

St. Columbkille School Advisory Council
Meeting Minutes

Location: St. Columbkille School Library

Date: November 7th, 2013 – 7PM

Roll Call

Role	Name	Present?
Pastor	Fr. Damian Zuerlein	yes
School Staff Principal	Mr. Jim Makey Mrs. Brandi Redburn	yes yes
Council Officers President Vice President Secretary	Dr. Kristi Preisman Mrs. Barb Muellner Mr. Jared Hollinger	yes yes no
Other Council Members	Mrs. Amy Bova Mrs. Tracey Brousek Mrs. Mindy Pelton Mr. Terry Buckman Mrs. Suzy Plambeck Mr. Kirt McAlpine	yes yes yes yes no yes

Opening Prayer

The meeting was opened with a prayer led by K. Preisman.

Opening Statement

K. Preisman welcomed the group.

Principal’s Report- Mr. Jim Makey

1. Terra Nova testing is complete. A brief overview of results was shared..
2. EXPLORE testing is complete. A brief overview of results was shared.
3. Mrs. Redburn organized our high school recruitment days. Everything went smoothly for those. Students asked great questions.
4. The Safety Committee met on Oct. 15. The committee has a list of concerns that they hope to address over time. Sergeant Chris Whitted of the Papillion Police Department has agreed to attend the next meeting on Nov. 19.
5. Parent-teacher conferences went well. Parent attendance was 96.7% and this number may actually be a little higher because some of the teachers made some conferences up the following week.

6. Mrs. Redburn and Mr. Makey attended an AdvancED Workshop on Oct. 29-30 in Lincoln.
7. The junior high honor roll students to a pizza lunch on Wednesday.
8. Picture retakes are on Monday, Nov. 11.
9. Art Education report as requested.

Principal Report Comments and Discussion

Mr. Makey presented the results of research he had done on the topic of Art Instruction and the Council continued discussion on the factors impacting hiring an art instructor. It was determined that this discussion would continue and further study done before any recommendations are made regarding a future art program.

Pastor's Report – Fr. Damian Zuerlein

Fr. Damian reported on the purchase of the house next to the Church. He also mentioned that he will be scheduling a meeting in the next month for new families in order to present school funding information and encourage parental involvement.

Finance Committee/Pastoral Council Report – T. Buckman

Minutes from October 9, 2013 are below

Members present: Terry Buckman, Ann Caskey, Anthony Connet, Erin Diaz, Curtis Edwards, Fran Harrison, John Larsen, Gretchen Reid, Dale Sorge, Dick VanHaute, Fr. Damian Zuerlein, Also present: Jan Bode, Dcn. David Krueger

1. The meeting was called to order by Curtis Edwards and Fr. Damian led the opening prayer.
2. September minutes were approved.
3. Discussion on Fall Festival (Fr. Damian) – Father distributed an Income/Expense report for the Festival that shows recent activity and asked for discussion to be held concerning the amount of income realized compared to the amount of work involved. Tithing drops dramatically on the Festival weekend making the net profit for the event each year fairly minimal. The group agreed that the objective of the Festival is to build community but questioned the amount of income realized. Changes that might help reduce the lost tithing include:
 - Reconfigure the Festival layout to provide additional parking and communicate that more parking will be available for mass.
 - Move the event to Saturday.
 - Determine if another location would be available.
 - Adjust the start time.Father also asked the group to consider a possible joint effort with St. Agnes/Guadalupe help to build community. Gretchen Reid discussed the Parish Nurse activities held at the Festival and benefits of these activities. Parishioners receive important services and save fees for doctor visits. A meeting will be held with the Festival Committee to continue discussion.
4. Purchase Update Discussion (Father Damian) – The property on the east side of the church has been purchased. A special use permit is needed from the city. The next step will be to gather costs to make office space, storage and additional parking and then meet with the city.
5. Outreach to those not attending mass (Fr. Damian) – A count of parishioners attending mass is

done at this time each year and sent to the Archdiocese. Roughly 30 – 40% of the registered parishioners attend mass. This has been stable over time and is comparable to the national average. Suggestions for outreach include focusing on school families and inviting people back. Father asked the group to continue to think about outreach opportunities.

6. Class attendance numbers for Religious Formation (Erin Diaz) – Enrollment for the summer program is high (302 students). Numbers are fairly low for the weekly program (285 students). The group discussed activities that may be causing the reduced weekly numbers.
7. Parish nurse report on the festival (Gretchen Reid) – Gretchen distributed document showing the activities and the benefit provided. See above for additional detail.
8. Youth Council (Anthony Connet) – The new year has started out well. Numbers are about the same as last year. Small group sessions will be held at the leader's house. A priest spoke to the group last week about vocations.
9. Stewardship Committee (John Larsen) – John distributed a document showing Tithing/Fees as a percentage of revenue. Trends seem to be leaning toward increased fees and decreased tithing. He asked people to think about how we can promote stewardship/tithing. Stewardship renewal is coming up soon. The annual appeal helps people stop and think about how much they are giving. EFT is key to continuous giving so it should be promoted.
10. School Advisory Council (Terry Buckman) – Terry reviewed the minutes from the last meeting. Highlights include: Mr. Mackey has developed a teacher evaluation program, Terry and Mr. Mackey attended an emergency response symposium and plan to update the response plan, the Board approved the Safety Committee, Advanced Ed accreditation activities continue, the SAC constitution is being updated, the SAC will be discussing long range goals. The SAC constitution mentions that the SAC President and Principal are required to give the Parish Council a status presentation twice a year. The group agreed that a SAC representative update at the monthly Parish Council meeting is sufficient.
11. Finance Committee (Jan Bode) – Jan reviewed the financial statement and the status of the Source and Summit Campaign.
12. Misc – Gretchen Reid mentioned that St. Vincent DePaul will not be doing the Use It Again Sale this year. They will be sponsoring Late Night Catechism this year instead. It will be held on January 18, 2014. Save the date.
13. Closing Prayer – (Deacon David) – The meeting was closed at 10:00 pm.

Finance Committee/Pastoral Council Report Comments and Discussion

T. Buckman suggested that stewardship be promoted with school children by asking them to complete projects around the school i.e. students would take recess time to clean up the playground area. Mrs. Redburn will look into possible opportunities for students of all ages to take part in stewardship at school.

Athletic Council Report – D. Van Haute

- Soccer and Volleyball seasons have wrapped up
- 3v3 basketball at the Festival went well
- Basketball practices have begun, parent meetings scheduled for Nov 11 and Nov 13, games start Dec 5

- Second annual bowling fundraiser is being planned
- Spirit Wear on-line store will run through November
- New commissioners are always welcome

Next meeting Nov 13, 8:00 Steinhausen Center

President's Report-K. Preisman

K. Preisman said she is looking into possibly setting up a mentoring program as a SAC/HSA combination effort.

S. Plambeck, T. Brousek, and K. Preisman met and discussed potential ideas for the mentorship program. Initial thoughts are listed and feedback and suggestions are welcomed.

Stratified mentor families based on age group:

K-2 families

3-5 families

6-8 families

Military families can be designated as well

If children are in multiple grades, the family would be assigned to the age group of the oldest child. Mentors would focus on families that have children that are part of that age group since they have the current experience in those grades.

Identify the core mentor group of families made of 5-6 families per grade level and/or based on need.

Assign families to field questions if they are needed- especially in the upper grades.

To recruit the core mentor families, possibly put out a mass request to the school. Thoughts welcome.

Continue to try to match up the families in the summer and continue to have the Welcome Picnic and possibly invite the mentor families. Meetings could take place individually as well.

Committee Reports

Teachers and Stewards for Kids (TASK) – K.Preisman/T. Brousek

The program continues to run smoothly. Stewards are signing up using Volgistics. The project bins part of TASK will no longer have a formal meeting time on Wednesday evenings because only 1 or 2 individuals were coming to the school. Stewards are allowed to sight out projects and this may have impacted attendance on Wednesday evenings. There is still a meeting time scheduled for Tuesday afternoons at 2:00. Stewards are welcome to come and work on projects anytime during the school day.

Enrichment – K. Preisman

The program is running smoothly. Yearbook started in October and has been advertising. There is a contest to design the cover. At the most recent St. Columbkille 101 meeting, a home school family inquired about their children participating in the enrichment programs. Currently, there is a consensus that home schooled children from the parish can participate in the programs, but only after school children have signed up.

Building and Grounds – J. Hollinger

The committee is working to execute the plan for additional signage for the school property including signage at the major doors and a digital sign at the corner of 6th & Monroe. A plan and estimates are being assembled for Father's review currently.

Development – M. Pelton/A. Bova/B. Muellner

No report.

Acts of Kindness Through Service (AKTS) – M.Pelton

No report.

Open Discussion/New Business & Outcomes

T. Buckman raised the question of whether there is a procedure for recognizing teacher's efforts. M. Pelton stated that she had posted manila envelopes outside of teacher's classrooms last year for this purpose. Mrs. Redburn will check to see whether these are all still in place. Furthermore, Mr. Makey encouraged parents to inform administration about special efforts on the part of individual teachers.

The institution of a school strategic plan was discussed. Mr. Makey advised we have not been formally requested by the Archdiocese to begin this process but he believes this will be coming up in the future and early conversations about this process would be helpful.

A question was raised about school funding and how money from fundraisers is apportioned. Fr. Damian advised that the Finance Council handles the budget with input from various groups/organizations and that the SAC can put forth suggestions as part of the process. Further information regarding school funding will be available at the upcoming meeting for new parents.

Series Policy Review

The Council started review of the Series 5000 School Advisory Council policies. Policy #5001.1 Admission was reviewed with no revisions. Policy #5001.2 Enrollment/Re-Enrollment was reviewed and revisions were approved. Policy #5003.1 Non-Discrimination Policy was discussed and revisions adoption was tabled pending consultation with the Archdiocese. The Technology policy was discussed but approval will be tabled until the next meeting to allow for further review.

The meeting was closed with a prayer by T. Buckman.

Next Meeting: No Meeting. Council Christmas Party: December 5th, 2013

Minutes Preparation: B. Muellner