

## **St. Gerald School Advisory Board**

### **2016-2017 School Year**

Approved Minutes

February 14, 2017

School – 6:30 p.m.

Opening: Opening Prayer – 6:33 p.m.

Roll Call-Attendees: Kris Sigmund, Nancy Kochanowicz, Allison Balus, Phil LaSala, Michaela Goerke, Carisa Dillon, Natalie Whitman, Katie Digilio, Sarah Cunningham (Absent: Nikki Batenhorst, Tobi Mathouser, Fr. Mark Nolte, Christy Keenan)

Approve minutes from last meeting: Allison Balus provided the motion to approve the January minutes. Phil LaSala seconded the motion to approve. The minutes were then approved by unanimous vote of the Board.

Welcome Visitors: No visitors.

### Principal Report:

- Principal search: Mrs. Goerke discussed her personal reasons for leaving. The Board then discussed the process to be used in hiring a new Principal:
  - Vicki Kauffold, the Administrator of Standards and Assessment from Catholic Schools Office, has been asked by Superintendent Patrick Slattery to facilitate.
  - A search committee will be formed. Mrs. Goerke has recommended several names of parents and teachers. Father will decide who will be on the committee.
  - During the week of February 20, Ms. Kauffold would like to meet with Father and the search committee to discuss sample questions and narrow down the list of candidates.
  - The Archdiocese's description of the process is attached.
  - Father will make the final decision.
  - The posting for the Principal position was in the Omaha World Herald on Sunday and will be again next Sunday. It was also posted on the Archdiocesan website and will be posted on the St. Gerald website, which was recently revamped.
- Executive session at 6:54 p.m.
- Executive session ended at 7:08 p.m.

- Mrs. Goerke reported on the school's recent service project: Then Feed Just One. She received a letter from the director of the program in which he expressed how impressed he had been. The entire school was involved—PreK through 8th grade. The organization expected us to make 10,000 meals. We made 24,000. Each meal feeds a family of 6. In addition, \$5,000 was raised through collections at mass. The Board discussed the need to warn parents about food allergies, especially soy, if the school participates again next year.
- The date for the accreditation visit has been changed from Feb 22 to March 29. February 22 was too difficult because of the timing of the Angel Auction, Catholic Schools week, parent teacher conferences, etc. Mrs. Goerke has an agenda of what will happen during the 1-day team visit, which will include 7 or 8 principals from other Catholic schools. Mrs. Goerke and Mrs. Keenan are working on the presentation they will give in the library about the school, which will include the school's history and demographics, lessons learned from the SWOT analysis conducted by the staff, parent survey results, and test scores. Then the team will take tours with the students, followed by small group meetings with parents and school board members. For a big part of the afternoon, the team will meet in the library to discuss their suggestions for how to get the school where it wants be. Finally, the team will do a presentation to all the staff at 3:30 p.m. about what they discovered on their visit.
- This year, there is no computer teacher, so Jen Maher has been coordinating computer learning through a K-8 individual learning program: [Learning.com](http://Learning.com). It has been great for this year with no computer teacher, but the school will be advertising for a computer teacher next year. The plan is to get rid of computers in the lab because they are so old. The school will keep the best ones--about 8--for a bank of Windows computers. The computers in the library are new. In addition, Mrs. Goerke is talking with her nephew about how to fix the school's wireless/technology infrastructure on a limited budget. The school has two Chromebooks that are used constantly. The hope is to replace old computers with one iPad cart and two Chromebooks carts. This will cost money, but the computers in the lab are so old--some weeks they simply will not work. Chromebooks have everything they need. The new ones have touchscreens.
- Jen Maher does not want to continue coordinating these computer classes after this year. The cost of the Learning.com program was the biggest expense--about \$6,000. If the school had a computer teacher, it probably would not renew the program. The hope is to find someone who could also troubleshoot with computers and projectors, which are also all getting too old.
- Pre-K just got four iPads today--money was donated to purchase.
- Student survey will come out this week.
- People were upset about the changes in the First Communion program. The second grade teachers explained the process for first communion to parents at curriculum night based on their past experience, as they do every year. Parents then got upset after changes were

made and it was not as they had been told it would be. Now, both classes will receive the Sacrament on one day at a special mass at 2:00 p.m. Signup genius will be used for families to pick pews.

- An 8th Grade events sheet was distributed, but then there were problems with the breakfast. The school is going back to breakfast at 96th and Q the day of graduation.
- Caps and gowns: the school currently rents them, and they are very expensive. The school is looking to purchase just the right number, but then it may not have the sizes it would need for the next year. It has also been difficult to figure out where to store the caps and gowns.
- Great improvements have been made in the school's Terra Nova scores over the past three years.
- Reminder to re-enroll your current students.
- Pre-K a.m. for next year is already full with 12. Pre-K p.m. has 7.
- Current enrollment for kindergarten is currently at 22.
- High School scholarships will be announced tomorrow. St. Gerald's 8th graders have 5 scholarships from 4 schools. One of the scholarships is one of the top ones given. The school had a good showing, considering this year's 8th grade is a smaller class--only 35. Only about 50% took the test because many are going to public school.
- Today was supposed to be a free casual day but it was mistakenly marked as a \$1 day on the calendar. Some kids brought money, and about \$250 was collected. The Board agreed that the money should be spent on the school.

Assistant Principal Report: Mrs. Keenan was absent, so there was no Assistant Principal Report.

Pastor Report: Fr. Mark was absent, so there was no pastor report.

Committee Reports:

- Home and School: (Sarah)
  - Dad's and Donuts will be on February 28
  - The Committee is working on the Walk of Pride, which will be April 28. The Pancake Man will come. Would like PreK to participate, but there are safety concerns involved.
  - Father/Daughter dance will be April 1.
- Recruitment: (Natalie)
  - The Open House on January 29 was a big success, with 498 people attending.
- Maintenance: No January Report.
- Finance: Preparing New Budget
- Parish Council:
  - Nothing new to report. We are continuing to read "Divine Renovation". The Council will meet again in March.

Pending Business:

- Phil LaSala gave an update on his progress on the school policy review. The school is its own entity, separate from the Archdiocese. As such, it needs to have its own handbook and board bylaws. These need to be stand-alone documents without reference to Archdiocesan policy numbers. Phil LaSala, Allie Balus, and Michaela Goerke will serve on a committee to oversee the continued school policy review and revisions. The committee will not meet until after the Accreditation visit is over.

SAB President:

- The Board discussed revisions to its bylaws. Proposed revised bylaws will be circulated in advance of the next meeting and will be voted on at the next meeting.

Next Meeting: March 14, 2017 in the school library at 6:30 p.m.

Closing: Closing prayer and the meeting was adjourned at 8:55 p.m.