

Saints Peter and Paul Advisory Board Meeting October 18, 6:30 pm

Members in attendance: Brad Atkinson, Brent Drummond, Risa Venable, Ashley Wassmann, Fr. Bill and Alan Lammers

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 “Our Father” – Prayer for upcoming leaders in our nation

Approval Minutes - Brent approved, Brad seconded

Home and School Report: Wrapping paper is coming in on the 23rd and will ready for disbursement on the 24th. The major chair positions have all been filled.

Principal’s Report: Alan

Communication

- School Messenger was finally able to access the data files necessary. While it would have been quicker to manually enter the data, a crucial piece is the automatic updating of information with new enrollments, withdrawals, and changes to email and cell phone numbers. It is a pretty sophisticated system that allows communication through voice, text, and email. Voice and email are “live” now with texting ready to be turned on. However, some parent education is necessary.
- The principal participated in an online professional development session titled, “Becoming a Chief Communicator.”

Instructional Framework

The teachers spent Friday working with two great resources for professional development: Becoming a Reflective Teacher and The New Art & Science of Teaching books. They completed a teacher self-rating instrument from Becoming a Reflective Teacher. This took some deep reflection and challenges of one's beliefs about teaching and learning. They developed 2-3 goals in which to grow and formulated their professional growth plans to engage in focused practice. They also engaged in general discussions of learning goals for students and ideas for a common framework of learning goals.

Immunizations & Religious Objections

This is the current diocesan regulation on the immunization of students:

All students must be appropriately immunized or be in the process of being immunized. The number of doses required for each disease will be in accordance with the regulations established by the Missouri Division of Health, Department of Health and Senior Services. Each school administrator/principal sees that the school has a record with the current immunization status of every student. See DSP 8000 for current Missouri Health Record Immunization Requirements and possible exemptions.

Students may not attend school unless they are in compliance with the immunization requirements or qualify for one of the stated exemptions. Each school administrator/principal is responsible for the completion and submission of the Summary Report, which is required annually by the Missouri Department of Health and Senior Services.

Some Catholic parents have objected to vaccinations based on the fact that there are a number of vaccines made in descendant cells of aborted fetuses. However, according to the National Catholic Bioethics Center, one is free to use the vaccine regardless of its historical association as the risk to public health outweighs the legitimate concern about vaccine origins.

(<https://www.ncbcenter.org/resources/frequently-asked-questions/use-vaccines/>)

There is an anticipated change coming in the above-referenced regulation that stipulates any parents objecting to vaccinations on religious grounds must obtain a signed letter from the pastor. SSPP has two families who have filed exemptions based on religious beliefs.

Theology of the Body

There will be a school-wide workshop on Monday, November 5 for all teachers and staff on Pope Saint John Paul II Theology of the Body (TOB). A TOB program has been in place for 5th and 8th grades for the past few years as part of human sexuality curriculum. However, TOB is being expanded beyond human sexuality and in grades K-8. A person from Ruah Woods Press will be leading the day. Staff from St. Joseph in Pilot Grove will be joining in as well.

Father Tolton Catholic High School

The interim president, the principal and the outreach coordinator for FTCHS met with the principal and pastor to discuss opportunities for outreach, how to make FTCHS more accessible to the parish, and to listen to concerns.

Parent/Teacher Conferences

1st Quarter Parent/Teacher conferences will be October 24 and 25. This is an opportunity to visit with parents face-to-face about their child's progress, grades, behavior, etc. Some of these conferences can take longer than what the time frame allows on those two days. Teachers have been scheduling appointments with parents with whom discussion will take longer than the time allotted. This will pay dividends for the following reasons:

- Demonstrates that they take the needs of their child seriously.
- Allows more focus without the pressure of getting everything in before the next parents arrive.
- Takes the stress off during the "regular" conferences to better focus on those.

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
- The school administration will work with faculty and staff to develop plans to obtain permanent certification and/or other necessary educational requirements.
- 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.
- 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.~~

FINANCE REPORT

SCHOOL ADVISORY BOARD MEETING

October 2018

Income

- Two students are no longer in the preschool program. One was withdrawn by the parents. The other was determined to be better suited for kindergarten. As a result, collected tuition will be less until or unless new students are added.
- Non-Catholic Tuition: There are some families from whom tuition needs to be collected. It is being addressed.

Salary Budget

- The lay faculty expense is over the YTD budget projection by almost \$9,000. The school had to finish paying out on contracts for the previous school year through August. These contracted salaries were higher than the salaries for the new staff who replaced them. Lay faculty salaries dropped almost \$4,000 from August to September. September is

when the new contract salaries begin. When planning for 18/19 budget, this was not accounted for.

- The substitute expenses are over the YTD budget as a result of two teachers on extended leave for cancer treatment.
- Total salaries YTD are \$7,401.00 over the projected budget. Custodial and paraprofessional salaries being under budget are helping somewhat.
- Going forward, it can be expected that salary expenses will come more in line with the budget. Other line items connected the salaries, such as FICA and lay retirement will also come more in line.

Repairs/Improvements

The “big ticket” improvements have been closed out (i.e. security cameras, street-adjacent sidewalk for drop-off and pick-up). Concrete repair of the parking lot entry has been made also.

Pastor’s Report: Fr. Bill – Classroom visits continue, started server training, communication regarding mass attendance and giving will continue. It is church teaching. We are running close on payroll days, which has a negative effect on the parish and its mission.

Old Business

- School Climate Surveys
- SAB Fall Newsletter
- Cafeteria Improvements
- “End of Summer Bash” Sponsor Banners - Leave up, Take down, Renew?

New Business

- 8th Graduation Date - moving graduation at Saturday night mass
- Band Program Group - Study other solutions besides 3 days per week, board recommend Brea to head up brainstorming
- Gym Rental – The school will charge \$25 per practice or \$100/day for non-parish sponsored activity. If the group is gaming, they have to have that license – if there is alcohol, they have to have a license.
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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

2018/19 SS Peter and Paul Monthly Budget Summary

Description	YTD	YTD Budget	YTD Budget Difference	Annual Budget	Annual Budget Difference
Income					
Tuition & Registration	\$70,852	\$88,674	-\$17,822	\$269,400	(\$198,548)
Fundraising, H&S	\$18,000	\$20,143	-\$2,143	\$62,600	(\$44,600)
Education Foundation & DEEF	\$23,031	\$21,965	\$1,066	\$53,400	(\$30,369)
School Envelopes	\$121,520	\$117,200	\$4,320	\$166,000	(\$44,480)
Student Activities	\$3,605	\$2,827	\$778	\$20,800	(\$17,195)
Total School Income	\$237,008	\$250,809	(\$13,801)	\$572,200	(\$335,192)
Parish Support	\$109,213	32%			
Total Income	\$346,221				
Expenses					
Salaries	184,011	\$174,969	\$9,042	\$744,350	(\$560,339)
Health Insurance	33,881	\$29,982	\$3,899	\$118,100	(\$84,219)
Retirement	3,059	\$1,989	\$1,070	\$14,800	(\$11,741)
Utilities	11,791	11,292	\$499	38,400	(\$26,609)
Property Insurance	30,358	\$30,175	\$183	\$30,175	\$183
Textbooks & Curriculum	37,072	\$36,525	\$547	\$36,525	\$547
Supplies	9,949	\$7,941	\$2,008	\$17,175	(\$7,226)

Repairs/Improvements, New Equipment, Custodial supplies	31,675	\$23,011	\$8,664	\$61,450	(\$29,775)
Student & Faculty Activities	4,424	\$3,267	\$1,157	\$32,550	(\$28,126)
Total Expenses	\$346,221	\$319,151	\$27,070	\$1,093,525	(\$747,304)
Utilities	\$11,791	3%			
Instructional	\$41,496	12%			
General Administration	\$71,982	21%			
Salaries/Benefits	\$220,951	64%			

- **Fleet & Facilities:** Dan – no report
- **Technology & Library:** Alan & Mona – no report
- **Plan of Improvement:** Brea (Update Progress)
- **Lunch Committee:** Risa – students report liking the warmth of the new head cook. She reports she is getting her bearings and off to a good start. She is getting quotes for an ice maker.
- **Athletic Committee:** Brad – Alan and Brad will set a formal date for athletic committee to meet in the next 2 weeks.
- Next Meeting: Nov 8, 2018 6:30 pm