

SPA Meeting Minutes

Tuesday September 18th in Pates Hall

The meeting was called to order at 6:05 by Florence Schmidt, Interim Principal

1. The first order of business was the election of SPA officers for 2007-2008.
 - a. The nominees were:
 - i. President – Suzanne Egan-Larson
 - ii. Vice President – Kris Knodle
 - iii. Treasurer – Angi Lackens
 - iv. Secretary/Communications – Julie Gleason
 - v. Events Coordination – Colleen Lacey
 - vi. Fundraising – Shannon Dahl
 - b. There were no nominations from the floor.
 - c. Positions were filled with the above candidates.
2. The second topic for discussion was the new SPA Chart design update.
 - a. SPA has formerly been organized in a wheel format. At a meeting held August 21, 2007, it was decided to move to a more traditional, hierarchical organization with elected officials. This organizational structure will provide for greater accountability for SPA activities. A proposed structure was discussed at the meeting, but no decision was made.
 - b. There was a general discussion regarding the positions and responsibilities for SPA officers
3. The third topic for discussion was the SPA Constitution
 - a. The last SPA Constitution is from 2003-2004. The Constitution needs to be updated for 2007-2008. The officers will begin the process of amending the Constitution and it will be brought to a future SPA meeting for amendments and approval.

Updates from Officers

1. SPA Treasurer (Angi Lackens)

- a. Report on status of account.

The SPA account currently contains approximately \$8-9,000.

- b. Flo Schmidt presents bids for electrical computer lab upgrades

Electrical upgrades are necessary for the computer lab. Currently all computers are running on 2 circuits and this is not supplying sufficient power to operate the machines. An electrician has assessed the situation and determined that we require 4 circuits to provide sufficient power to the machines.

A notice will be placed in the church bulletin and in The Weekly seeking electricians who might be willing to volunteer or discount their services.

On a related note, it was suggested that we consider hiring a part-time systems

administrator to assist in maintaining the computer lab and making sure it is operational for class use. This would be a person who could staff the computer lab when it is in use so that it is ready for classes to use the lab and valuable class time is not spent by the teacher getting the computer lab ready to use.

It was also raised that the SPA should discuss electrical upgrades with the Administrative Council to determine if this is a capital expense that should be made by the parish, rather than an SPA expense.

- c. Spirit Shop budget for a November opening and goal/profits.

Katey Bean has agreed run the Spirit Shop 1 day per month. Discussion was had regarding the potential price of items available for sale at the Spirit Shop. Katey will send an email that includes potential items and opinions will be elicited.

A \$300 budget was approved to purchase items for the November opening of the Spirit Shop. Profits from the Spirit Shop will be used to purchase step stools for the library.

- d. Wish List for the Teachers

The Our Lady of Peace School wish list was discussed. This list will evolve over time, but the SPA needs to make efforts to fulfill the needs of the teachers/school.

- e. Sound system budget for school assemblies and general use.

A bid for a new sound system has been received. This sound system would be used for school assemblies as well as for other general use. The bid was for \$6,600. More bids will be obtained and this will be discussed at further SPA meetings. John Eberlien has agreed to supply a sound system for use at the Back to School Parents Night of September 27, 2007.

- f. Rubber chips for playground- discussion.

Discussion was opened regarding the new rubber chips for the playground. The rubber chips were necessary for safety reasons of our students and members of the community who use the playground.

It was noted that there have been fewer scraped knees and fewer Band-Aids. A special thank you was extended for Cassie Gibbs who organized the purchase and placement of the rubber chips.

2. SPA Communication (Julie Gleason)

- a. SPA information and content in the OLP weekly newsletter.

It was decided that it is not necessary to maintain a separate SPA Newsletter. SPA information will be included in the school newsletter, The Weekly.

- b. Thank you to volunteers in weekly.

It was decided that SPA volunteers should be thanked via The Weekly. SPA volunteers were distinguished from volunteers who help out at the school for non-SPA activities.

- c. Mentoring Program for new parents

It was decided that we will start a mentoring program for new parents to assist them in acclimating to our School Parent Association and volunteer opportunities at Our Lady of Peace. Katie Mark, Sarah Kalweit and Karin Shelstad will work together on a framework for this program. The plan is to focus on kindergarten parents and new families this year. This group will work with Colleen Lacey to outline new directions for homeroom teachers.

3. Fundraising Opportunities (Shannon Dahl)

- a. Future fundraisers and % increase in profit desired.

Shannon will take suggestions of potential fundraising opportunities via email. She will investigate the opportunities and report back to the SPA meetings to discuss and vote on activities to pursue.

Potential fundraising activities discussed were a wine tasting, a dinner, magazine sales, an acoustical music series.

A goal was set to double profits over last year. The SPA fundraising goal for 2007-2008 is \$40,000.

Teresa Johnson will prepare a list of ways to easily bring money to the school (Target Red Card, Kowalski's, Chuck-e-Cheese event, etc.)

4. Events (Colleen Lacey)

- a. Discussion of upcoming Parent Night.

We discussed the wine and cheese gathering as well as the schedule for the evening. Childcare will be provided at this meeting. A schedule will be included in the Friday folder this week. Further advertisement will be included in home folders on Tuesday, September 25, 2007. The flyer will be prepared by Julie Gleason.

5. Goals (Kris Knodle)

- a. Marketing and Recruiting

Kris will investigate various ways to market Our Lady of Peace and recruit more students to the school. The goal is not to make OLP a large school, but it is the belief of the SPA, Flo Schmidt and Father Paul that there are 50 more kids who

would benefit from an education at OLP.

Kris will investigate a demographic study that was performed last year for the parish council.

The potential of a preschool at OLP was discussed. Conversations will need to be had with the Administrative Council regarding past investigations and further investigation will need to be made with the Department of Education. It was discussed that we make contact with area preschools this year as a means of advertising our school.

Motion was made by Suzanne Egan-Larson to adjourn the meeting at 7:40 p.m. The motion was seconded and the meeting was adjourned.

In attendance: Katey Bean, Karin Shelstad, Colleen Lacey, Katy Snee, Maggie Keady, Julie Gleason, Sarah Kalweit, Rita Pucci, Suzanne Egan-Larson, Teresa Johnson, Teresa Lassegard, Mary Roth, Katie Mark, Sheila Waters, Sarah Odegard, Lisa Tyberg, Barb Bauer, Shannon Dahl