

Saints Peter and Paul Regional Catholic School Council Meeting Minutes

October 22, 2012

6:00 p.m.

Attendees: Lesley Farmer, Debbie Spike-Pierce, Sr. Clara Fehringer, Allen Garner, Dennis Bender, Dc. James Weathers, Melissa Rasmussen, Bill Barr (chair), Sonya Morris, Kristi Adams

Representatives: Candace James, Jeanne Miller, Anna Martin, Julie Kelley, Debbie Cambron, Lisa Oeltgen-Peyton, Tim Weaver

Guests: Sr. Mary Karen Bahlmann, Connie Carr

Absent: Greg D'Angelo, Stephen Clements, Chris Thiel, Charlotte Webb, Fr. John List, Pam Rice, Jenny Parker

Call to Order and Opening Prayer

The meeting of the Saints Peter and Paul Regional Catholic School (SPPS) council was called to order by Bill Barr, chairperson, at 6:08 p.m. after determination that a quorum was present.

The opening prayer was led by Sr. Clara.

Approval of September 2012 Meeting Minutes

A motion was made by Debbie Spike-Pierce to approve the September 2012 SPPS council meeting minutes. Motion seconded by Allen Garner and approved unanimously.

Management Reports

President Jeanne Miller

Total enrollment is 428. Plans are already underway for 2013-14 admissions. An open house was held on October 12. There will also be "experience days" in late November, during which parents and students can experience the next grade level where enrollment tends to drop: PK4 entering K and fifth grade entering sixth. Open enrollment will be held in November, and tuition rates for 2013-14 may be set at that time.

The Short Street campus is now completely wireless for staff.

An alumni reunion will be held on October 27 with approximately forty alumni planning to attend. Council members are also encouraged to attend as this should be a great development opportunity. A parent volunteer is managing the alumni database until the budget permits the purchase of a system through RenWeb.

Grandparents' Day is November 9. The theme is centered around Veterans' Day this year.

The Innisbrook sales raised \$6000 (net profit). Kroger gift card program is ongoing, with 4% of all reloads coming back to SPPS. There have been 6000 UK basketball raffle tickets distributed. Over 200 raffle tickets have been sold online.

After the current SPPS uniform stock is depleted, all orders will be placed through the online store at www.sppslex.org. These orders will come through SPPS but will be fulfilled by Benedictus. There will be future uniform sales events in the spring.

Principal Candace James

Sr. Mary Karen is assisting in the accreditation process, which is a large undertaking. The deadline is April 2013.

Sr. Mary Karen is also instrumental in planning the Mass and prayer services. On November 6, an Election Day prayer and historic service will be held. There will be no Mass on November 8. The first full kindergarten Mass will be held on November 15 at St. Peter Church.

Jeanne Miller commended Mrs. James on her visibility and communication with the staff.

Early Childhood Center Director Anna Martin

Staff now has access to RenWeb for submitting daily attendance and incident reports. This allows parents to know immediately via email when an incident (bite, accident, etc) has occurred at school. All ECC faculty and staff now have active individual email accounts. Mrs. Kelley asked if the Little Angels teachers' email addresses could be posted on the school website. Connie Carr and Mrs. Martin are included in the Short Street campus' distribution of the Eagle Insider. Kim Evans, fine arts teacher at the ECC, has begun attending regular weekly meetings with the fine arts faculty and bi-monthly meetings with the K and PK teachers to ensure her curriculum is supporting classroom instruction.

As numbers in each classroom shift, a few teachers have been assigned other classrooms for appropriate coverage. There is a need for a part-time teacher in the infant room at this time. Performance evaluations are underway and will be completed and shared with each employee in the building (teachers and staff) by the Thanksgiving break.

Three tours were given for kindergarten during the recent open house. There have been 16 tours given for Little Angels and PK. Referral forms were sent home to all ECC families, and 5 were returned. The ECC is participating in the Mothers of Preschoolers Fair on November 10 at Centenary. November 8 is the parent preschool preview night for Little Angels families; re-enrollment will be offered this evening.

The key fobs are being utilized by all but 3 Little Angels' families. The new entry system allows for more efficiency in the office and control/monitoring of individuals in the building.

Preschool would like to purchase and implement Handwriting without Tears Reading Readiness, Math Readiness, and Handwriting program. A trainer from HWT provided an overview and introductory training session for the PK and K teachers. After the first of the year, the K and PK teachers will begin meeting regularly to make sure skills are covered in a logical and sequential way to support success in K. Little Angels teachers created learning goals for their classrooms based on early childhood research. Each student received his/her personal learning goals sheet to show how classroom activities support growth.

A parent education night was held October 17 on the topics of biting and potty training. There were 3 families from outside the ECC who attended, along with 8 staff members and 5 current parents. The ECC will celebrate Halloween. A book fair will be held on November 7-9, and this will be managed by Joseph Beth Booksellers. The first meeting of the newly-formed ECC committee of the school council will be held October 29.

Pending Business

Information on the recently approved, but not yet fully implemented, anaphylaxis management policy will be in the November 1 Kids' Mail. Faculty and staff have been educated. The epinephrine pen boxes have been installed. A mock drill will occur prior to official implementation of the policy. This policy has been approved for the Short Street campus only at this time; ECC staff is working with the Health, Wellness and Fitness committee on the Barr Street facility's policy.

New Business

Depending on the final UK raffle ticket sales numbers, the PTO budget may have to be revised. The PTO budget is included in the SPPS-wide budget; therefore, the PTO budget will need to be approved by the council according to the new bylaws. This topic will be discussed at the next meeting. Mrs. Miller and Mrs. James have been meeting with the PTO regularly.

Committee Reports

Finance: Melissa Rasmussen reported that this committee has been formalizing policies and procedures and developing templates for fundraisers. An estimated \$7000 was raised at the fall festival. An individual from Mary Queen will speak to the SPPS fall festival committee in the near future.

Health, Wellness and Fitness: No report this month.

Catholic Identity: Dc. Weathers and Sr. Mary Karen have met, and a report will be presented at next month's meeting. The committee is pleased by the many ways in which Catholic identity is currently being reflected in the SPPS community.

Technology: Bill Barr reported that there will be one mobile flat screen television monitor purchased, to ensure its adequacy, before additional monitors are obtained. The Short Street campus is now wireless for teachers and staff; a guest log in capability for access will be forthcoming. A parent who works at Lexmark orchestrated the donation of several printers.

Curriculum and Instruction: Mrs. James reported that there will be student rewards/recognition after Mass and possibly in parish bulletins, pending approval. Mid-terms were recently sent home. Growth plans for teachers are being developed. Teachers will be observed over the course of the school year, and those instructors with less than three years' experience will be observed more frequently. There will be post-observation conferences with each teacher. Mrs. Cambron commented on the helpful math and science on-line forums that SPPS is participating in with other diocesan school teachers.

Development: This committee has added some volunteers, and its theme could be "adapt, improvise, and overcome." Ideas generated at the meetings include: fostering more inclusiveness (tuition assistance, etc), an 8th grade student project with a community member who attended Catholic school, questionnaires for families and alumni, and referral forms for Short Street campus students.

Facilities: Jeanne Miller reported that this committee has focused recently on organizing maintenance and cleaning schedules. Locks have been changed after the incident last month when offices were illegally entered, and property belonging to the staff and the school was stolen. The front doors are now accessible to visitors only via buzzer.

Fine Arts: Lesley Farmer reported that she and Mrs. James have been meeting weekly. Eagle Arts Partnerships in music, dance, art and drama have been implemented, and these sessions of classes and workshops will be available at minimal cost to students. The Lexington Children's Theatre offering is now full. The Academy for Creative Excellence is offering boys hip hop and a musical theatre workshop. The Foster Academy of Musical Excellence is offering piano, voice,

guitar, violin and cello lessons. The Eagle Arts classes will include chorus for grades 4-8 and visual arts (mixed media) for grades 1-3.

An application has been submitted to the Kentucky Arts Council.

ECC: Debbie Spike-Pierce reported that this committee will meet on October 29. Topics to be discussed include: curriculum, events, teacher appreciation, compliance and regulations, recruitment and admissions, aftercare and summer camp. Parents and teachers make up this committee.

PTO Report

Lisa Oeltgen-Peyton reported that the PTO is evaluating teacher wish lists. The budget should be finalized shortly. There will be a fundraiser at City BBQ on November 5. Information is on the website. The spaghetti dinner on October 4 was very successful. SPPS will participate in the Lexington Christmas parade, which will be held on Thursday evening, December 6.

Other Business

In response to a question, Jeanne Miller is the person to contact with fundraising questions.

Parent Forum

No non-council member/representative parents had comments.

Adjournment

Gallery Hop is November 16 at 5:00 p.m. If interested in helping with the upcoming alumni reunion, please contact Jeanne Miller.

There being no further business, a motion was made by Lesley Farmer to adjourn at 7:26 p.m. Motion seconded by Debbie Spike-Pierce and approved unanimously.

Respectfully submitted,

Kristi Adams, secretary