



St Gerald School Advisory Board

2014 – 2015 School Year

Meeting Minutes

February 10, 2015

Library 7pm

Present: Michaela Goerke, Kathy Yochum, Dennis Rinkol, Jen Tselentis, Nancy Kochanowicz, Fr. Owen Korte, Tobi Mathouser, Katie Fehrman, Christy Keenan, Chris Sommers, Kris Sigmund

Absent: None

Visitors: None

Minutes: Tobi Mathouser

Opening Prayer

Approval of Minutes: Jen T. passed a motion to approve January minutes. Nancy K. provided second motion to approve.

Chris S. will include a prayer and SAB member's names as part of the agenda template going forward.

Pastor Report-Fr. OK

- Fr recently attended a conference in which salaries, tuition, budget, decision making took place.
- Revisited Tuition Letter. Content of letter agreed upon. Discussion primarily focused on grammatical errors.
- Guardian Angel Dinner update: Pete Ricketts, Patrick Slattery, and other influential individuals to attend the dinner. Still working on the slide show presentation. The promotion video will be completed on Thursday 2/12 and will most likely show at the dinner.

Principal Report-Michaela Goerke

- Scholarship Assembly tomorrow-8 scholarships being presented. Out of 30+ students, 2 awards to Gross, 1 to Skutt, 1 to Prep, 4 to Mercy. SAB asked if Michaela could survey the 8th graders to see where they plan to attend high school
- SIS-Student Information System: new for next year- Michaela volunteered St G to be part of a pilot program called Infinite Campus-16 schools will begin next year as part of the pilot group. If we stay with Sycamore Education software, St G will have to store information

independently. If we move to Infinite Campus, we will be inclusive of Archdiocese. It is slightly more expensive than Sycamore.

- Teacher's Letters of Intent/Contracts/Improvement Plans/Personnel- At this point all teachers have stated that they would like to return to St G except for 1. Michaela is currently evaluating teacher performance and determining if there is a need for any personnel to be placed on performance plans.
- Uniforms- May consider eliminating white polos due to the dinginess that tends to happen with this specific color. May also look at a 'dressier' cardigan as an option for students.
- Parent-Teacher Conferences-food and treats from H&S will be provided. SAB suggested a little more advertising of conferences. Weren't highlighted as much as in the past.
- Valentine's Party for Middle School-party will be held in middle school hallways. Different activities will be held in each room, food, DJ, etc. This is different than what historically takes place but there was a conflict due to the gym being used for the Guardian Angel Dinner. May look at shifting the middle school October field trip with the February field trip to eliminate this issue in the future.
- Dads and Donuts-postponed from February 17th. May look at changing the name to Dudes and Donuts to remain sensitive to students who may not have a "father" in their lives, especially in light of recent events.
- Middle School Schedule-no update
- Archdiocesan Math Textbook Showcase-Feb 24th
- Casual Day-Feb 25-proceeds will go to Auto Inflammatory Alliance (Kathleen Wilson)
- Recruitment Meeting-Trisha Olson attending. Ms. Olson was recently hired on 2/11 for the promotion of Catholic School initiative. She has requested to hear about our open house, and other recruiting efforts.
- E-Rate-Internet discounts for school (i.e. internet service, hardware, etc.) Michaela has completed the application.
- Walk of Pride April 24th: 8th Grade evening play to take place on Thursday April 23 and school play to take place on April 22.
- May Crowning/Mother's Day Mass-May 1-moved due to Jason Evert which has been rescheduled for May 8th.
- Other Items
 - Strategic Plan is still in process. Ignite the Faith campaign management has not asked for it yet.
 - Music Program March 5th for 4-5th grades
 - Lent Living Stations 6th & 7th grades

Assistant to the Principal Report (None)

School Advisory Board Goals (Chris)

- **Usher/Greeter Schedule-**
 - Primary need for help is 10:30 and 12:00 mass - and School Board contacts were assigned to reach out to the different groups. Chris mentioned she would put together some talking points to reach out the groups. (K-5th – greeters and 5th/6th, 7th, 8th – ushers)

- The SAB assignments for greeters/ushers is as follows:
 - Kris Sigmund is assigned to Brownie Girl Scouts and Junior Girl Scouts. Brian Stavneak is the contact name and Nancy Kochanowicz is the SAB member assigned to Boy Scouts. Mary Jo Thompson is the contact name and Katie Fehrman is the SAB member assigned to Volleyball. Home & School was added to the chart and Katie Fehrman is the contact name and SAB member assigned.

Group Name	Grade/ Age	Contact Name	Contact Phone	Contact Email	SAB Member Assigned	Role Able to Perform	Weeked Mass Preferred
Home and School		Katie Fehrman			Katie Fehrman		
Daisy Girl Scouts	K-1st	Amy Gilmore		aim.gilmore@gmail.com	Chris Sommers	Greeters	
		Karen Harris		karencecelia@yahoo.com			
Brownie Girl Scouts	2nd - 3rd	Kris Sigmund				Greeters	
Junior Girl Scouts	4th - 5th	Kris Sigmund				Greeters	
Cadette Girl Scouts	6th - 8th	Kendra Sullivan	402-516-4896	kendra.sullivan@cox.net	Chris Sommers	Ushers/Greeters	
Boy Scouts	K-8th	Brian Stavneak			Nancy Kochanowicz	K-5th Greeters/6th-8th Ushers	
Girls On The Run	3rd - 5th	Kathy Yochum	402-651-503	kayochum@gmail.com	Chris Sommers	Greeters	
Boys Basketball	1st - 8th	Mike Kinney			Jennifer Tslentis	1st-5th Greeters/6th-8th Ushers	
Girls Basketball	1st - 8th	Mike Kinney			Jennifer Tslentis	1st-5th Greeters/6th-8th Ushers	
Boys Soccer	1st - 8th	Matt Pelan			Jennifer Tslentis	K-5th Greeters/6th-8th Ushers	
Girls Soccer	1st - 8th	Matt Pelan			Jennifer Tslentis	K-5th Greeters/6th-8th Ushers	
Volleyball	3rd - 8th	MaryJo Thompson			Katie Fehrman	3rd -5th Greeters/6th-8th Ushers	

Sunday 10:30 AM and 12:00 PM are most in need of ushers

- The Bios for the bulletin board need to be put up by mid-March - Nancy is handling. Family pictures & Bio (word doc sent with February 10th agenda) are due to Nancy on March 1st. Nancy will make format for all documents consistent. Send pictures through school (family pictures preferred). Please address the following information:

Name:

Years on School Advisory Board and current role:

Family Members:

Other parish/non-parish volunteerism:
 Hobbies or Special Interests:
 Any other fun/inspirational comment:

- Bulletin Board Assignments-The assigned School Advisory Board member is responsible for posting a new theme on the bulletin board each month. The theme should highlight the school and students and reflect the spirit and mission of the school. SAB members are encouraged to collaborate!

Month	SAB Member
January	Jennifer Tselentis
February	Tobi Mathouser
March	Chris Sommers
April	Nancy Kochanowicz
May	Kris Sigmund
June	Dennis Rinkol
July	Tobi Mathouser
August	Nancy Kochanowicz
September	New Member #1
October	New Member #2
November	Kris Sigmund
December	Dennis Rinkol

Committee Reports

- Going forward committee meeting minutes will be sent out prior to the SAB meeting instead of reviewed at the SAB meeting.
 - **Athletic Minutes(none)**
 - **Maintenance Minutes(see below)**
 - **Finance/Budget Minutes(see below)**
 - **Parish Council (see below)**
 - **H&S Minutes(see below)**
 - **Recruitment Minutes (None)**

Our next regularly scheduled meeting is March 10 - this is the Parish mission, so our next meeting is Tuesday, March 24th @ 7:00 p.m.

AGENDA REPORT

January 21, 2015

FACILITIES MAINTENANCE COMMITTEE

Opening Prayer – **Ken T.**

Attendance – **Steve C. Felix K. Chris J. Dave F. Verl S. Fred K. Joan L. Ken T. Dan T. Tony J. Nick S.**

Welcome to Brian Hovey, new member, 3 year parishioner, Facilities Director for Nebraska Med.

EAST CAMPUS PROJECTS:

CURRENT

1. Message to Committee regarding Arch Grant – **The School Administration will be handling the grant and the process. Way early in the process.**
2. Re-roof – **Ken and Nick will be attending a meeting later today to review the prints for the roof project. Many thanks to work from parishioners, this has become ‘just’ a roof project originally planned at \$150,000.00, bid at \$350,000.00+ and we should come in under \$100,000.00 when complete.**
3. Parish office work – **Thanks to the committee that met a few weeks ago, we will be rearranging the upstairs offices only. 4:30 Friday we will move office furniture and clean carpet. 9:00am Saturday we will paint followed up by placing the remaining furniture.**
Friday 4:30pm
Saturday 8:00am
Sunday?
4. Tile work – **We have some tile coming up in a hallway. Dave F reported that finding a match is challenging, but has made a contact. This will be complete by next meeting.**
5. Window – **We have a broken window in Vana’s classroom, by vandals? Should be fairly simple but Nick has not looked at it yet, just reported yesterday afternoon.**

PENDING/HOLDING

WEST CAMPUS PROJECTS:

CURRENT

1. Exterior painting – **Scheduled for spring**
2. Roof drain – **Repaired**
3. Doors – **Report from Chris J, a little bit challenging but believes a match has been found. Fred reminded us that there are many parts in storage. Brian H. has a contact that may prove helpful and will get them in contact with Chris.**
4. Sidewalk – **Nick rec. a call from the city yesterday, 01/20/15 that the work on the storm drain is complete. But there is a drain that ties in with the city drain that comes from the west. This drain is not on the city's plans and the city suspects this was a contributor to the failure. The sidewalk repair will be at our cost, Nick contacted Brian M for this work. Dan T cautioned that with the frost in the ground we should wait until spring. Ken T countered that the sidewalk is high traffic and St. Gerald is the place people think of when they have to walk around the work area – we should fix ASAP. After some discussion, we will repair now.**

PENDING/HOLDING

- 1.

NEW BUSINES

CLOSING PRAYER:

NEXT SCHEDULED MEETING FEBRARUY 18, 2015 8:00AM

St. Gerald Finance Committee Meeting

January 8, 2015

Present: Father Korte, Katie Rinkol, Jennifer Tselentis, Ryan Sevcik, Mary Sheridan, Joan Luebbert, Judy Haug, Interim Accounting Staff, Deacon Chris Hansen

Absent: Ted Meckelburg, Lynn Svoboda

Meeting was opened with a prayer by Father Korte

The 2014 Christmas collection was over budget. Final numbers are being compiled. Sunday after Christmas was under budget. In general, reporting is being redesigned and finalized accounting will be reviewed further as the process of hiring a new Business Administrator gets finalized.

Jennifer Tselentis will send Judy Haug a copy of the reports that were recently developed to be used by the Finance Committee. Additional information in regard to the rearrangement of categories, the endowment fund and investment funds will also be pulled together.

A separate accounting of the rental property was provided to the Finance Committee as requested.

Deacon Chris provided information comparing Advent Mass Counts and also provided a written update on the Annual Appeal.

The teachers' contracts for the school are due by March 15. The Budget Committee continues their work. Katie Rinkol discussed some of the work undertaken by the Budget Committee, including comparison with other parishes in our deanery. Discussion about the various fees assessed, new family deposits, discrepancy between grade school and middle school fee and other topics, HOPE participation levels, volunteer commitments, Sunday giving, monitoring specified areas, etc., were brainstormed. Seeking a way to simplify, set realistic expectations and follow-up/follow-through. The goal is to create an environment and/or expectation of involvement. Thoughts regarding late registration fees, outside parish boundaries assessments, first year discounts, referrals and areas where expenses could be further cut for next year's budget are all in the mix. All agreed that final decisions in these areas must be fair to all.

Father Korte briefly discussed the resumes received for the Parish Administrator position and indicated a Search Committee consisting of Father Korte, Katie Rinkol, Jennifer Tselentis, Nick Steinbach, Deacon Steve Luna, would be interviewing three of the top candidates on Saturday, January 10th. The committee is hoping for a decision and offer to go out quickly after the interviews.

Judy Haug will work on the W-2's, 1099's and Donation Reports that must be completed in January. The Archdiocese Finance Office is also willing to help with these duties.

Meeting was closed with a prayer lead by Father Korte.

Joan Luebbert

Finance Committee Secretary

St. Gerald Pastoral Council Meeting

Thursday, January 15, 2015

Opening Prayer: Father Korte

Members Present: Jared Franzluebbbers, Kathy Yochum, Mark Munchrath, Doug Donaldson, Greg Mendick, Mary Sheridan, Joe O'Donnell, Father Korte, Joan Luebbert

Absent: Tammy Kielian

Follow-up from 12-11-14 Meeting Guest Presentation - Noted there has been no follow-up survey for the track and field proposal present at the last meeting by Joe Wiebold from the Athletic Committee. The PC had supported the idea of a track and field program, but requested answers to the questions regarding liability, practices space and what could be done to keep the price per student down to allow as many students as possible to participate. Kathy Yochum will follow-up.

Approval of Minutes: Mark Munchrath moved the December minutes be approved, Joe O'Donnell seconded, minutes were approved as presented.

Committee Liaison Updates

School Advisory Committee – Kathy Yochum – No December Meeting

Social Committee – Joe O'Donnell – No report

Parish Education – Rich Martin – No report

Finance Committee – Mary Sheridan – Judy Haug is working on an interim basis performing accounting functions, while the hiring search continues for the Business Administrator position. Report on December Meeting provided.

Maintenance Committee – Greg Mendick – Written report provided.

Liturgy Committee – Tammy Kielian – No meeting.

Human Needs Committee – Mark Munchrath – No report.

Stewardship Committee – Doug Donaldson/Joe O'Donnell – Working on the next SpiritLink.

Pastor's Report – Response to Archdiocese Audit Report will be provided in a few months after the Business Administrator position is hired. Archdiocese representatives have been very helpful and will continue to help to assure Payroll, Year End Reports and W-2's are finalized. There is significant work ahead to regain order in the financial reporting areas. Father Korte has appointed a search committee composed of Nick Steinbach, Jennifer Tslentis, Katie Rinkol and Steve Luna to assist with interviews and the hiring decision. The parish has received some very qualified candidates. Father Korte is hopeful an offer can be extended to one of those interviewed next week.

Father Korte reviewed some of the discussions from the Finance Committee regarding concerns about Sunday giving, Hope sales/participation, volunteer guidelines, church attendance, etc., in an effort to determine the best methodology to assure fairness to all. He will draft some thoughts and present to the SaB and the PC for consideration.

The school and office staff are all looking for ways to tweak/budgeted expenses, even further. The scheduled payment to the Archdiocese for the Capital Campaign has been paid as scheduled.

The Parish Mission is being planned for March 8-10.

The Recruiting Committee for the school is organizing an open house on January 25th in the school. The Men's Club is sponsoring a free pancake breakfast and the Pancake Man will be there. All PC members are requested to support and attend. A special flyer has been sent to parishioners with 4 & 5 year olds and flyers will be dispersed throughout the community and at local preschools to encourage attendance.

There will be a special Mass at 9:00 in the Gym on January 30th to celebrate Catholic Schools Week.

Old Business:

Christmas collection was good.

Michaela Goerke, Principal, is taking the lead in the Strategic Plan in regard to possible grants with funding from the Archdiocese Capital Campaign. Grant requests must be used for school related funding. The requests must be reasonably placed in the long term plan. Michaela may want to also work with the Maintenance Committee as part of the process.

Kathy Yochum and Mary Sheridan requested finalized bios and photos for the Spotlight bulletin board. Arrangements are to be worked out with Goodrich's to Photoshop or retake the group picture of the Parish Council. Joan will follow-up.

New Business: Father Korte requested the PC may be able to take the data from the last planning meeting and document those discussions in relationship to Parish Goals. Mary Sheridan and Joan Luebbert will work on drafting.

Meeting was closed with a prayer.

Next meeting: Thursday, February 12, 2015 at 7:30 at St Gerald School – Downstairs Classroom.

Home and School

2014 – 2015 School Year

Meeting Minutes

January 14, 2015

Present: Katie Fehrman, Cortney Donaldson, Jen Vogelsberg, Angie Pelan, Jen Chlebinski, Nikki Evans, Tiffanie Wright and Christy Keenan

Meeting was opened with a group prayer led by Katie F.

Katie provided an update from the **School Advisory Board** Meeting on January 13th.

10:30 and noon mass are in need of usher and greeters. SAB will assign committees/groups a date to usher/greet. Home and School members present agreed to participate. We will wait for further communication from SAB.

An announcement regarding the new business manager will be out later this month.

Projects for the month of January

Catholic Schools Week

Friday- Pizza lunch will include Valentinos pizza (pepperoni, hamburger and cheese will be delivered), carrots and ranch, cookies and a variety of sodas. Last year there was too much waste using canned pop so we will use 2 liter bottles with cups. Volunteers should be there by 11am.

Tuesday afternoon- Mad Science Show

Wednesday – Spelling Bee

Geography Bee

January 15th- Home and School will provide prizes

Treasurer Report

Angie provided an updated budget.

Katie F. has some ideas regarding next year's available funds.

New Business

A card will be made to thank Judy H. for all of her work on box tops. It will be signed by all of the students and presented to Judy on Friday afternoon. The last check we received from box tops for the school was \$1000.45.

Mrs. Gregg will be directing a play this spring. Home and School will provide funds to help with the expenses.

St. Gerald's open house is Sunday January 25th.

Committee would like to trial "Volunteer Spot" for Teacher Appreciation Day sign up

Walk a Thon is scheduled for Friday April, 24th.

DRAFT