

Saint Leo the Great School Board
Meeting Minutes
August 27, 2018

The meeting was opened by V. Reverend Peter Hahn, who offered an opening prayer.

Members in attendance: V. Reverend Peter Hahn, Christine McLean - Principal, Julia Parrish, Alan Schwartz - Development, Lara Koppmann, Gina Bonafede, Michelle Zachery-PTO, Frank Kuchinski – Parish Manager, Terry Trego, Matt Sahn, Katie Odell, Amy Altimare, Sean Francey, Ellen Eschenwald, Gretchen Reasner, Mark Magyar, and Jan Bixby, faculty representative. School Parents in attendance: Molly Hughes

Open Session:

- I. Approval of the June 2018 meeting minutes- approved.
- II. Standing Committee Reports:
 - a. Planning: The playground was successfully moved over the summer 2018. Many volunteers generously offered their time and skills on this project, saving the school over \$5,000.00. The committee is working with a landscaping company (Tomlinson Bomberger) creating a landscaped path from the parking lot to the playground. Trees will be planted in October. It was suggested that the school children should write thank you notes to the team that moved the playground. The Planning committee will meet with Fr. Hahn and Christine McLean for upcoming plans on the phase two expansion project.
 - b. Policy: The school's truancy policy must be revised. Diocese will review the revised policy and compare it to the state policy. The handbook was revised to note six (6) absences as excessive vs. the previously noted 10 absences. Six is what most school districts use.
 - c. Public Relations: The new website is live and in working order, minor adjustment will be required but overall it is up and running. The next newsletter is scheduled to go out around October/November. Articles must be in by Oct 1.
 - d. Nominations: No report at this time.
 - e. Spiritual Life: Meetings will start the 1st Friday of every month, after Mass. The committee is currently planning the baby shower. Vocation Days are coming, Fr. Hahn waiting on dates from the Bishop.
 - f. Security and Safety: No Report this month. Committee looking into "lobby buddy".

III. Ad Hoc Committee Reports:

- a. PTO: PTO held a meeting the week of August 13 with the classroom parents/chair. There will be four mandatory meetings of the PTO. They are determining way to handle money, at times the PTO members are sometimes carrying a sum of money with them and the group is looking for a better way to manage. The PTO is welcoming new volunteers. A binder was developed so members will have clear guidelines and expectations of roles. The guidelines are not official bylaws. The PTO will need to be voted on as being an official subcommittee of the School Board, until then the binders should not be distributed
- b. Development: Alan Schwartz reported that he has three projects currently underway –the annual appeal, annual report, and SEED. There is a change in Scrips this year. SLTG will no longer work with Giant/A+. Alan is looking for possible replacement of the Giant/A+ gift card revenue, (\$40-50K). He will look at this in the next 2 -3 months. Other approved vendors are continuing with a scrip program.

c. Finance: Frank reported on Finances and explained how the budget process is implemented.

- 2017-2018 School Year. Budgeted, \$1.225 mil in tuition income, and total of 355 students. Collected \$1.284 mil, \$50K in tuition was not collected, but \$35K from the previous year came in, so the budget was close to projected. It costs \$1.98 mil to run the school. \$1.28mil was collected and approx. \$700K came from other sources.
- 2018-2019 budgeted – Projected 378 students and an additional \$94K in tuition during January 2018. At end of May 2018 when the budget was final only 360 students were enrolled (18 less than projected), and therefore less tuition than originally projected. As a result of the possible deficit, the Spanish program was reduced. Finance anticipated less money for 2018 and budgeted \$2.057 mil to run the school. There are approx. 365 students in 2018, and over \$1.4 mil in tuition contracts. The committee will report back later in the year when the numbers are “real” and not based on projections. It was noted that tuition does not pay for expansion projects or school renovations, those things are paid for by the capitol campaign and donations.

IV. Principal's Report: See attached

V. Pastor's Report:

a. Capital campaign/initiative - Received four bids from general contractors for the Phase II expansion project. October 9th meeting with the Diocese to discuss project, October 23rd will meet with the Bishop and the final bid will be selected. The contractor will be based on price, schedule, and committee's confidence in the contractor meeting the proposed schedule.

b. 2018-1019 First Communion. There are 63 second graders/candidates this year. Students are supposed to make their First Communion with their respective parish. In the past this was waived upon request. SLTG would like to have only one First Communion Ceremony instead of two. This year the parish will encourage the families to have their child receive their First Communion sacrament at their respective parish, if they insist on being at SLTG they will be put on a waiting list to determine if there is enough space to accommodate the request.

VI. Public Comment: Molly Hughes reported on the Parish Picnic. The Picnic is scheduled for September 16th. The picnic is for the Parish and the School, and they are looking to get more participants from the school. There will be a school development tent this year (noting what are the latest happenings at the school etc.), a church ministry table, and various other ways to get involved. SLTG Teachers will add info on their weekly notes to parents regarding the picnic. The picnic is not just for parish members, it is open to the school community as well.

Closing Session: None

Closing prayer was offered up by Father Hahn

Next school board meeting will be held on **October 15, 2018 at 7:00pm.**

Respectfully submitted,
Amy Altimare



**Principal's Report for School Board
August 27, 2018**

Student Life:

Spiritual:

- Mr. Alan Schwartz is our 7th and 8th grades religion teacher (our two- year Confirmation program).
- Father Hahn and Mrs. McLean will plan a pilgrimage for our 7th and 8th grade students.
- Our student council is partnering with The Central PA Foodbank to brainstorm ways we can help end hunger. Various activities will be sponsored throughout the month of September.

Academic:

- New grammar series being used: Exercise in English by Loyola Press in grades 3-8.
- Each 5th and 4th grader will be assigned a chromebook, devices are to be kept at school
- Beginning year benchmarks: Gates/Fontas-Pinell/Dibel Reading/Dibels computation and concepts will be administered this week.

Staff

- New IU#13 staff assigned this summer: Tabatha Wixon- Reading Specialist, Kristine Van Tassel- Speech pathologist
- Patty Jacobs a retired reading specialist and reading supervisor for the SDOL and parishioner of St. Mary's will be volunteering in our 4th and 5th grade ELA classes. Her reputation is impeccable.

Completed Summer Projects

- Playground moved
- 7 Sacrament mosaic installed
- New school website launched
- PTO guidelines written

Other:

Enrollment k-8 2013-2014	Enrollment k-8 2014-2015	Enrollment k-8 2015-2016	Enrollment k-8 2016-2017	Enrollment k-8 2017-2018	Enrollment k-8 2018-2019
266	311	320	331	361	365
Cupertino Classroom students		16	20	24	28

Respectively submitted by Christine McLean