

**Saints Peter and Paul Regional Catholic School Council Meeting  
Minutes  
September 28, 2011  
6:00 p.m.**

**Attendees:** St. Peter Claver—Greg D’Angelo, James Weathers  
St. Paul—Sr. Clara Fehringer, Bill Barr  
St. Luke—Charlotte Webb, Kristi Adams  
St. Peter—  
Pax Christi—Sonya Morris, Joan Jahnige  
Holy Spirit—  
At large—Ellen Kessler, Melissa Rasmussen, Connie Carr  
Chaplain—Fr. John List  
Principals—Cathy Cybriwsky, Sr. Mary Karen Bahlmann  
Faculty/staff—Billy Martin, Brian Minton, Debbie Cambron  
Development director—Jeanne Miller  
PTO—Mary Wethington

**Absent:** Candace James, Alan Parrish, Jennifer Annis, Tom Rolfes

**Call to Order and Opening Prayer**

The meeting of the Sts. Peter and Paul Regional Catholic School (SPPS) council was called to order by Billy Martin, chairperson, at 6:07 p.m. after determination that a quorum was present. The opening prayer was led by Dc. James Weathers.

**Resignation of Billy Martin and Nomination of New Chairperson**

Because Billy Martin has accepted a position as an employee of SPPS, he is forced to resign as chairperson and as a voting member of the SPPS council.

Greg D’Angelo made a motion to nominate Bill Barr, current vice-chair, to fill the chairperson vacancy. Motion seconded by Sr. Clara and approved unanimously.

Bill Barr thanked the group and asked for an acknowledgement of Billy Martin’s efforts with a round of applause. A motion was made by Sr. Clara to nominate Melissa Rasmussen for the now vacant vice-chairperson position. Motion seconded by Ellen Kessler and approved unanimously.

**Approval of August 2011 Meeting Minutes**

A motion was made by Melissa Rasmussen to approve the minutes of the August 2011 SPPS council meeting after amending the first two sentences of the Superintendent’s Report as follows: “Superintendent Weaver presented the July 2011 P and L and balance sheet as of July 31, 2011. Cash basis income less expenses is \$69,580.65 for the month of July.” Motion seconded by Greg D’Angelo and approved unanimously.

## Formation of Standing Committees

After lengthy discussion, which included noting that the following committees are not final decision-making entities, Bill Barr made a motion for council members to chair these standing advisory committees. Motion seconded by Ellen Kessler and approved unanimously. The committee chairs are to solicit volunteers, report to the council and offer comments and suggestions to the SPPS administration and diocesan schools' office. (Given the recent re-structuring of SPPS personnel and council leadership, the following committees will replace the assignments made during the last council meeting.) Council members who volunteered to chair the committees are listed in parentheses below.

--Catholic Identity (Fr. John List, Dc. James Weathers) Their nomination seconded by Ellen Kessler and approved unanimously. Ellen Kessler volunteered to be a member of this committee.

--Financial Accountability (Melissa Rasmussen) Her nomination seconded by Connie Carr and approved unanimously. Sonya Morris and Jeanne Miller volunteered to join this committee.

--Technology (Connie Carr) Her nomination seconded by Ellen Kessler and approved unanimously.

--Facilities (Jennifer Annis nominated by Connie Carr; nomination seconded by Sonya Morris and approved unanimously.)

--Development (Ellen Kessler) Her nomination seconded by Fr. List and approved unanimously.

--Health, Wellness and Fitness (Greg D'Angelo) His nomination seconded by Connie Carr and approved unanimously. This committee was originally named "Sports/Activities."

--Fundraising (Melissa Rasmussen and Mary Wethington) Their nomination seconded by Connie Carr and approved unanimously.

--Fine Arts (Candace James nominated by Connie Carr; nomination seconded by Ellen Kessler and approved unanimously.)

Bill Barr asked that the committee chairs arrange an organizational meeting of their committee(s) and have a mission statement for their committee(s) prepared before the next SPPS council meeting on October 26, 2011. Ms. Cybriwsky noted that many of the committee chairs will be able to enlist the aid of SPPS employees who have expertise in specific areas (for example, facilities manager, fine arts coordinator). Furthermore, Mr. Barr stated that council members will likely need to serve on multiple committees. *Ad hoc* committees can also be formed as necessary. Sonya Morris suggested formation of a "Vision" committee, but after group discussion, it was decided that the SPPS council itself represents the "Vision" committee of SPPS.

In an effort to help solicit committee volunteers, Kristi Adams will make arrangements for this information to be put in Kids' Mail and on the school website.

(It should be noted that the above committees are distinct from the accreditation committees that are made up of faculty and staff primarily. Catholic Identity, Governance and Finance, Plant and Facilities, and Technology committees exist separately as both accreditation committees and as similarly-named standing council committees.)

## **Principal's Report**

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

Accreditation: Teachers are also assigned to committees and final reports are due January 24, 2012. Help from parents and all school committee members is necessary. A list of accreditation committees—made up of faculty and staff—was presented.

Finance: Bookkeeper position has been narrowed to 3 individuals. Final decision is being made by Tim Weaver and Ms. Cybriwsky.

Plant and Facilities: A committee is to be formed. Rental process is being reviewed, and it is essential that a school representative/employee be present at all functions. SPPS will begin instituting a \$25/hour fee to compensate for paying an employee to work during rental functions. There is consideration of using a web-based program to help organize events. Sr. Clara suggested Linda Carroll for this committee. Connie Carr volunteered to talk to a PTO member who is involved with the Faith First basketball program and to Chuck Kelly regarding suggestions for gym rental rates.

Instruction: Work is being done on processes and procedures for students requiring accommodations.

School Climate and Community: A group of elementary students has formed a service club, and this group has helped organize a Halloween dance for late October in an effort to raise money for the school.

Programs: There are 21 students participating in the Art and Photography club, and a "Behind the Curtains" club for those interested in learning more about theater is being developed.

Catholic Identity: This committee of teachers (primarily) is working to revise the complexities of planning Mass.

## **Committee Reports**

Finance: No report this month with apologies from Tim Weaver. Bill Barr and Melissa Rasmussen will try to contact Mr. Weaver about obtaining financial reports before the council meetings.

Facilities: Billy Martin will report at next month's meeting.

Development: Jeanne Miller reported that this committee is working to re-launch phase two of the capital campaign. There has been a suggestion to move toward annual giving rather than a capital campaign. An annual report will be presented in October. Grandparents' Day is October 7, 2011. Jeanne is taking suggestions for the name of the campaign and items for the Eagle Report, quarterly newsletter.

Melissa Rasmussen provided a brief update on the Fall Festival. Preliminary numbers indicate a profit of approximately \$3700. (There is still an unclaimed pull tab valued at \$800, and if no one claims that prize in the next 15 days, then the profit is expected to be around \$4500.) Given that there were more expenditures made for this initial festival, the outlook for subsequent fall festivals is bright.

### **Other Reports**

PTO: Mary Wethington, new PTO president, reported that PTO needs a president-elect. The PTO is adding a representative from the Little Angels program and is planning monthly family nights. PTO meets on the second Wednesday of the month at 6:00 p.m.

Bill Barr inquired about the status of the PTO budget, which is a line item in the SPSS school budget. Work is still being done by the treasurer.

### **Old Business**

Sr. Clara made a motion to review the document generated from the strategic planning process held earlier this year, as it relates to the accreditation process. Motion seconded by Fr. List and approved by all. This will be discussed at the next council meeting.

Greg D'Angelo presented a summary of peanut allergies and a review of the SPSS policies as they relate to allergies, injuries, other medical emergencies, first aid requirements, etc. He then made a motion to continue exploring the peanut allergy issues, through involvement with the newly formed Health, Wellness and Fitness committee, and report to the council at a later date with more information and recommendations. Motion seconded by Ellen Kessler and approved unanimously. Bill Barr thanked Dr. D'Angelo for his work on this issue.

### **New Business**

None

### **Adjournment**

There being no further business, the meeting was adjourned at 8:06 p.m.

Respectfully submitted,

Kristi Adams  
secretary