

SS Peter and Paul Home and School

Meeting Minutes

April 5, 2022

The meeting was called to order by President Lauren Cowherd and the attendees came together in prayer.

Secretary's Report

Secretary Dana Rogge presented the minutes from the January 6, 2022, meeting. There were no additions or corrections to the minutes. Risa Venable moved to approve the minutes and Whitney Venable seconded. Minutes approved.

Treasurer's Report

Treasurer Suzann Richerson presented the treasurer's report. Actual financials were shared by paper copy at the meeting. As of April 1, 2022, we have total ending assets of \$213,133.90, with \$155,161.07 in our Central Bank of Boone County account and \$29,310.13 in our Edwards Jones account. An additional \$25,000 was moved from our Central Bank account to the BTC Bank savings account, making a total of \$100,097.83 (\$97.83 in earned interest).

Recent expenses include \$1484 for the bowling trip for PE and \$3235 for tables for the art room.

Jessica White moved to approve the Treasurer's report and Stacey Kueny seconded. Treasurer's report approved.

Principal's Report

This was Mr. Lammers last meeting and he thanked the organization for the support and knows we'll also give the incoming principal, Mrs. Martin, our support.

Old Business:

Family Literacy Night Recap

Family Literacy Night was held on March 29. Thanks to those who helped and came. Overall response was positive. Mandy Eichelberger said the junior high students liked the speaker, Brian Spielbauer, and said although he came at no cost, she recommended sending a thank you note from the junior high students along with a gift card. She moved to have a \$50 gift card sent to him along with a thank you note. Anecita Alvizo seconded the motion. Motion carried.

Auction Recap

Lori Rowlett reported the 2022 auction was a huge success. Over 300 steaks were served and six extra tables set up (50 extra seats). Approximately \$100,000 was made.

The goal for the Fund A Need (redoing the gym floor) was \$18,500. Prior to the auction, the Home and School Association membership voted (via electronic vote) that if insufficient funds were raised at the auction via the Fund A Need campaign, the Home and School would use money from the general funds to cover any additional costs up to \$18,500. \$19,150 was raised the night of the auction for Fund A Need. An anonymous donor also provided \$10,000 last year to be used for a special project and that donor has indicated those funds could go toward the gym floor.

Members commented there were a lot of compliments on the steak dinner. Shelly Schuster said there was no extra expense to have the Cooper County Cattlemen's to grill the steaks. Please be sure to thank any Cattlemen member you see.

President Lauren Cowherd also expressed her gratitude to Lori Rowlett for her years of service chairing the auction.

Shelly Schuster asked who would be tracking the use of the Fund A Need for the gym floor and/or gym maintenance. Mandy Eichelberger mentioned that it could be shifted to Sarah Ronnfeldt as the Athletic Director. It was also mentioned that if we are investing this large amount of money into the floor, we need to consider having a covering to preserve it, which there would be enough funds to cover the purchase of a floor covering. Lori indicated the install will begin June 13 and she will ask the company for the recommended maintenance plan and costs. Lori will provide the information to Coach Ronnfeldt.

Catholic Schools Week/Carnival Recap

The 2022 carnival was canceled on the original date due to inclement weather, but there was still a carnival for the students held during school, which was a success.

Book Fair Recap

Debbie Schuster, Book Fair chair, reported there were \$3,000 in sales from this year's Book Fair. Our school earned \$1350 in Scholastic Dollars. About \$600 of those funds were spent during the fair and there is \$740 available to spend. If teachers have other books they would like to purchase, please reach out to the executive team and we can get them ordered.

It was also mentioned that next year the book fair could be held in March in conjunction with Literacy Month and our next Literacy Night event.

Community Service

There were no new community service items to discuss at this time.

Junior High Dance

Katie Amos was going to organize a junior high dance for this year, however the date that was originally planned fell on the same weekend as the YMCA middle school formal. We shifted planning to the Student Council. Lauren Cowherd mentioned to the Student Council to possibly consider having a skate night at Buck's rather than a dance.

Zoo to School

Mrs. Carol Griffin reported that plans were still a-go for the Zoo to School event taking place on April 25th and she will be looking for volunteers. Risa Venable asked what the plan would be for lunch and if sack lunches would be needed and if that needed to be worked out with the kitchen staff. Mrs. Griffin indicated they intend to have a regular school lunch.

Box Tops/Coke Caps/Best Choice

Katie Amos is stepping down from this responsibility next year. Please let the executive team know if you are interested in volunteering for this project.

Misc. Old Business

Janell Drummond asked about the wall padding in the gym and if anyone had checked into repairing or replacing the existing, torn, pad. Coach Ronnfeldt reported that Lauren Cowherd did a quick fix with a fabric glue and some stitching. Lauren has communicated with the company and they said the entire thing would need to be replaced. Lori Rowlett said they were about \$8,000 in 2012.

New Business

Funds Requests

- **Donation to the State Fair Community College Theater Program**

The second and third students are going to SFCC for a theater production of "SpongeBob SquarePants". SFCC is not charging for this, but the executive committee recommends giving a donation to the theater program. Mandy Eichelberger moved to donate \$200 to the SFCC Theater Department and Shelly Schuster seconded the motion. Motion carried. A question was asked about how long the students would be out of school and Mrs. Griffin reported they would be out most of the day, but back by the time school is out.

- **Totus Tuus**

Teresa Krebs, our parish Director of Religious Education and Outreach, has requested funds to help pay for this summer's Totus Tuus (similar to a Vacation Bible School). The parish is charged \$1,900 for the week to have this program. It was well attended last year with approximately 80 students participating. Ms. Krebs didn't specify an amount requested, but asked for any amount to help the church pay for this expense. Mandy

Eichelberger mentioned she wanted to be careful of setting a precedent. Debbie Schuster mentioned that we are not a tuition-based school and the parish supports our school.

This led to a discussion of the parish's finances:

Eighty percent of the church's money goes toward the school. School income only covers approximately 50% of the school expenses. Eighty percent of the school expenses cover salaries and insurance.

2020-2021 School Finance

- School Expenses: Approximately \$1.3 million;
- School Income: Approximately \$740,000
- Deficit of approximately \$500,000

Church Finances Year to Date through February

- Church Income: Approximately \$620,000
- Church Expenses: Approximately \$240,000
- School Income: Approximately \$460,000
- School Expenses: Approximately \$1 million (75% salaries and insurance for staff)
- Total Income: Approximately \$1.1 million
- Total Expenses: Approximately \$1.3 million
- Deficit: Approximately \$200,000

Anecita Alvizo moved to give \$1,000 to the parish for Totus Tuus and Stacey Kueny seconded. Motion carried.

● **Teachers Pay Teachers**

The teachers have requested the Home and School Association pay for a one-year subscription for Teachers Pay Teachers School Access. Mrs. Griffin uses the program quite a bit, along with a few other teachers. The cost for a one-year subscription is \$3,400 and it provides total access to download resources. Once you download a resource, you retain ownership. Teachers Pay Teachers will also provide a 30-minute professional learning session on how to access the resources.

Janell Drummond asked this would be a yearly expense and Mrs. Griffin clarified that this request was for one year and suggested that it be addressed each year. The subscription covers 400 licenses, meaning you can download 400 resources, and there will be 10 log ins (users) available. Suzann Richerson asked for a show of hands by the teachers of who would be interested in using this resource and many of the teachers indicated they would.

Andrew Cowherd moved to approve the request to purchase a one-year subscription to Teachers Pay Teachers and Whitney Venable seconded the motion. Motion carried.

- **Tables for the Art Room**

Mrs. Bowman had previously submitted a request for new tables for the art room. Those have been ordered. The total cost was \$3,235 and this came out of the Fine Art Enrichment budget line item.

- **Donation to John Woods Community College for Children's Opera**

Mrs. Rothfuss would like to bring in a children's opera from John Woods Community College for students K through 4th. There is no date scheduled at this time, but she wanted to ensure that Home and School would be willing to help support the event. It was stated there are funds still remaining in the Fine Arts Enrichment budget that could be used for this.

Field Day

Sarah Ronnfeldt said plans are going well for this year's Field Day, which will be held on May 3. She said there will be eight events and they will be mixing the older kids with the younger kids. She has 36 volunteers signed up to help that day. The order for t-shirts has been placed. They were ordered from a new vendor who had a lower cost, and it will save us around \$600 from what was spent last year.

Teacher's Appreciation

Jessica Rapp and Christa Babbitt will head up this year's Teacher Appreciation Week which takes place the first week of May. The schedule has already been planned. Jessica mentioned that it will be a busy week with Field Day and Breakfast with a Buddy also taking place that week. They will be asking for volunteers to help with some of the activities (including bringing in items for breakfast and lunch) may be looking at getting some volunteers to help cover the teachers' recess duty one day.

Mrs. Kopine mentioned that the students loved having some of the dads that were there to help cover recess duty when we did that at Christmastime.

Support Staff appreciation will be included with Teacher Appreciation Week.

New Teacher Gifts

Shannon Griffy currently coordinates this effort. If anyone is interested in helping, let the executive team know.

Breakfast with a Buddy

Breakfast with a Buddy will take place on May 5th. Jana Porter is leading that effort. It will be simple – muffins, donuts, etc.

Teacher Funds

Suzann Richerson, treasurer, reported that Home and School will be taking over the teacher funds that currently are managed by the parish office. Historically, we have given funds to the parish and each teacher is allocated \$250 for them to use however they would like for their classroom needs. The unused funds carry over from year to year. President Lauren Cowherd said Fr. Mark and Diane Brimer, parish secretary, mentioned that it's extra workload for them, so our organization will now be taking care of the bookkeeping of these funds. The amount allocated to teachers will not change, nor will the amounts that teachers currently have "banked" up – the only change will be moving to the Home and School treasurer for tracking.

The executive team recommends setting up a new bank account specifically for these funds, with the organization depositing funds yearly into this account. Mrs. Grissum has agreed to help with keeping a debit card in the school office for teachers to use when purchases are needed. Home and School also can order supplies via Amazon and Walmart on behalf of the teachers, if preferred.

Mandy Eichelberger asked if we have a ceiling in the amount a teacher can bank in their account. Lauren Cowherd said this has been a discussion item, but there is no limit set currently.

Suzann reported that right now the church has approximately \$9,000 for teacher funds. We as an organization need to decide what should happen with that money now that Home and School is managing.

Mandy Eichelberger recommended that the \$9,000 stay with the parish, however we should rethink the Totus Tuus donation. Lauren mentioned that the leadership team had previously discussed, and recommends not actively pursuing getting the \$9,000 back from the parish.

It was mentioned that we need to ask the teachers to see if there are any who were banking up their funding for a reason (potential large purchase) or if there are other reasons why their funds have not been used.

Mrs. Kirchner said that the teachers haven't been given an update of their allocations in awhile.

It was also mentioned that a parishioner gifted \$3,000 to be used for teacher funds.

There was a brief pause in the discussion due to a tornado warning.

Once the meeting resumed it was decided that money for the 2022-2023 school year will be deposited in a new account in May and we will table the discussion about the \$9,000 with the parish until another time. Beginning in June, teachers will make their requests through Home and School.

There was more discussion on the banking of funds. Suzann reported that the highest account is \$1,270. Mrs. Griffin said that it wasn't an easy process for teachers to get the reimbursement. Suzann mentioned that any issues like that should be eliminated going forward. Mandy moved that if a teacher's account gets over \$500, the remaining funds should be reallocated. Existing funds would still be honored. Brent Drummond seconded the motion. Mrs. Kirchner mentioned that as a teacher, she worries that by putting a ceiling on it, it may then cause spending on items that aren't necessarily needed for fear of losing the funds. It was also mentioned that the teachers need greater transparency of knowing what's in their own "accounts". Mandy rescinded her motion.

2022-2023 Budget

Treasurer Suzann Richerson went over the proposed budget and a hard copy of the budget proposal was presented to members. She split out line items for greater transparency and added some line items with expense items.

Ms. Boysan asked if she had a budget for her expenses for Special Education. Suzann let her know that she is included in the teacher allocations given each year. Ms. Boysan indicated she wasn't aware that these funds were available to her.

The line item for Parish Support was increased from \$50,000 to \$55,000 for next year due to current policies for gifting to the parish. Currently, any gift to the parish will have a 10 percent tithe to the diocese. The executive team recommends in next year's budget that we increase our parish support by \$5,000 to account for this 10 percent to the diocese and our parish still receives \$50,000.

Lori Rowlett asked that the line item for the Fund A Need be updated to \$29,000 as that was what was raised (this includes the \$10,000 received in a previous year that was allocated for a special project).

Mandy Eichelberger asked if end of year field trips will be done. Mr. Lammers hasn't said no to anything and there are funds if teachers would like to use it. Mrs. Kirchner asked how much per student they are allowed to spend and Suzann Richerson said she would get that number to teachers.

Jessica Johnson moved to approve the 2022-2023 budget and Annette Boysan seconded. Motion carried and budget approved.

The meeting was once again interrupted by a tornado warning. The remainder of the meeting took place in the Boy's locker room while attendees were sheltering in place.

Nomination and Election of New Officers

Debbie Schuster nominated herself for the office of Vice President. There were no other nominations from the floor. Stacey Kueny moved to approve the nomination of Debbie Schuster

for Vice President and Anecita Alvizo seconded. Motion carried and the membership elected Debbie for the office of Vice President.

Debbie Schuster moved to nominate Stacey Kueny for the office of Treasurer. Julie Brooks seconded the motion. The motion was carried and no other nominations were received. The membership elected Stacey Kueny for the office of Treasurer.

Retirement Gift for Mr. Lammers

Members discussed giving a retirement gift to Mr. Lammers from the Home and School. The parish is going to host a reception. Jessica Rapp moved to purchase \$100 in SCRIP. Allison Frederick seconded. Motion carried.

Janell Drummond moved to adjourn the meeting. Jessica Johnson seconded. Meeting adjourned.

Respectfully Submitted,

Dana Rogge

Secretary