

## **Saints Peter and Paul Regional Catholic School Council Meeting Minutes**

**September 24, 2012**

Attendees: Lesley Farmer, Stephen Clements, Kristi Adams, Bill Barr, Dc. James Weathers, Melissa Rasmussen, Allen Garner, Chris Thiel, Sr. Clara Fehringer, Sonya Morris, Dennis Bender, Fr. John List, Pam Rice, Debbie Spike-Pierce

Absent: Greg D'Angelo, Charlotte Webb

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

### **Call to Order and Opening Prayer**

The meeting of the Saints Peter and Paul Regional Catholic School (SPPS) advisory council was called to order at 6:03 p.m. by Bill Barr, chair, after determination that a quorum was present.

The opening prayer was led by Dc. James Weathers.

### **Approval of August 2012 Meeting Minutes**

A motion was made by Allen Garner to approve the August 2012 SPPS council meeting minutes. Motion seconded by Stephen Clements and approved unanimously.

### **Council Chair Report**

Bill Barr reported that four individuals from SPPS recently attended a diocesan-sponsored workshop for council members, and Bishop Gainer's remarks were very informative and helpful. A diocesan school council handbook should be available in the next few weeks.

In the interest of time, the SPPS council meeting agenda will be modified as needed so that action items are placed ahead of routine reports.

### **Management Team Reports**

#### President Jeanne Miller

Enrollment—Total enrollment is 425 as of today. A weekly enrollment report with breakdown by grade levels was distributed.

Technology—Billy Martin and Jeff Clements are installing cable and building switches for access points which will be in place by October 1. At the ECC, all equipment and upgrades will be completed by October 8. All Macs have been set up in the computer lab and library. The COW (computer on wheels) is not impacted by moving to Macs. Mr. Clements began teaching the week of September 10, and he is working with grades 1-8.

Facilities—Greg Oney has been hired as part of the custodial/maintenance staff. He will work from 3:30 pm until midnight, focusing on cleaning/custodial tasks. The opportunity to hire Mr. Oney became available after Lewis George began working in the cafeteria. An online form to complete and track facilities requests for both campuses is in place. The facilities manager continues to meet weekly with administration.

Development—A development committee has been formed and includes Allen Garner (co-chair), Mrs. Miller (co-chair), Kristy Sweeney, Delaine Thiel, Jim Sharpe, Bill Barr and Amy Harney. The committee had its first meeting on September 20 to establish its focus and discuss goals. An alumni database continues to be developed. The first alumni reunion will be held October 27 at 5:00 p.m. All council members are encouraged to attend. Save the date cards went out to 150 addresses, and invitations will be going out in the next week. Grandparents' Day is November 9, and invitations will be mailed by October 1. The theme is Veterans' Day. Grandparents of students in pre-K through 8<sup>th</sup> grade are invited to attend.

Fundraising—The fall festival was held September 14 and 15 and was great fun. Final profit numbers are pending. The deadline for Innisbrook orders is September 28. Kroger gift card program is ongoing. Over 5000 UK basketball tickets raffle tickets have been distributed, and daily requests are received for more raffle tickets. The committee is launching online sales of tickets, and this has been approved by the Kentucky gaming commission.

Athletics/Extracurricular Activities—Mr. Minton (athletics/activities director) is working with Jeanne Miller to establish a draft of an athletics/activities handbook. Administration will work with council leadership on handbooks, policies, waivers and review of all athletics and extracurricular activities.

Uniforms—SPPS will be meeting with Benedictus in the next 2 weeks.

### Principal Candace James

Partnerships with the Academy for Creative Excellence, Foster Academy of Musical Excellence, and the Lexington Children's Theatre have been established. Several individuals from these groups have undergone VIRTUS training and will be helping plan after school enrichment activities, in coordination with Mrs. Preston, fine arts coordinator at SPPS. Postcards to assess interest levels in various artistic disciplines were returned from homes last week, and administration and staff are pleased with the number of responses. The first after school activities will probably begin toward the end of October, and the opportunities will likely run in six-week increments. Arts-embedded professional development activities will be offered to all teachers. There is interest in visiting the Chicago Arts Partnerships in Education (CAPE) school, an arts integration school.

The first round of MAP testing has been completed. Results will help assess areas of strength and weakness. Weekly grade level meetings are ongoing.

Library schedules are up and running. The Book Fair is coming up soon. Students of the month, two students per grade, will be honored beginning in October.

## ECC Director Anna Martin

Little Angels—The September staff meeting focused on creating learning goals for each classroom. Jeanne Miller discussed personal “BRAND” with the staff and how important that is with each and every interaction. Classroom staffing is more consistent, and staff morale seems to have improved with parents commenting on the change. The parent handbook is complete and is awaiting final corrections. The Little Angels staff handbook is in progress. A parent education night is to be held October 17, and the focus will be biting and potty training. Parents will now receive written feedback monthly on how their child is progressing toward various goals, which were set by each classroom. These criteria will be used to determine when children are ready to progress from one classroom to another and will travel with the child throughout the ECC. The new key fob system is in place, and monitors are needed for the back parking lot. New cribs have been ordered (to meet new state standards); cost is approximately \$5200.

Preschool—Weekly staff meetings are Thursdays at 1:30. Back to School night was held on September 20, and it was highly attended. PK conferences are October 8-19. PK teachers have created learning goals also, and these will be distributed to parents every nine weeks. PK and K teachers are participating in Handwriting without Tears informational seminar on October 3 to consider adding it to the curriculum. PK teachers have been asked to spend 3 days this school year in other PK programs as a source of professional development.

Enrollment and Admissions—Several events are planned for prospective families: Open House on October 12, Biting and Potty Training Seminar on October 17, and preschool preview night on November 8. Referral forms are being sent home to current families. Enrollment is constantly fluctuating, and projections for the next few months were distributed.

At the next Monday meeting, volunteers for the ECC committee will be sought.

### **Pending Business**

Adoption of Revised Anaphylaxis Policy—The revised policy was distributed to council members electronically shortly after the August 2012 meeting. A motion was made by Melissa Rasmussen to adopt the revised anaphylaxis policy. Motion seconded by Sr. Clara. An amendment to this motion was made by Allen Garner, and seconded by Dennis Bender, to limit applicability of the policy to the Short Street campus only at this time. The amended motion was approved unanimously. The council once again thanks Dr. D’Angelo and the Health, Wellness and Fitness committee.

SPPS Council Bylaws—A draft was sent electronically to all council members prior to this meeting. It was noted that creation of these bylaws was a collaborative effort between SPPS council leadership, the management team, and the diocese. Mr. Barr asked that council members pay particular attention to item 5.3 of the bylaws, Role of the Bishop.

A motion was made by Stephen Clements to accept the bylaws. Motion seconded by Lesley Farmer and approved unanimously.

## **Committee Reports**

Financial Accountability: Melissa Rasmussen reported that the fall festival financial information is pending.

Health, Wellness, and Fitness: No report.

Catholic Identity: No report.

Technology: Bill Barr reported that SPPS needs to raise \$9000 in order to match the diocesan grant for technology. This committee is seeking bids on three flat screen televisions (one for each floor at the Short Street campus). These will connect to and display any teacher's laptop's instructional content. There was brief discussion about appropriate monitor size, and the consensus was 50 inches.

Curriculum, Instruction, and Assessment (CIA): Candace James stated more information will be forthcoming. See principal's report.

Development: Allen Garner reported that this committee is excited and enthusiastic. Furthering the mission of diversity and engaging people both within and outside the SPPS community are goals. Subcommittees of this committee may be developed as needed.

Facilities: Sonya Morris reported that this committee has toured both campuses and is in the process of assisting in prioritization of maintenance items.

Fine Arts: Candace James reported that SPPS is the only school on the Gallery Hop and played host on September 24. One featured artist was a SPPS alum. Fine arts faculty and administration are working on suggestions to improve the next Gallery Hop. Contact has been made with Lexington Children's Theatre, and a trip is being arranged to Lexington Ballet. Baroque music is playing each morning as students arrive. Mrs. Preston is working on an arts community grant draft. Mrs. Covington's sister-in-law visited SPPS and talked with classes about her experience auditioning on Broadway. Mr. Barr invited all council members to attend the next Gallery Hop on November 16.

## **Other Business**

PTO: Lisa Oeltgen-Peyton reported that the first meeting was well attended, and the budget has been set. The first spaghetti dinner will be next month. The UK basketball ticket raffle is going strong. Many thanks to Bob Nunley for all his hard work!

## **Adjournment**

There being no additional business, a motion was made by Melissa Rasmussen to adjourn at 7:32 p.m. Motion seconded by Fr. List and approved unanimously.

Respectfully submitted,

Kristi Adams, secretary

