



**St. Gerald's School Advisory Board
Meeting Minutes
Tuesday, September 10, 2013
7:00 PM**

Present: Fr. Owen Korte, Michala Jacobson, James Gilmore, Alan Kosse, Jennifer Tselentis, Tom Hegarty, Stephanie Jensen, Christy Keenan

Absent: Chris Sommers, Dennis Rinkol, Kathy Yochum, Lori Bauer

Visitors: None

Minutes: Jennifer Tselentis

Opening: Meeting started with a Prayer

Approval of Minutes: August minutes were approved with changes

Principal Report – a written report provided by Michala Jacobson

- Kick off of Spiritual Adoption Program
 - Runs September through May
 - Respect life curriculum will be incorporated into program
 - Prayer cards and posters provided as part of the program
- Faculty and staff retreat was held on September 3
 - Featured keynote speaker Michelle A. Rahn which was made possible by a donor
 - School mission statement and focus circles were also featured topics by Michala and Father Korte
- Peacemaker of the Week program has been received well. The featured student and faculty/staff member are recognized in the Pride Report as well as at morning assembly
- There were over 600 lunches served at the Grandparents Luncheon (700 total attendees)
- Several new security measures/procedures have been put in place for the 2013-2014 school year: practice drills, medical packs for each teacher, lanyards and ID's for faculty/staff, bypass cards for faculty/staff (currently main door requires bypass card)
- As part of the school's Catholic Identity objective, each school family will receive a book entitled "Celebrating Sunday for Catholic Families." This is also to help support parents as the first teachers of the Catholic faith.

Committee Reports

Technology – James Gilmore

- The usage of the Google Chrome Books has been down a little at the beginning of the school year more than likely due to the new electronic sign up procedure. Communications have been sent out to faculty with step by step directions to sign up for usage

- Seven I-Pads are currently at St. Gerald Catholic School for usage through the Papillion-La Vista Title I program
- A new video camera is available for school functions
- Techie Tuesdays being implemented by Sara Hood for faculty/staff

Athletic – Stephanie Jensen

- A new Athletic Director has been hired—Jim Heim. He is a parishioner of St. Gerald.
- Father Korte will be attending the September Athletic Committee meeting to discuss policies regarding eligible players that are part of the Religious Education programs of St. Gerald and other Catholic Schools.

Maintenance –written report provided by James Gilmore

- Security updates: panic bar installed in Mrs. Zurich’s room, six walkie talkies purchased, maglock installed in the office, card reader system updated, first aid kits with flash lights for each classroom, “St. Gerald Catholic School” signage for main entryway ordered, signage for all exterior entrances asking people to sign in at the office
- Building updates: evaluating restroom repairs, tile replacement and drinking fountain repairs

Home and School– Stephanie Jensen

- All H&S event/activity assignments for 2013-2014 have been made
- Middle School assignments—will be asking for more parent participation and will be involving students as well (ie. student council)
- Family Night Out schedule determined
- Working on teacher wish lists—each teacher is allotted \$200 for wish list
- Considering organizing an electronic forum for school families to sell gently used uniforms, sports apparel, etc.

Lunch

- Lunch committee meeting will be held on Friday, September 13 to begin process of proposing kitchen upgrades. The proceeds from the 2014 Angel Auction will be directed towards the kitchen upgrade.

Parish Council-no report

Misc.

- Financial reports for FY’s 2012 and 2013 and the budget for 2014 were provided by John Bolas. He will be invited to the October or November SAB meeting to address questions regarding reports or other finance related school functions.
- Policy Book Update - Jennifer, Michala, James, and Christy met and reviewed policies 1000-2102. Committee will continue to meet monthly prior and after monthly SAB meetings.
- Security notes:
 - Michala, Christy and Tom will be attending a security seminar on September 25 at Ralston Arena
 - Tom noted that a security log is kept at the school noting security violations such as the doors being left open, lights left on, etc. Following up with Nick Steinbach on what happens with this log

- Alan noted that after attending a security seminar, it is recommended that a crisis management plan should have two command and control centers. Michala noted that our command and control center is currently Ralston Middle School.
- Michala will bring St. Gerald Catholic School's crisis plan to the October SAB meeting.
- Ralston 4th of July Parade
 - James has the list of volunteers from Back to School night. Start candy drive prior to end of school year.

Pastor Report

- Home and School purchased a electronic piano for the Church
- Suggested that Home and School send monthly reminders to school volunteers for upcoming events that each volunteer has committed to
- One of the goals that came out of the faculty and staff retreat is to re-write the school mission statement
- The Campaign Steering Committee currently has 6 members and Father is still looking for a 7th member
- Suggested looking at all "add-on" school fees that are not part of tuition—should these fees be included in tuition
- Consider yearbook development such as advertising opportunities for local businesses to underwrite related expenses
- A letter will be sent to all parishioners regarding the status of the parish appeal along with rolling out a new parish online mechanism that will allow parishioners the opportunity to sign up for committees/activities

Action Items:

Jennifer: Send approved minutes to James and Michala

Board members: Review policies 3000 through 3500 for next meeting

Next Meeting: October 8, 2013 at 7:00 pm in School Library

Approved – October 8, 2013