

**Saints Peter and Paul Regional Catholic School Council Meeting  
Minutes  
October 26, 2011  
6:00 p.m.**

**Attendees:** St. Paul—Bill Barr, Sr. Clara Fehringer  
St. Peter—Candace James, Alan Parrish  
St. Luke—Charlotte Webb, Kristi Adams  
St. Peter Claver—Dc. James Weathers, Greg D’Angelo  
Pax Christi—Sonya Morris, Joan Jahnige  
Holy Spirit—Tom Rolfes  
At large—Melissa Rasmussen, Connie Carr, Jennifer Annis  
Chaplain—Fr. John List  
Principal—Cathy Cybriwsky  
Faculty/staff—Brian Minton, Kayleigh Puttman  
Development director—Jeanne Miller  
PTO—Mary Wethington  
Guest—Jessica Sharpe

**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, chairperson, after determination that a quorum was present. Dc. Weathers led the opening prayer. Kayleigh Puttman from the early childhood center was introduced.

**Approval of September 2011 Meeting Minutes**

A motion was made by Greg D’Angelo to approve the minutes of the September 2011 SPPS council meeting with the following clarification: Instead of volunteering to serve on the facility committee, Sr. Clara suggested Linda Carroll join this committee. Motion seconded by Melissa Rasmussen and approved unanimously.

**Principal’s Report**

- **Philosophy and Mission:** Need to address disrespectful attitudes of older students, mainly 8<sup>th</sup> graders.
- **Governance and Finance:** Work is being done on ECC handbook. The main campus handbook will be reviewed prior to registration.
- **Plant and Facilities:** Projects have been prioritized. Shelving for storage areas has been purchased, and materials are being inventoried and stored. Regular (daily, weekly, monthly, etc) cleaning routines are being established. Tracking system for use of the facilities has started. Payment for staff who will be on site during property rental has been established.

- **Administration and Staffing:** Bookkeeper position has been filled. KTIP orientation is ongoing for three teachers.
- **Curriculum:** Results of MAP testing will inform curriculum focus. Results are expected in the next week. This is a more individualized type of testing than Terra Nova.
- **Instructional Improvement Plan:** Fine arts teachers, committee members and Jeanne Miller met recently and plan to visit schools with successful programs.
- **School Climate and Community:** Several recent events brought together SPPS and the community. These include Grandparents' Day festivities, the Orange Leaf fundraiser, and canned food drive for God's Pantry.
- **Co-curricular Programs/Student Services:** Academic and math teams are competing. *Seussical* is progressing. Eighth graders recently visited Lexington Catholic High School. Seventh graders attended Space Camp in Huntsville, Alabama. The art and photography club has taken part in several walking field trips. Girl Scouts, Daisy Scouts and various sports teams (cross country, volleyball, football and basketball) are active as well.
- **Special Programs:** Approximately 9% of the SPPS student body has identified accommodations. Ms. Cybriwsky indicates that this is typical for a school of SPPS's size. A system is being developed to ensure that teachers are informed and accommodations are reviewed at least annually.
- **Enrollment:** Should be 493 after the first public school grading period ends. A recruitment process is being established whereby every inquiry results in contact from the principal within 24 hours and receipt of correspondence every 2 weeks. There is a plan to monitor enrollment at the ECC and to review the priorities for acceptance and wait list.
- **Catholic Identity:** Celebrating Feast of All Saints on November 1. Fourth grade will be leading and wearing costumes of their favorite saints. Mass schedule is fine-tuned and ceremonies are meaningful.
- **ECC report:** Kayleigh Puttman presented an overview of the ECC.
  - Total enrollment is 161. Capacity is 180. There are currently 73 children on the wait list. Brief discussion ensued about prioritization for admission.
  - There are 38 ECC staff members, and a summary of acceptable staff:children was presented.
  - Weekly and bi-weekly food and supplies expenses were presented, and costs associated with staff training were discussed. State law mandates child-care center provider requirements.
  - New crib standards go into effect December 28, 2012, and twenty new cribs will have to be purchased.

## Financial Report

A balance sheet (as of September 30, 2011) and profit and loss report (July through September 2011) were received by the chairperson from the diocesan schools' office

shortly before tonight's meeting. After quick review and discussion, council members believe the net income amount provided (\$357,000) is incorrect, and that this document is not an accrual-based report.

## **Committee Reports**

- Financial Accountability: Melissa Rasmussen discussed this committee's goals: to review financial statements and bring oversights/errors to the attention of those in the diocesan schools' office; to perform an audit of Capital Campaign with approval of principal; to look at variances to budgeted amounts; and to develop a policy on how to spend.
- Development: Fr. List made a motion to accept the following description of the Development Committee, as presented by Jeanne Miller: "The SPPS Development Committee will develop and implement ideas, strategies and materials to raise awareness of Sts. Peter and Paul School to a variety of audiences including current SPPS families, potential families, parishioners of partner parishes, grandparents, donors, alum, and the overall community. This committee will develop strategies and oversee implementation of the Annual Giving Campaign and advance the mission of SPPS by cultivating relationships with current and potential donors." Motion seconded by Greg D'Angelo and approved unanimously.
- Facilities: Jennifer Annis presented this committee's mission statement: "Our mission is to provide guidance and support for the maintenance of SPPS and to ensure a clean, safe and secure environment." A motion was made by Sr. Clara to accept this mission statement. Motion seconded by Connie Carr and approved unanimously. Specific goals include development of a comprehensive maintenance schedule and a rental agreement policy which will take into consideration cost of utilities, manpower and wear and tear on the building. Billy Martin suggested meeting with the LCHS maintenance supervisor as well.
- Fine Arts: This committee's objective is to "ensure arts integration and excellence at Sts. Peter and Paul School," and its charge is to "Work closely with school administration and staff in fulfilling the mission of establishing an integrated arts school. The committee will assist in establishing a culture of embracing the arts as a way for students to achieve success in all academic areas." A motion was made by Fr. List and seconded by Alan Parrish to approve this committee's objective and charge. Motion passed unanimously. Candace James further noted that the committee will assist with site visits to other arts integrated schools, program goals and timeline, compilation of research-based information on arts integrated curriculum and why arts integration is relevant, marketing SPPS as a venue for local community events for arts exposure, and will partner with the SPPS Development committee for grant seeking purposes, among other items.
- Technology: A motion was made by Candace James to accept this committee's mission statement, as provided by Connie Carr: "The Technology Committee is a standing committee of the SPPS council. This committee will promote the use of technology to support teaching and enhance student learning. The committee is charged with recommending technology and policy for classrooms, the computer

lab, general school operations, and other instructional technology. They will contribute to the technology planning and will recommend hardware and software support.” Motion seconded by Melissa Rasmussen and approved unanimously. Connie Carr made a request to resign as chairperson of this committee, whereupon Alan Parrish volunteered to assume this position.

- Catholic Identity: Dc. Weathers presented a handout which the council members will review prior to next month’s meeting. A motion was made by Alan Parrish to table discussion on this committee’s mission statement and goals until next month’s meeting. Motion seconded by Fr. List and approved unanimously.
- Health, Wellness and Fitness: This committee continues to delve into the topic of peanut allergies. There are 12 students at SPPS who are peanut allergic. These children carry epinephrine pens in their backpacks, and “epi” pens are also located in teachers’ desks. This committee suggests adding wall-mounted boxes alongside fire extinguishers, of which there are 14 at the main campus. The boxes are \$30 each. Jennifer Annis suggested that in addition to faculty and staff, volunteers also be trained in recognizing an anaphylactic reaction and how to administer the epinephrine. Mr. Minton cautioned having the epi pens within reach of students, and discussion ensued about a mechanism to lock these boxes yet keep them accessible easily in an emergency situation. Dr. D’Angelo will contact Catholic Mutual insurance company for more information.
- Fundraising: This committee has not yet met.

## **Other Reports**

PTO: Mary Wethington reported that the PTO has a tentative budget of \$35,000. Their by-laws now reflect the addition of a representative from the Little Angels program. There will be a family night at the ECC to coincide with the book fair on December 9. A spaghetti dinner is planned for January 2012. The Orange Leaf activity raised \$93. Family night at Barnes and Noble bookstore is in November. There are plans to assist with an open house in late November or early December.

## **New Business**

The council decided to table discussion of the at-large member opening, created by Ellen Kessler’s resignation, until next month.

A motion was made by Sr. Clara to create a new committee, Communication and Marketing. This committee will establish a policy regarding the authorization and approval of all SPPS council communications and will establish policies to review and make recommendations relative to administrative, staff, parent and student grievances. Motion seconded by Fr. List and approved unanimously.

A motion was made by Fr. List to permanently appoint the council chair and vice-chair as chairpersons of the Development and Financial Accountability Committees, respectively,

and as *ex officio* members of each standing committee. Motion seconded by Connie Carr and approved unanimously.

A motion was made by Alan Parrish to create an Executive Committee of the SPPS council, which will consist of the council chair, vice chair, secretary and each of the committee chairpersons. The motion was seconded by Melissa Rasmussen and approved unanimously.

A motion was made by Fr. List to establish a policy requiring the Executive Committee to meet prior to the council meeting—to prepare, set the agenda and act for the council when necessary—through February 2012. After the February 2012 council meeting, the Executive Committee will re-evaluate the efficacy of separate meetings. Motion seconded by Greg D'Angelo and approved unanimously.

### **Other Business**

The next SPPS council meeting date is November 30, 2011 (fifth Wednesday instead of fourth), as is noted in the July 2011 SPPS council meeting minutes.

### **Parent Comments**

None

### **Adjournment**

There being no further business, the meeting was adjourned at 8:20 p.m.

Respectfully submitted,

Kristi Adams, secretary

