

Saint Leo the Great School Board
Meeting Minutes
October 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, Michelle Zachery-PTO, Frank Kuchinski – Parish Manager, Terry Trego, Matt Sahd, Tim Ryan, Katie Odell, Amy Altimare, Sean Francey, Ellen Eshenwald, Gretchen Reasner, Mark Magyar, and Jan Bixby & Deb Miehl - faculty representatives. School Parents in attendance: Nikole Detz

Open Session:

- I. Approval of the August 2018 meeting minutes- approved.
- II. Standing Committee Reports:
 - a. Planning: The planning committee will hold a building and grounds meeting next week. Eagle Scouts looking at a green space project on site. A non-partisan voter guide was distributed to the group, to be handed out at Mass. Tim will send the guide to Tina Johnson prior to the mass.
 - b. Policy: The Diocese drafted a truancy policy based of the state's policy and will be sending the draft to Christine McLean and Gretchen Reasner.
 - c. Public Relations: Public Relations committee is wrapping up the newsletter, they still need pictures and Father Hahn's write up.
 - d. Nominations: No report at this time.
 - e. Spiritual Life: All children participated in the Living Rosary and presented gifts. The Spiritual Life committee will be going into the classrooms to talk about pro-life messaging and getting ready for Vocation Day (February 15th, rain date February 22).
 - f. Security and Safety: Setting up a meeting to prioritize, Christine McLean will provide an update on the Lobby Buddy Meeting to the committee. The committee needs to review and update the September 30, 2016 plan.
- III. Ad Hoc Committee Reports:
 - a. PTO:
 1. Teacher luncheons: Looking at moving away from donations and working off the budget. Also looking at 3 to 4 luncheons a year vs. 1 per month.
 2. Grand-friends day was a success.
 3. All PTO committees are filled and covered.
 4. Spiritware changes, moving to an order-based system vs. keeping inventory.
 5. The draft PTO guidelines were revised. Next meeting the Board will vote to adopt the PTO guidelines/policy.
 6. Let's D.A.N.C.E. changes this year focus away from fundraising, no silent auction this year. Moving toward affordable keepsake items per class (each

child contributes). Keepsake classroom coordinators will get in touch with the teachers regarding the keepsake items. PTO looking into Artsonia web site for potential keepsake ideas.

- b. Development: 8th Annual Appeal hit the \$800K mark. EITC maintenance - system underway.
- c. Finance: Tuition budgeted at \$1.31 million, currently we have \$1.4 million under contract. The school usually collects 97% of the contracted amount. 367 total enrollment. Too early in the year to report on expenses.

IV. Principal's Report: See attached

V. Pastor's Report: No report at this time.

Closing Session: None

Closing prayer was offered up by Father Hahn

Next school board meeting will be held on **November 5, 2018 at 7:00pm.**

Respectfully submitted,
Amy Altimare



Principal's Report to Parish Council and School Board October 15, 2018

Student Life:

Spiritual:

- The Month of the Rosary and Corporal Works of Mercy was kicked off with a Living Rosary and annual baby shower for A Woman's Concern.
- 7th and 8th Graders had a Corporal Works of Mercy Retreat on Friday. They spend the morning at GAINs and the afternoon with youth minister, Sean Malloy.
- 6th Graders raised \$125 dollars for Catholic Relief Services, Student council gathered over 700 cans of food for the Central Food Bank of PA.
- Daily Rosary: Student body will be praying The Rosary Monday through Thursday mornings in October from 8:00 – 8:25. Families are welcome to join us in the gym.
- 348 Grandfriends visited with their special St. Leo student on October 5th. The day ran smoothly.

Academic:

- 6th graders received their Chromebooks at the end of September, insurance was purchased for each device.
- Interim reports went home on Oct. 4th for grades k-3rd.
- Grades 4-8 will implement the Collins Writing Program which provides a proven, unified, research-based writing program that can be used in all classrooms, in all subject areas.... The Five Types of Writing assignments develop students' essential writing and thinking skills in the context of their everyday classroom learning.
- 3 of our FLL robotics team traveled to Chantilly, VA's Air and Space Museum.
- 4 Cue robots and additional PLA filament for our 3D printer was purchased through SEED for STEAM classes.
- Lancaster Catholic High School students and teachers meet with our 8th grader, emphasizing the importance of finishing strong at their elementary building.
- 20 students have started instrument lessons this year from Mr. List or Dr. Jamanias

Change in enrollment since opening day:

Grade 1	+1
Grade 2	+2
Grade 3	+1 -1 (job transfer)
Grade 4	+2
Grade 8	-1 (dropping student back to 7 th grade in another school)