

**Saint Leo the Great School Board**  
Meeting Minutes  
January 7, 2019

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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, Frank Kuchinski – Parish Manager, Terry Trego, Matt Sahd, Amy Altimare, Sean Francey, Ellen Eshenwald, Gretchen Reasner, Mark Magyar, Tim Ryan, Deb Miehl and Jan Bixby- faculty representatives.

Open Session:

- I. Approval of the December 2018 meeting minutes- approved.
- II. Standing Committee Reports:
  - a. Planning: The planning committee met to discuss future long term plans. Short term plans - Flower boxes were removed and moved to the shed (new location TBD). Looking to resell appliances on Craig's List types of sites.
  - b. Policy: Field Trip Smart Devices Use language was drafted for the handbook. Students will not be allowed to use smart devices unless at discretion of Principal, or the leader of the trip, and on a case by case basis - out of normal hours, outside diocese etc. Revisions were suggested to new policy, and the policy will be updated.
  - c. Public Relations: Next newsletter will be in the Spring/summer of 2019.
  - d. Nominations: Announcement of School Board applications was in the Sunday Bulletin. Amy Altimare agreed to stay on board to fulfill one of the upcoming spots.
  - e. Spiritual Life: Committee is meeting frequently to finalize vocation day details.
  - f. Security and Safety: The Security and Safety committee meeting set for January 30, 2019. The committee is going to try to secure a grant for security improvement funds. The committee is looking at alternatives to the Lobby Buddy, waiting to hear back from the Township. Security area inside first set of double doors being looked at. If visitors have a clearance badge they would sign in and out as usual. If they do not have a clearance badge their license would be scanned. \$1,300 initial fee and \$300-400 per year. Can be set up within the next 6-weeks. Encourage parents to get their clearances.
- III. Ad Hoc Committee Reports:
  - a. PTO:
    1. The PTO utilized a new way to collect money for teachers' gifts over the holiday season by using a family envelope and a system where the family could enclose an amount and allocate through a checklist who they were giving to. The new system worked well.
    2. Let's D.A.N.C.E is April 27, 2019.
  - b. Development: Closed the active portion of the annual appeal. Collected approximately \$130K, approx. \$9k less than last year. EITC is expected at \$169K, \$91K has been collected. Golf outing is scheduled for first Friday in June. Open house is scheduled for January 27 and January 29.

- c. Finance: Teachers and Alan Swartz were excused from this portion of the agenda. Frank Kuchinski went over financial data for the proposed tuition increase and the board discussed salary increases for 2019. Board provided feedback regarding the proposed tuition and salary increases.
- d. 2019 Parent Survey - Amy Altimare will help with the parent survey. Mrs. McLean and Amy will coordinate on logistics.

IV. Principal's Report: See attached

V. Pastor's Report: Building Update. Father Hahn will know if the school expansion project will occur this year or next year by March 11.

Closed Session: None

Closing prayer was offered up by Father Hahn

Next school board meeting will be held on February 4, 2019 at 7:00pm.

Respectfully submitted,  
Amy Altimare



## Principal's Report to School Board and Parish Council

January 7, 2019

### Student Life

#### Spiritual

- Student council raised \$248 for the LGMD2i Foundation.
- 6<sup>th</sup> Grade class will spend the month of January teaching their 1<sup>st</sup> grade buddies about Moses.
- 3<sup>rd</sup> grade classes have their retreat on Friday: Who is Your Hero: The Saints of God
- Mr. Schwartz and Mrs. McLean will be traveling with 18 students to Washington DC for the March for Life
- Weekly meetings for Vocations Day have begun

#### Academic

- STEAM- Three classes are involved in competitions. 4th Grade and 8th Graders are competing in the Wonder Robotics Competition using the robots that were purchased earlier this year. 5th Graders are competing in the IU13 STEM Consortium challenge and solving a real world problem. One group is using a robot to eliminate litter from sidewalks. The second group created a "scent bomb" that is to be dropped into compost piles to alleviate the smell. Mrs. Alvarez has offered after-school work sessions for these classes.
- Our middle school teachers have been in-serviced about the merits of using The-Flipped Classroom approach to instruction. In this approach in-class time is "re-purposed" for inquiry, application, and assessment in order to better meet the needs of individual learners. Students gain control of the learning process through studying course material outside of class, using readings, pre-recorded video lectures or research assignments. During class time, instructors facilitate the learning process by helping students work through course material individually and in groups. Our teachers will be creating a unit of study using this method.
- Interim progress reports will be sent home Friday for students in grades kindergarten through 3<sup>rd</sup> grade.
- A \$10,000 donation was made to our Cupertino classroom.
- Try-outs for Beauty and the Beast have started today.

### Staff

- Mr. Veilleux has begun a Master Program in Music education.
- Miss Atkinson is being mentored by Sandy Auker an expert in ELA instruction at the IU. This is a new program offered at the IU.
- Mrs. McLean, Mrs. Miller and Mrs. Bologa are being Safe2Say Something Anonymous Reporting System, which will help students, faculty, and staff report potential threats of violence before they occur.