeanne Miller reported that Phase II of the Capital Campaign has \$133,000 pledged to date and the goal is to have \$52,000 paid by August 1; all but one donor have met payments as scheduled. Following questions from visitors, it was reported that there is \$30,000 in uncollected pledges from the first capital campaign. It was requested that Phase I and Phase II be reported separately, and a report will be made at the June board meeting.

The book sale is ongoing this week, and all parishes have participated at some level. Jeanne asked if we could push all year long to collect for the sale, and she stated that this is a “dry run” of sorts for the previously discussed “barn sale”. In any event, there is a need to address storage.

Kroger cards are going well. 130 cards are being used, and \$600 was earned the first month. If 200 households use the cards, the yield could be over \$200,000 annually.

There was further discussion about having bingo at SPPS. At the initial meeting, there were 17 committee members, and eight have agreed to serve as chairs. The committee plans to work with St. Paul church and SPPS facility committee to avoid conflicts. Monday nights appear to be the best night – no church activity, no bingo in Lexington. Mrs. Miller has requested permission for this endeavor from Bishop Gainer.

The goal is to start this fall. Twelve to 18 people are needed to work four hours each week. Mrs. Miller noted SPPS has to be diligent in order not to jeopardize SPPS 501 c 3 status. Start up costs are \$10,000 for equipment, licenses, etc. Upon questions, Mrs. Miller estimated \$80,000-\$120,000 annual net profit. More details will be presented to the board next month.

Other Reports

PTO: Connie Carr reported the basketball tickets to be raffled are good seats (three rows behind the UK bench) and include parking. Tickets will be ready for distribution as soon as seat numbers are assigned (perhaps by August). PTO has bought 2 document cameras and 3 projectors for the school.

Mrs. Carr stated there are no candidates for PTO president and president-elect, and elections are being postponed until August. She has prepared information to be sent to the parents concerning the situation.

The Back to School event will be on August 13 at Tates Creek pool.

Unfinished Business

The nominating committee report was presented to the board, as follows:

Chair: No nominee

Vice Chair: Billy Martin

Secretary: Kristi Adams

At Large Representative: Anne Wells

Nominations from the floor were called for, and Sr. Clara nominated Melissa Rasmussen for the at large seat. A written ballot was conducted, and Anne Wells was elected.

Upon call for nominations from the floor for chair, and none heard, the board agreed to send the chair nomination back to the Nominating Committee for action.

It was announced that Sr. Clara had named Bill Barr as the other St. Paul Parish representative, joining her in representing the parish.

New Business

The town hall meeting is now scheduled for June 2 at 6:00 p.m. in the school auditorium.

Meeting schedule for 2011-12:

The board agreed to meet the fourth Wednesday of each month, with exception of November/December combined meeting.

Other Business

Don Mills thanked Julie Wright for her service and also thanked her staff.

Parent Comments

Comment was made that parents should be represented on the board by a voting PTO representative. Some discussion was held, and this will be further discussed at future meetings. It will take a bylaw change to create a voting position.

Adjournment

There being no further business, Don Mills moved and Billy Martin seconded the meeting be adjourned, and the meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Rose Lucas for Kristi Adams, secretary