



## **St Gerald School Advisory Board**

*2014 – 2015 School Year*

**Meeting Minutes**

**Wednesday, August 27, 2014**

**Library 7pm**

**Present:** Michaela Goerke, Kathy Yochum, Dennis Rinkol, Jen Tselentis, Nancy Kochanowicz, Fr. Owen Korte, Tobi Mathouser

**Absent:** Chris Sommers, Christy Keenan

**Visitors:** None

**Minutes:** Tobi Mathouser

**Opening Prayer**

**Approval of Minutes:** June minutes approved with no revisions

### **Principal Report-Michaela**

- Great start to the school year. Many thanks to teachers and students! Biggest challenge yet is IT/technical help needed.
- Have discovered that firewall is not activated. Have hired an on-call consultant with Tech To Go to help with technical assistance issues, and to install active firewall. Tech has been hired to provide at the minimum 2 hours of consultation a month at a rate of \$85/hour. Michaela and Laura are shadowing the tech as much as possible to learn solutions for the day to day issues. Consultant is creating a Work Order system to ensure that we are using our technology to full capacity. Group asked if the Consultant could possible record and report the problems that the school staff are experiencing and creating work orders on.
- Laura Holmberg is new Computer teacher; Brett Koterba is new 6<sup>th</sup> grade Homeroom/Math teacher; Vanessa Krueger is new Liturgical Musical teacher. They are all doing great. Mr. Koterba is aware of some of the historical challenges with math and has been doing an amazing job at integrating faith into his math instruction. 6<sup>th</sup> grade is now using Saxton Math and 7 & 8 grades are using Algebra and Pre-Algebra.
- Michaela Goerke discussed some of the inherited Math challenges and Mr. Koterba is aware of these challenges. Across the Archdiocese math scores are low but it has been communicated with Mr. Koterba that the goal is to increase the scores among St. Gerald students.
- Group discussed also paying attention to the K-5 grades ensuring that there isn't a "pocket" where math scores specifically are "dipping".

- Missy Arana is now offering morning care from 6:30-7:30a.m. for students whose parents need to drop off prior to doors opening. After school “straggling student pick up” is improving. It has been communicated that all students need to be picked up by 3:30 or as soon as possible after dismissal. If parents are not able to pick up by this time, Missy’s aftercare should be utilized to ensure proper supervision is occurring.
- Group discussed adding the Morning/Aftercare benefit to the “Did You Know” factoid sheet that the Recruiting Committee designs. This could be an attractive benefit to families that are considering St. Gerald.

Assistant to Principal Report: None

Maintenance Report-Jen Tselentis (Summarized Report-See Full Report Below)

- Kitchen is almost complete-center island is not finished quite yet. Project was below budget!
- Playground new mulch is 95% complete
- Gym ceiling is complete
- Rekeying of school doors is complete
- West campus parking lot, roof leaks, restroom, water fountain repairs, and exterior painting is all in progress. Chair work/pew repairs on hold

Technology Report: None

- There is no longer a Technology Committee, but if needed, this can be reinvented. The Catholic Schools Office has hired an IT staff person who is attempting to standardize all schools. If Catholic Schools Office provides more support and when Ms. Holmberg becomes more acclimated, may not have a need for IT consultant through Tech To Go.

H&S Report-Katie Fehrman

- H&S has decided to combine Teacher Wish List and Start Up Supplies funds. For this year, each teacher has up to \$300 to spend for classrooms.
- No Start Up Supplies/Teacher Wish List funds for the Library-Ms. Pam Jorgensen because Bake for Books funds raised are solely dedicated to the library. If the funds raised by Bake for Books do not financially support the library accreditation requirements, this will be kept in mind by H&S.
- New this year, using Sign Up Genius for most back to school volunteer opportunities
- Family Night Outs-added the Hy-Vee restaurant who have agreed to a 10% of sales return to the school. All FNOs are on Wednesdays during the in session weeks of school.
- First FNO is on 9/3 at Runza
- Group discussed the benefits of putting FNO announcements in the bulletin to include parishners as well as school families, and to also include the funds earned from previous year’s FNOs as an incentive for families’ participation this year.

Athletics Report-Fr. Own Korte

- Mr. Koterba is the Athletic Director-first meeting occurred a few days ago. Mr. Koterba will oversee coaching, gym management issues, parent involvement and volunteering, especially for non-St Gerald events, occurs. Ideally, Mr. Koterba will have 2 individuals/commissioners who will work with him. These commissioners will be key in helping Mr. Koterba identify people to participate.
- Father O.K. is focusing on communicating to families the importance of volunteering for athletic needs.

#### Recruitment Report-Jen Tselentis

- 11 new families paired up with senior families
- 393 current students enrolled this year
- 11:00 ice cream social before open house-met teachers, classes
- Recruitment Committee has discussed the following ideas:
  - Being present at baptism classes and giving a presentation along with a baby bib gift
  - Sending birthday email/student created happy birthday cards to potential students
  - Notification when fun St. Gerald events are planned sent to family
  - Mrs. Goerke suggested a “meet n greet” with principal
  - Recruitment Committee also acknowledges that we need to focus on retaining current students, especially those that are transitioning to middle school
    - Sending out factoid sheet about the benefits of Catholic high school education
    - Possible having catholic high school students present on the benefits of their attending a Catholic high school

#### Parish Council Report-Kathy Yochum

- Parish Directory photos continues, Joan Lubert has been updating the roster
- Tom Hegarty has resigned from SAB. Jen Tselentis will contact Chris Sigmond to see if interested in filling this seat
- Leadership meetings are in progress with a focus on budget, processes, collections were actually up overall last year, however, tuition was down and operating expenses increased
- 4 committees to meet on 9/11 and continue working
- Ad-hoc meeting took place on 8/27 and will meet again on 9/2 in prep for the 9/11 full Leadership meeting

#### Other Business-Fr. O.K.

- Group considered rescheduling of leadership meetings for the 2<sup>nd</sup> Thursdays of the month and collectively grouping together at some point in the evening before dismissal of meetings. Will discuss further at upcoming meetings.
- Lori Bauer has been taking notes for the last several years. Tobi Mathouser was named replacement. Jen Tselentis will assist in Tobi’s absence.
- Jen Tselentis will request electronic minutes from Athletic Committee
- Plan for 2<sup>nd</sup> Thursday of the month for the next Leadership meetings to take place. Fr. O.K. will send more information about the upcoming meeting on 9/11

# AGENDA REPORT

August 20, 2014

## ***FACILITIES MAINTENANCE COMMITTEE***

Opening Prayer – Ken T

Attendance: Dave F. Tony J. Nick S. Joan L. Fred K. Doug D. Ken T. Sam M.

### **EAST CAMPUS PROJECTS:**

#### **CURRENT**

1. Kitchen – **80% complete, custom tables left and duct heater**
2. Playground – **95% complete, repair fence \$990.00**
3. Gym floor – **Signed work order with Universal Floor to repair, 360.00**
4. Gym ceiling - **Complete**
5. Stage repairs – **Complete, Thanks DAVE Fowler!!!**
6. Score board – **some lights out, Sam M will take this project.**
7. School re-keyed – **All outer doors have been rekeyed.**

#### **PENDING/HOLDING**

1. Reroof – **Ken T reported that he had secured two parishioners that are iron workers that will make and install the structure needed for the cooling tower. Our cost will be the rental of the crane. Nick will proceed with contacting BCDM, Fr. Korte.**

### **WEST CAMPUS PROJECTS:**

#### **CURRENT**

1. Parking lot repairs – **Complete, although not as originally approved. Nick signed off on the agreement for all the work rather than have the service entrance repaired with concrete.**
2. Roof leaks – **Ken T and Dave F will hose down the roof to identify the leaks. And then repair.**
3. Restroom progress – **Nick is seeking bids for tile.**
4. Water fountain – **Repairs are necessary in the fellowship hall. Same as the Narthex. Dave F was nominated by Sam M to repair.**
5. Chair work/pews – **This has been moved to low priority. Discussion on the 'wall' being left in place for Mass. Some like – some don't.**
6. Exterior painting – **We have been asked to re-bid this project and break into \$6000.00 increments each year. Nick will contact McGill. 1) little section over the chapel 2) Facia over clearstory 1a) GOOD paint spec.**

#### **PENDING/HOLDING**

#### **NEW BUSINESS**

Restrooms – Fred K asked why we are having issues with restrooms not being cleaned? Do we need more staff? Not a priority? Nick explained that we look at the weekly schedule and make our work list from events that happen. i.e this week no events in the hall until Thursday night so we will wait until Wed/Thurs to work on the hall and spend Mon/Tues on the church and windows. Fred will call Nick to discuss in more detail.

Parish Festival help.....September 10 and September 15 help moving items in storage and back. **Dave and**

**Ken will pick up stage at Skutt and return on Mon but are unable to move Sat. Are able to help on Sept 10, meet at 96<sup>th</sup> at 9:00am.**

**Ruhl home – Goes to finance comm.. next Tuesday and Ken/Nick will attend. Some questions; how much to remodel for a preschool A) \$25,000 to \$50000. Finance comm. Would like it to be a neutral cash flow. Finance comm. Would like clarification of the drainage/water issue.**

**CLOSING PRAYER: 'Our Father'**

**NEXT SCHEDULED MEETING SEPTEMBER 17, 2014 8:00AM**