

St. Gerald School Advisory Board

2016-2017 School Year

Approved Minutes

March 14, 2017

Mrs. Gregg's Classroom – 6:30 p.m.

Opening (Nancy Kochanowicz)

Opening Prayer

Roll Call- Attendees-Kris Sigmund, Nancy Kochanowicz, Phil LaSala, Christy Keenan, Carisa Dillon, Natalie Whitman, Tobi Mathouser, Allison Balus, Michaela Goerke, Nikki Batenhorst, Sarah Cunningham

(Absent: Fr. Mark Nolte, Katie Digilio)

Approval of February Minutes-Natalie Whitman provided the motion to approve the February minutes with Phil LaSala to second the motion to approve. The February SAB minutes were approved with a unanimous vote of the Board.

Principal Report (Michaela Goerke)

- **Kindergarten Roundup: PreK and K numbers** Kindergarten Roundup took place today, 3/14/2017. Three additional attendees were added this morning possible total of 32-36 Kindergarteners for the upcoming school year. 2017-18 PreK is full with 12 students in the morning session and 12 in the afternoon session. There is one student on the waiting list.
- **Tuition Agreements** (See Attachment) The 2017-18 agreement has been modified slightly to simplify the form.
- **Teacher Contracts** Tim Hancock and Michaela Goerke will be meeting with all teachers on 3/15/17 to present them with their contracts. Teachers will be asked to sign and return them by 4/15/17. Teachers will be strongly encouraged to honor their contract once signed. The Archdiocese has policies in place in the event that a contract is signed and not honored.
- **Accreditation Visit-available members for 3/29 (time TBD)** Michaela is in need of 3-4 SAB members for panel interviews. Anticipate a one hour meeting to take place in the morning. Allison Balus, Nancy Kochanowicz and Kris Sigmund have volunteered to attend.
- **Student Health Issues: Lice and Seizure** An email went out to all school families on 3/14/17 with notification that one case of head lice has been identified in each of the following classrooms: PreK, 1M and 7th grade. In addition, a student suffered a seizure on 3/14/17 in the lunchroom. Staff and students in the area handled the situation very well. Michaela was very impressed at how responsible and respectful everyone was. Protocol, as defined by the student's family, was followed.

- **Principal Search** 10+ individuals applied for the Principal position. Four were interviewed and three were brought in for a second interview. The Principal Search Committee has narrowed it down to three candidates with the hopes of making a decision by the end of the week.
- **First Communion Sign-Up** Sign up process worked for reserving pews.
- **Other Items** Christy provided SAB with the 2017-18 draft school calendar

Assistant Principal Report (Christy Keenan) Christy reported that Kindergarten Round up was a success and that they are staying busy with preparations for the accreditation visit.

Pastor Report (Fr. Mark Nolte) None

Committee Reports

- **Home & School (Nikki Batenhorst)**
H&S is preparing for the Walk of Pride. The kickoff event will take place on 4/3/2017, with the walk taking place on 4/28/17. H&S is in contact with last year's t-shirt sponsors to see if they would like to sponsor again. Should last year's sponsors opt out, H&S will open up to others. Similar to last year, The Pancake Man and the Ralston Police Department will be in attendance. Ralston's Mayor has also been invited. Approximate times for the event are 10:45-1:00 (lunches) Pancake Man, 1:00 Walk, 1:30 Pop/Popcorn/Movie. This year's goal is to raise \$40,000. If this goal is met, students will earn a day off of school following the Mother's Day Mass on 5/12/2017. PreK classes will have individual celebrations since the times conflict with the WOP activities. H&S is also working on the Sacramento Breakfast to be held on 4/26/17 for 2nd and 8th grade students as well as the May Teacher Appreciation Luncheon.
- **Recruitment Committee (Natalie Whitman)** No meeting has been held/no update
- **Maintenance Committee (See minutes)**
- **Finance Committee (None)**
- **Parish Council (None)**

Other Business

- **School's Policy Review Update (Phil LaSala)**
It was decided at the February SAB meeting that progress with the School's Policy review will resume after the accreditation visit takes place. Phil recommended that Allison Balus review information as it pertains to liabilities. Phil and Michaela will then sit down and discuss all information.
- **Constitution and By Laws for SAB (Nancy Kochanowicz)**
All edits have been made based on SAB member's comments.

Allison Balus provided the motion to approve the SAB Constitution and By Laws with Phil LaSala to second the motion to approve. The SAB Constitution and By Laws as amended were approved by a unanimous vote of the Board.

Nancy will obtain the appropriate signatures. SAB decided that an electronic version of the SAB Constitution and By Laws will be put on Sycamore and the St. Gerald website. A copy will also be given to Deb Wiess, School Secretary, and all SAB members. Going forward, a copy of this document will also be provided to new SAB members and the SAB application will also include a link to the SAB Constitution and Bylaws.

SAB is seeking new applicants! This announcement will be put in the church bulletin, Pride Report and on Sycamore. Application deadline is 4/1/2017 and blank applications can be found in the school and church offices and on Sycamore. Nancy will be sending an electronic copy of the application to the school secretary after she adds the link to the Constitution and By-Laws on it for future use.

SAB President:

*School Bulletin Board at 96th & Q for April: H&S

SAB 2016-2017 Bulletin Board Schedule		
	Owner	Theme Ideas
AUGUST 2016	Kris Sigmund	
SEPTEMBER	Kris Sigmund	
OCTOBER	Phil LaSala	Introduce Pre-K
NOVEMBER	Katie Digilio	Pumpkin Patch
DECEMBER	Nancy Kochanowicz	Jesus is the Reason for "every" season
JANUARY 2017	Natalie Whitman	Open House
FEBRUARY	Allie Balus	Catholic Schools Week
MARCH	Tobi Mathouser	Angel Auction/Middle School Play
APRIL	Sarah/Nikki	Walk of Pride
MAY	Carisa Dillon	Outdoor Ed
JUNE	Nancy Kochanowicz	Graduation/Field Day/Scholarship Recipients
JULY	Allie Balus	
AUGUST	Phil LaSala	4 th of July Parade
SEPTEMBER	Home & School	Back to School Night
OCTOBER	Carisa Dillon	Grandparent's Lunch/Terra Nova testing
NOVEMBER	Katie Digilio	Vocations Day/Halloween Parade
DECEMBER	Natalie Whitman	Veteran's Day Assembly/Thanksgiving

*As a reminder, all students must have a signed media release if they are included in displayed photos. You can email Deb Weiss at the school office to verify one is on file. dweiss@stgerald.org

*Bulletin board should be updated within the first week of the month.

*There is a traveling tote with supplies to use (stapler, tape, borders, paper, etc.) The “swap” can be coordinated with the person who was assigned before you.

*Mrs. Goerke/Ms. Keenan/other parents are good resources to gather photos of events that you/your child may not have been a part of.

Closing Prayer

Adjournment

Next Meeting: Tuesday, April 11th, 2017 6:30 School Library