

**OUR LADY OF PERPETUAL HELP CATHOLIC SCHOOL COUNCIL MEETING**  
**Tuesday, November 13, 2018**  
**7:00 PM, School Cafeteria**

*Our Lady of Perpetual Help Catholic School builds character and shapes tomorrow's leaders by delivering academic excellence in a Catholic faith based community*

Type of Meeting: Regular Meeting

Invitees:

- A.) **School Council:** Steve Cicherski, Christin Corrigan, Michael Divine, Lisa Friesenhahn-Not Present, Joseph Marroquin, Sharla Muegge, John Patrick, Meg Skulteti, Michelle Theiss, Stephanie Trevino
- B.) **Staff, etc.:** Frank Burns, Stephanie Dunne, Joseph Hernandez-Not Present, Craig Friesenhahn-Not Present, Barbara Pulcini, Father Jeff Pehl
- C.) **Guests:** Hannah Corrigan and Caleb Friesenhahn – Interviewed the Board for Journalism Class and will post their Q&A in the Wildcat Newsletter. Joe Zlotkowski, Nelda Wohl and Amanda Miller – Marketing Task Force Committee gave a presentation on their findings and recommendations for the school.

**AGENDA**

**I. CALL TO ORDER 7:02pm**

- 1.) **Opening Prayer** Father Jeff Pehl
- 2.) **School/Parish Community Input** Meg Skulteti
- A.) None

**II. NEW BUSINESS**

- 3.) **Approval of Minutes** Meg Skulteti
- A.) October 2018 – Michelle Theiss motioned to approve minutes and Steve Cicherski seconded.
- 4.) **Committee Reports**
- A.) **Finance Committee** Lisa Friesenhahn/Joseph Marroquin
- a.) We are close to finalizing the budget and will send via email, once it is complete.
- b.) After reviewing audit results, Frank Burns suggested to go down to 1 credit card, anything over \$5000 will go to the parish for approval, and \$5000 from CDC will go to the parish to help with our monthly payments. Our school will need to look into another fundraiser to help raise \$20,000 for operating expenses.
- B.) **Building and Grounds** John Patrick
- a.) Looking to enclose the HVAC system in the 3<sup>rd</sup> grade rooms. Sump Pump should be complete next week. Knights of Columbus is helping with the new gates we need to finish out the perimeter of the school. Awaiting another quote from a fence company.
- C.) **Policy and Planning** Mike Divine
- a.) Mike recommended our constitution and bylaws be reviewed and possibly revised. We must do an annual audit and Mike is to send out a motion by November 30<sup>th</sup> for us to discuss.
- b.) A short survey will go out in December and Mike will meet with Mr. Burns about content that will be included.

D.) Development Sharla Muegge

a.) No Report

E.) Technology Steve Cicherski

a.) Ergos contract will be renewed.

b.) No server issues at this point. There was a major network outage with provider and we are still assessing network issues with CDC,

c.) Cyber Patriot – 1<sup>st</sup> Competition in November was successful.

F.) Athletic Michelle Theiss

a.) Soccer team placed 2<sup>nd</sup>, basketball season is starting up with a tournament for the A Girls this weekend and cheer competition at Antonian is this weekend.

b.) Save the Date May 9, 2019 Sports Banquet

G.) Faith and Formation Committee Stephanie Trevino

a.) Cards were made for buyers at Casino Night.

b.) Would like to do a small appreciation for the Schertz Fire Department the went to the California fires recently.

H.) Nominating Committee – No Report.

I.) Executive Committee – No Report

#### 5.) Staff Reports

A.) Principal's Report Frank Burns

a.) Current enrollment is K-8 333 and CDC 102

c.) A big thank you to all the volunteers with all the recent activities we've had

d.) School Budget – 2018/2019 Parish will assist in some operating costs due to low enrollment and we thank Father Jeff. We are continuing to cut costs where we can.

e.) Income/Projects – Knights of Columbus donation for fencing, Main building envelope quotes are high, GuideStar grant- no update, and we are awaiting 3 bids on new copier contract.

f.) Calendar of Events distributed

g.) Please support our cheer team at CAAC Competition this weekend

h.) School/Church Security – SRP

a.) Please wear name tags, no visitors without a badge, visitors must sign in and out each time and volunteers must have CBC and Virtus Training.

i.) Radiator went out on the bus. Will keep everyone updated.

B.) CDC Report Stephanie Dunne

a.) Classroom doors are now locked during the day.

b.) Honey Baked Ham Sales are due tomorrow

c.) New extended day coordinator has been hired.

d.) Will get a quote to move cameras on CDC building to the playground area.

C.) PTC Report Erika Williams

a.) Halloween closeout and we came out with a profit of \$2300. Committee is discussing changing it up next year with a possible truck or treat

b.) Casino Night numbers are not in yet but estimating \$18-20,000 profit.

c.) Movie Night is Dec 7<sup>th</sup> and MOMS Christmas Party is Dec 8th

d.) Catholic Schools week is in January and we are currently planning activities.

D.) Parish Report Craig Friesenhahn/Fr. Pehl

a.) Stewardship committee is working. Parish currently has 2.21 million and our goal is 2.6 million. It will go out to bid in April and building in September. Parish

Festival has not closed out just yet, but we feel we can get approval on what we want for the new hall. The design is complete and Monday it will be made public.

**III. OLD/MISC BUSINESS**

6.) None

**IV. REQUESTS AND ANNOUNCEMENTS**

Meg Skulteti

7.) *Items to be placed on future agenda*

E.) *Voting on Constitution and Marketing Information*

F.) Next meeting is moved to December 11<sup>th</sup>, 2018.

**V. CLOSING PRAYER**

Father Jeff Pehl

**VI. ADJOURNMENT** 8:46pm

Meg Skulteti

**VII. EXECUTIVE SESSION**

Minutes submitted by Christin Corrigan



Frank Burns, School Principal



Meg Skulteti, School Council President



Christin Corrigan, School Council Secretary