

School Board Meeting Minutes

Tuesday, March 20, 2018. 7:00pm.

Attendees: Father Skillman, Ms. Guthrie, Jen Hobin, Shannon Stemm, Alison Helgeson, Maureen Heidenry, Brad Partridge, Chuck Saenger, Joe Craft, Katie Sotiriou

(1) Opening Prayer

(2) Principal Update (Ms. Guthrie)

- a. Reviewed registration numbers for next year. 318 are currently registered. Ms. G has spoken with at least 40 additional students that plan to register. There are still a handful of students she has not heard from.
- b. Reviewed kindergarten registration. 60 currently registered with 2 on the wait list.
- c. After-care will continue to be operated by SGM for the next school year.
- d. SGM and St. Peters received Innovation in Technology Grant for STEM education. Further details on logistics still forthcoming but we are very excited for the additional educational opportunity for our students. We will need to commit funds toward the grant so there may be some fundraising needs.
- e. Infrastructure Update: Some infrastructure will be updated on the lower level of the school. Additionally, installing security cameras around the perimeter of the school will be part of the Capital Campaign. Lastly, further investigation being done on additional door security for the classrooms.
- f. Monday 4/26: Rigor walk being held – an independent company will be observing the rigor of our curriculum and suggest any potential professional development opportunities as a result.

(3) Pastor Update (Fr. Skillman)

- a. Auction is coming up – all is on track.
- b. Capital Campaign: a firm has been chosen to assist us. Step 1 is a feasibility study to ensure our goals are reasonable. The actual campaign will take place in the Fall.
- c. Upcoming Masses and activities during Holy week were discussed.
- d. Middle School students have attended a number of religious field trips recently.
- e. Family Mass was discussed as an idea for next year. Once per month (during a Sunday Mass), we could involve the children and families of the parish. We would consider an opportunity for community afterward (e.g. cookies in Liguori Hall).
- f. Should someone chair the offertory so that families are involved in bringing down the gifts each week?

- g. Advent activities discussed as another idea for next year ... a way to get families involved in the preparation for Advent. (e.g. selling Advent wreaths, candles)

(4) Policy Discussion (Jen Hobin + School Board members)

- a. Late registration fee: We considered adding a late fee to incentivize families to register for school by the deadline. This will assist in planning for the next school year. School Board is investigating the fees and policies at other Catholic grade schools. We will vote next meeting to add a policy to the Handbook related to a late registration fee.
- b. Wait list registration fee: We will vote next meeting to amend the handbook language around collecting a registration fee from families on the wait list. The proposal is to only collect the fee if the family is admitted.
- c. Registration fee refunds: We will vote next meeting to amend the handbook language related to refunding registration fees based on a set number of days that has passed. The proposal is to eliminate all refunds with the exception of the pastor granting exceptions.
- d. Kindergarten registration policies: Given our 60+ enrollment in Kindergarten, it was discussed whether we needed to be clearer on any of our policies related to preference for kindergarten admittance. This may need further discussion at the next meeting, but the decision at the current time was to leave the handbook as is while potentially piloting a year of allowing families of existing students to register early.
- e. Book rental fee: We discussed whether a book rental fee was needed to ensure extra sets of books were being returned at the end of the school year. School Board decided that rather than a rental fee, the user should just pay for any unreturned books, similar to the policy utilized by the library. Ms. G will add this to the handbook as an operating procedure.

(5) Marketing & Resource Committees (School Board members)

- a. We discussed the need for these committees in their existing forms. It was determined that first we would like to review the School Board by-laws to better educate ourselves on the purpose of these committees. We need to revisit this next meeting.

(6) New Board Members & Leadership Positions (School Board members)

- a. Three current School Board members will be stepping down next year. We need to attract 4 new members to the School Board as part of our regular cycle. (4 new members each year, 3-year tenure).
- b. School Board member need will be announced in the bulletin and in the school newsletter.
- c. New leadership is needed next year in the following roles: President, Vice President, & Secretary. Current members are considering their interests.
- d. April 17th at 7:00pm in School Conference Room: School Board meeting was added to the calendar so we could accomplish the following 3 items:

- i. Vote on 4 handbook changes proposed
- ii. Review Bylaws and make decision on the need for and future structure of the marketing and resource committees
- iii. Review updated registration numbers after Ms. Guthrie hears from remaining families
- iv. Vote on 4 new School Board members for next year
- v. Vote on 3 School Board leadership positions for next year

(7) Closing Prayer