

Meeting Minutes

April 12th, 2022

In-Person Meeting

Present: Andy Hanneman; Amanda Scherlie; Fr. Houlihan; Melicca Carpenter(via telephone); Jacob Carpenter; Deb Walton

Absent: Linda Monahan; Rachel Hendershot

Meeting called to order at 6:30PM by President Andy Hanneman; Father led the opening prayer.

Andy moved to approve the minutes from the November meeting; Melicca seconded the motion; none were opposed to approval.

- **Discussion of Open Principal Position**

- Has a procedural process for Principal's "day to day" been made? In case replacement isn't found prior to Linda's exit.
- Father stated that the next principal has to be given leeway to do what they want to do, but Linda would be available to advise if needed.
- Father stated that Lincoln(Diocese) has said "not to worry"
- Hiring committee will be completed by diocese with the help of Dan Rubin-President of Parish Council
 - Dan Rubin/Father sent list of suggested interview committee members to Diocese
 - Jacob Schuette was the SAC member representative whose name was suggested for committee
 - Deb questioned if the suggested committee members understand the future of the school, the schools strategic plan, culture of the school, etc
 - Father H spoke with Fr. Perkinton this morning – Fr. Perkinton stated there were 2 candidates but 1 has already withdrawn.
 - Father stated our best hope is a "diocese internal replacement"-possibly from another school

- Question was asked if Diocese had sent out communication to other schools, to find that potential internal replacement or teacher looking to become administrator position – answer was unknown.
 - Melicca asked if Dr. Hecker would send the diocese process for hiring to the SAC committee.
- Have we reached out to Public school? Or where are we advertising this open position? – Deb has been handling local marketing – NE Dept. of Ed. Website, Spirit Catholic Radio, LinkedIn, Indeed, etc...and Diocese handles the diocese website & Southern Register. Qualifications are listed on the posting.
 - Andy asked if we are extending our circle into Iowa, Kansas, Missouri, South Dakota – how far is our Circle?
- Melicca asked if we don't have a principal hired for the start of next school year – what are the Diocese steps? Next course of action?
 - Fr Stated that Dr. Hecker will ensure that we will have someone prior to the start of next school year – even if it is someone from the Diocese staff.
- We need to send out communication of the steps of hiring ASAP to give reassurance to parents to let them know the situation is being handled properly – as some parents may be on the fence about schooling next year due to staffing issues.
 - Staff have voiced they would like to aid or talk about what the competencies and qualities do we need in the next principal. Last time they were written was 6 years ago, and they may need revised. Is a “head-teacher” an option?
- Andy suggested we reach out to the diocese (Perkinton) with a draft email “Press Release” to parents with what we plan to be doing, how we are doing it, who we are reaching out to, etc.....
- SAC needs to create a list of our expectations of what we are asking of the hiring committee and to present to Dan Rubin to present to the Diocese
 - Jacob Schuette will present to Dan Rubin the list of questions/expectations after all SAC members have approved the list (approved list attached)

- SAC also would like to know how we can assist with the hiring process.
- SAC would also like see the hiring committee members shared with the parish and school families – to let them know the hiring process is in good hands. (Perkinton stated this is shareable information)
- **Enrollment Update (As of April 8, 2022)**
 - 45 students in k-8
 - 11 for preschool (3 & 4yr old)
 - Do we need to contact any families that have not enrolled yet?
 - Diocese extended the Good Shepard Scholarship to the end of April (was originally ended (March 31, 2022)
 - Communication will be sent out to school families about this extension
- **Open Teacher Positions**
 - Father mentioned that Linda is going to try and make sure all positions are filled prior to her leaving
 - Possibility of 7th / 8th Grade being combined
 - 1st & 4th Grade – still open positions
 - Hiring committee is typically the principal, teacher above/below, parent and/or SAC member
 - Kitchen staff (to take over for Sara) – Katie & Stephanie
 - Library – Mrs. Roby
 - 6th Grade – position has been filled
 - Finance Committee has set to be 85% of Public school wages (or determined by tenure)

Father led Closing Prayer

Meeting was adjourned

Next meeting will be August 1st, 2022 at 6:30pm – in StJB School Library