

Saints Peter and Paul Advisory Board Meeting MINUTES November 28, 6:30 pm

Members in attendance: Brent Drummond, Risa Venable, Ashley Wassmann, Fr. Bill Peckman, Alan Lammers, Brea James and Shannon Griffy
School Family addressing the board: Farris and Kim Pfeiffer

SCHOOL ADVISORY BOARD MEMBERS						
Term Expires	Member/Term		Member/Term		Member/Term	
June 2019	Mona Brownfield	2nd	Brea James	1st		
June, 2020	Dan Schuster	2nd	Ashley Wassmann	1st	Risa Venable (Appointed)	1st
June, 2021	Brad Atkinson	1st	Brent Drummond	2nd		
OTHER MEMBERS						
Fr. Bill Peckman						
Alan Lammers, Principal						

Call Meeting to Order: Brent

Opening Prayer/Reflection: Brent presented a devotional

Family addressing the board: 3-day vs. 5-day a week offering of band was the concern posed to the board. The family noted for many students athletics is an avenue, for others music is an avenue. They fear a 3-day week has potential for leaving the students behind in this area. They provided written input from Kim Pirtle, Director of Bands in Boonville Schools.

--Alan reported there is required instructional minutes for PE and ART that the band students would be missing. Through the self-study process, it was pointed out that we needed to address the problem to meet accreditation standards. This is the reason Band was taken from five to three days a week. Alan also noted that another part of the goal is to help with student retention in the band program.

--The board will form a committee led by Brea to address the issue and brainstorm possible solutions

Approval Minutes – Brent moved to approve, Brea seconded

Last meetings minutes were emailed out the day after the meeting and paper copy was provided at this meeting

Home and School Report: Shannon Griffy reported

- Care Baskets Service Project for Central Missouri Community Action (CMCA). Assembly of baskets will occur on Dec. 13th at 6pm at United Methodist Church. Delivery to the families will occur on December 15.
- Carnival and Chili Supper underway which will be held Friday Feb. 1st
- Auction Committee will be meeting this weekend. Auction will be held in the SSPP gymnasium this year. 4:30 Mass, 6:00 Auction this year.

Principal's Report: Alan

Communication

School Messenger is operating smoothly. The school is now "mapping" the data itself.

Instructional Framework

Work continues on developing a common instructional framework. The purpose is to create a common understanding of effective instructional strategies.

The teachers spent Friday afternoon taking curriculum objectives and developing proficiency scales for those objectives to use in assessment.

National Report on Parent Perceptions of Catholic Education

The following is from some thoughts included in the staff "Friday Focus" weekly email:

I spent some time last Friday afternoon reading through a rather comprehensive national report from NCEA and FADICA that provides national-level data on parents' perspectives on Catholic schools from the general population. (Link: [The Catholic School Choice: Understanding the Perspectives of Parents and Opportunities for More Engagement](#)). If you follow the link, the research findings begin on page 37 and are the most instructive portion of the report. While this is a national report, I was surprised by a couple of the findings:

- *Parents do not generally associate Catholic schools with what they want for their child. Most believe religious instruction comes at the expense of academic excellence.*
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- *The prevailing belief among parents is that Catholic schools are weak in STEM and lack diversity (ethnicity, religious affiliation, socio-economics, learning needs).*
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I comment on these two because I believe that local perceptions differ in a couple of ways from national perceptions: First, I believe that locally, i.e. central Missouri, Catholic schools, and SSPP in particular, are regarded highly for academic excellence. Anecdotal evidence, such as honor roll lists, GPAs, Honor Society enrollment, etc. from the high school would support this.

Second, I see what you guys are doing in the classroom with regards to STEM, especially in the lower grades. Stretching back into last year at least, there are frequent STEM activities taking place. Hopefully, the new science resources make it easier. With regard to diversity, it is obvious that we are very homogeneous ethnically, but our non-Catholic population is increasing. Finally, we are continuing to expand our support of children with learning needs both within and outside of the classroom.

November Meeting with the Principal

For the teacher/principal conferences in November, below are some of the items on which the teachers reflected and were discussed in the individual conferences:

- What steps have you taken on your professional growth plan?
- How might you use the Vianney Vocation resources for teaching about vocations?
- Is there a student about whom we should be concerned?

Social Media Policy

The social media policy reviewed in August is not yet in effect. Following the recommendation from the Diocesan Education Council that it be adopted, Bishop McKnight is wanting the Presbyteral Council to review also before he signs it into effect. (If you want to know what a Presbyteral Council is, please click [here](#)).

Donation

The school received a \$10,000 donation from the Soener Foundation to be used as desired. There are no restrictions on the gift.

Long Range Plan of Improvement: Year 2, 2018/2019

- ~~Phase 2 of the playground improvement plan will be implemented~~
- School administration and faculty will consider additional programs, including training, to promote decision making, problem-solving, and conflict management skills
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- The school administration will work with faculty and staff to develop plans to obtain permanent certification and/or other necessary educational requirements.

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- The school advisory board, the parish finance council, and school administration will study ways in which to add specialized staff for art, band, and foreign languages.
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- The principal and faculty will use the Iowa Assessment program to implement the standards of learning and address areas of curricular weakness.
- ~~The principal and preschool teacher will develop a schedule with identified teacher plan times and breaks for the teaching assistant.~~

Pastor's Report: Fr. Bill will be finished very soon with the 7 Revolutions lessons 6th and 8th grade. Confessionals have been refurbished with a wall and a screen. Letters to the school families will go out again soon. Father has held out a bit because there is movement in the right direction. Letter will fall in three categories (Those who attend and give, those who lack in one area, and those who lack in both areas).

Old Business

- Cafeteria Improvements – there is a need for a better developed space for larger group meetings, improving acoustics, “the bug” has been put in Home and School’s ear about partnering on this venture
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- “End of Summer Bash” Sponsor Banners - Leave up, Take down, Renew? Even though we did not have the summer bash, sponsorship renewal would be a good idea. Threw out the idea of pairing the sponsorship with the upcoming washers tournament in Fall 2019. Banners will stay up until then. Alan would like to look into using Minute Man Graphics for new banners
- 8th Graduation Date – Thursday May 16th

New Business

- Primary Sport Policy (See Athletic Committee Minutes below)

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- **Christmas Program:** December 19th at 7pm, Kids set up chairs Wednesday morning. There will be an afternoon rehearsal. Piano kids play as a prelude to the program (30 minutes prior). SET UP: Ashley will get cookies and punch, tables on West and East sides of the gym covered until the end of the program. Risers will be set up by Dave and Alan as needed. Suggestion so set up risers on the stage. Tree will be set the day before. Possible advent wreath.
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- Vacancy Appointment – Mona is looking to step down. This position will remain unfilled until the next election.

Committee Reports: *These reports are to be emailed out and if there is nothing pressing then they will not be discussed during the meetings.*

- **Finance:** Brent & Ashley – see finance report directly below
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- **Fleet & Facilities:** Dan- The boys are using the vans for basketball
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- **Technology & Library:** Alan & Mona – no report
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- **Plan of Improvement:** Brea (Update Progress) – making progress
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- **Lunch Committee:** Risa – The portion size of meals has gone up. Participation in the lunch program has gone up. The head cook is checking into pricing on an ice machine, which there is now room for. Preliminary discussions with vendor leads her to believe it would be around \$400.

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- **Athletic Committee:** Brad led the last meeting. 7th and 8th grade basketball season ending a week earlier, coinciding with Christmas break. The committee was looking into the possibility of a Primary Sport Policy. In response, the school will develop regulations across athletic teams regarding participation and absences. The board would like to see a mandatory parent meeting for each sport with the parents and coaches before the start of each sport season.

Athletic Committee Meeting Minutes 11/1/18

Members present: Whitney Caton, Jason Eckerle, Brad Atkinson

Sarah Ronnfeldt-Athletic Director

Joe Vossler was absent

1. Discussed playing time for 6th grade athletics.

Per Sarah, when 5th grade needs to be brought up to help, 5th graders will be split up between games to "help"

2. Discussed who sixth grade basketball coaches will be. Looks like Tony Watring for Boys and Jason Eckerle (maybe) for Girls

3. PLACT discussion. It was felt that the document was a little late on the age divisions, but the group felt that we are already following it for the most part. Sarah has put in additional instructions for the 7th/8th Coaches this year on individual game play.

4. Discussion on starting basketball sooner. There was concern that there won't be enough time between Football and Basketball. After discussion it was agreed that if basketball practice could start the last week of Football. That would give all enough time for players to be ready without affecting games. Sarah is going to look at the calendar and try to start practice the last week of Football. For the 2019-2020 season, she will opt out of the St. Pius basketball tournament and try to get in New Franklin, Pilot Grove or Prairie Home.

5. Parents/Athletes Surveys. The group didn't feel there would be much gained by doing the survey. It was felt that it may open a can of worms and that most parents who have concerns will voice them as they feel warranted. There were also a lot of the questions that are on the athlete's survey we shouldn't be concerning the kids with. (i.e. actions of fans in the stands)

6. Primary sports policy. The group felt it needs to be termed more as a policy regarding extracurricular activity during sports.

Preseason

- 1.
2. Miss a practice (un-excused) = make up that time with coach or maybe first game if number of practices have
3. not been met. 14 practices before first game(MSHAA)

4.

Season

- 1.
2. Miss the practice (un-excused) right before a game= Miss next game.
- 3.
- 4.
5. Miss a practice (un-excused) between games then miss 1st qrtr of next game.
- 6.
- 7.
8. If you have an excused absence the practice before a game, you don't start the next game.
- 9.

7. Sarah is still looking for quotes for new Basketball uniforms. Viking athletic quote was \$12,000 she has another that she thinks will be \$5500. Funding for the uniforms is still not solid, but Sarah is still working on it as well. – As of the last Home and School meeting, she has found funding through Home and School.

FINANCE REPORT

Financial Notes shared with Financial Council

There was a discussion at the November finance council meeting about the church/school income and expenses for the current fiscal year. Following that meeting, the SAB president and the principal met to review financials related to the school. Below are some key points:

Budget for 18/19 is less than 17/18

- A full-time position was eliminated through attrition (technology coordinator) The teaching duties were replaced
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- New teachers were hired at a lower salary than the ones who left
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- The net effect is almost \$10,000 less in salaries.
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- No major renovations are planned for this fiscal year outside of the security video system
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- Net income is \$73,000 over YTD budget (Hirsch funds). Obviously won't stay this way.
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- Net expenses are \$199 over YTD budget.

Operating Cost:

- Cost per student for 18/19: \$6,040.00
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- Athletic program funds itself through admission, concessions, season passes.
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- Extended Care & Preschool in the net generate income.
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- Teacher health issues have driven up the cost for substitutes.

514 - Repairs/Improvements: emergency repairs only are being made

516 - New Equipment/Furnishings: any new purchases are being deferred or purchased outside of operating.

519/520 - Office/Teacher Supplies: held to a bare minimum or using Home & School funds allocated to teachers.

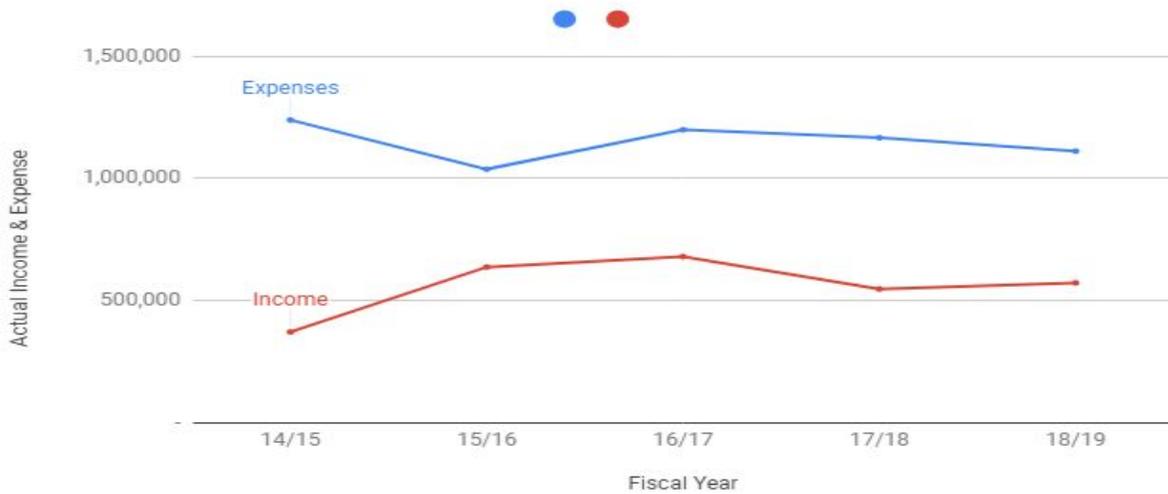
521/522 - Library & Technology: deferred with the exception parts replacement on Chromebooks

523/524 - Text/Curriculum Materials: Completed for this fiscal year

535/536 - Faculty/Student Activities: Deferred or funding with Home & School. Exception snacks/lunch for preschool/extended care.

539 - Professional Development: Deferred or funding through Home & School or federal Title IIa or Title IV funds.

Expense & Income Trends



- Actual expenses have decreased the past three fiscal years. This year is on track to be 2nd lowest out of the last 5 years.
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- Van purchases were made with earmarked funds. Purchases were a result of the self-study and long-range plan of action.
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- Art program was expanded from 6-8th grades only to K-8 as a result of the self-study and long-range plan of action.
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- Learning Support Program added in 2017/18 as a result of self-study and long range plan of action. This program is critical to mission of Catholic education and needs to be expanded.

19/20 Fiscal Year

Initial work has begun on the budget for the next fiscal year. Some key factors will include:

- Determining if salary schedule will continue to advance to 90% parity with Boonville R-1 salary schedule
- Adopting new curriculum materials. Reading/English is on the cycle for an updated adoption for 19/20.
- Setting of registration and tuition fees.

- If there are any staff changes.

2018/19 SS Peter and Paul Monthly Budget Summary

Description	YTD	YTD Budget	YTD Budget Difference	Annual Budget	Annual Budget Difference
Income					
Tuition & Registration	\$91,284	\$113,670	-\$22,386	\$269,400	(\$178,116)
Fundraising, H&S	\$18,000	\$20,150	-\$2,150	\$62,600	(\$44,600)
Education Foundation & DEEF	\$23,031	\$21,965	\$1,066	\$53,400	(\$30,369)
School Envelopes	\$124,454	\$35,050	\$89,404	\$166,000	(\$41,546)
Student Activities	\$5,699	\$3,950	\$1,749	\$20,800	(\$15,101)
Total School Income	\$262,468	\$194,785	\$67,683	\$572,200	(\$309,732)
Parish Support	\$178,412	40%			
Total Income	\$440,880				
Expenses					
Salaries					
Health Insurance	246,007	\$252,385	(\$6,378)	\$744,350	(\$498,343)
Retirement	45,356	\$51,840	(\$6,484)	\$118,100	(\$72,744)
Utilities	3,576	\$2,670	\$906	\$14,800	(\$11,224)

Property Insurance	19,365	15,045	\$4,320	38,400	(\$19,035)
Textbooks & Curriculum	30,358	\$30,175	\$183	\$30,175	\$183
Supplies	40,088	\$36,525	\$3,563	\$36,525	\$3,563
Repairs/Improvements, New Equipment, Custodial supplies	12,146	\$9,520	\$2,626	\$17,175	(\$5,029)
Student & Faculty Activities	37,171	\$35,350	\$1,821	\$61,450	(\$24,279)
Total Expenses	6,812	\$5,805	\$1,007	\$32,550	(\$25,738)
	\$440,880	\$439,315	\$1,565	\$1,093,525	(\$652,645)
Utilities					
Instructional	\$19,365	4%			
General Administration	\$46,900	11%			
Salaries/Benefits	\$79,675	18%			

Next Meeting: January 10, 2019, 6:30 pm