

St. Peter Cathedral Center School
School Advisory Council Meeting
April 8, 2008

MINUTES

Call to Order: Bill Wagner

Opening Prayer: Monsignor Biebel

Bill Wagner announced that the agenda was posted on the website one week prior to the meeting and would continue to be done in the same manner.

March minutes were approved.

Meeting dates would continue on the former CAPE meeting dates.

Council Committee Reports:

Strategic Planning:

Joe Rowane reported that the committee was forming goals for fundraising and locating alumni. Several sources of alumni information have been given to this committee but it is a large task to sort through the information and organize the data. It was suggested that one central alumni reporting website be developed to form an alumni directory.

Kelly Titus reported that Kim McCormick and Gene Kurtic have agreed to serve on this committee as well.

Building and Grounds:

Jeff Kidder reported that this committee has goals to prioritize needed repairs and updates. Immediate priorities are thought to include safety, daily function, and first impression views of the facility. The name of the school on the outside of the building stating that it is a school is also a concern since it is presently only referred to as a "center". The preschool program location is being reviewed as well.

Athletic Committee:

No report.

Finance Committee:

Bill Wagner reported the addition of Joe Kloecker to the finance committee. He reported a need to coordinate with the strategic planning group due to their overlapping goals. He is continuing to look into the operating and accounting of the school finances and barcode fundraisers (Target, Box Tops....) A standardized fundraising form has been developed and will be required for all fundraising proposals.

Educational Support Committee:

Anne Hardner reported that the educational support committee hopes to increase and improve the teacher appreciation gift. It is considering the development of a survey to be completed by recent alumni. Anne suggested an adopt-a-room program for the beginning of the year to give students and families a chance to prepare the classrooms.

Mrs. Beer expressed concern that the School Advisory Council information wasn't readily available and asked for better communication. Discussion took place about the addition of a Council column in the monthly newsletter. The Cathedral church bulletin will also refer to the meeting dates as "School Advisory Council" meetings and no longer "CAPE" meetings.

Pastor's Report:

Monsignor Biebel announced that the deadline for the principal search is April 18, 2008. The principal search process is being coordinated through the Erie Diocese's Office of Education. He indicated that only two (2) applications have been submitted for consideration.

Msgr. gave a finance report from the annual Catholic Services Appeal and reported that many families failed pledge their support and an advancement director cannot be hired until more funding is pledged. There was discussion as to more effective ways to reach families and explain the need for funding to support an advancement director. A parent broadcast format was suggested as an effective way to reach school families.

CAPE Report:

Janet Zegarelli asked for permission to purchase and donate to the Women's Council 2008 Garden Party on behalf of CAPE. The proposal was approved. Dick Reichel also suggested that we purchase the center page of the Garden Party program to thank Women's Council for their support of the school. He will look into this matter.

Jeff Kidder discussed the ticket sales for the Waldameer picnic to begin near the end of May. Jeff Kidder announced that he would prefer to serve on Council's building and ground committee and not serve as CAPE president next year.

Youth Ministry:

No report.

Principal Report:

Mrs. Cornelius reported that the art fair was successful with 122 pieces of art sold and the profit going into the school art fund.

Technology submitted their 2-3 year plan to the Diocese.

A rotating survey of parents, students, and alumni was discussed.

A schedule of summer SAC meetings was discussed and it was decided that the Council would meet year-round. Mrs. Cornelius suggested that the meetings be held at school and publicly announced.

Mrs. Cornelius stated that the school administration and faculty members feel a teacher representative serve on each Council committee so faculty input is considered as well as parent and administrative input. The Council agreed with this suggestion. Mrs. Cornelius will provide names of faculty who are willing to serve on each of the Council committees.

New Business:

(None)

Next Meeting: May 13, 2008, 7:00 P.M.

Adjournment: 8:45 P.M.

Respectfully submitted,

Janet Zegarelli