



School Advisory Commission January 10, 2017 Meeting Minutes

Members Present: Lynette Melin, Fr. Pat Wendt, Kristi Klein, Colleen Jengtes, Ed Muenta, Mike Linstroth, Mary Laux, Jeff Schmit, Manny Lara, Julie Pannemann, Nikki Kiss, Wayne Chrusciel, Jen Rodgers

Members Excused: Ed Muenta

- I. Call to Order at 5:33 PM.
- II. Mary Laux motioned to approve the December 2016 meeting minutes, seconded by Wayne Chrusciel
- III. Open Comment
 - a. Website looks wonderful.
- IV. **Unfinished Businesses**
 - a. Compliance and Constitution
 - i. Review the Subcommittee's Handbook
 1. Home and School created a draft of the handbook that includes the mission, objectives and events that Home and School sponsors.
 2. A draft of Home and School's bylaws was shared.
 - ii. Review the bylaws for the school advisory commission
 1. Need to insert the finalized school Mission statement
 2. Page 4, General Policies-change the language to reinforce the role of the advisory commission is make recommendations, advise on policy, and foster participation and engagement.
 3. Add the language from the SPARK planning meeting that details the responsibilities of the advisory commission.
 4. Add during the next meeting an agenda item to review and draft annual goals.
 5. Future meetings will include meeting minutes from subcommittees, Lynette will gather that information prior to meeting.
 6. All changes from meeting to be incorporated into the new draft and approved at the next meeting.
 - iii. Handbook Update
 1. Kristi thanked everyone who was able to review and make edits.
 2. The athletic handbook will need to be changed to address the change on the parish participants.
 3. Bill Henkle will combine and develop one parish employee handbook, and then we will develop a separate teacher handbook. Draft will be developed by

February board meeting for the employee handbook and then we will develop the pieces that need to be created for the teacher's manual.

- b. Vision and Mission
 - i. Reviewed the vision and mission
 - 1. Vision: Inspire one another to believe, achieve, and lead.
 - 2. Mission: Kristi to review the mission and guiding principles with staff at meeting.
- c. School Safety
 - i. The police department reviewed the manual and said it looked great.
 - ii. They are still finalizing the locations for St. Mary's emergency safety location.
- d. Strategic Plan
 - i. Kristi will put it into another format and will share this once completed.
- e. Accreditation-
 - i. Everything is on schedule; school is in the process of gathering evidence.
 - ii. Kristi handed out the information on Standard 5 for the board to review.
- f. Athletic Program proposal
 - i. The past meeting, a discussion took place to open up the athletic program to parish families. The committee drafted a statement to allow for parish families to join the athletic program.
 - ii. A motion was made by Wayne Chrusciel to approve the proposal to allow parish families to participate in the athletic program and Manny Lara seconded the motion. The board will vote at the next meeting to approve the recommendation.
 - iii. Next the athletic handbook needs to be updated to reflect the changes that incorporate the parish families.

V. Committee Reports

- a. Principals Report
 - a. None
- b. Pastoral Report
 - a. January 11th the capital campaign committee will take the next step to determine the future direction of the capital campaign. Further communication will be shared with the parish about the vision and mission of the school.
- c. Finance
 - a. There wasn't a meeting since the last school board meeting.
- d. Marketing/Communication
 - a. The website is done and is very well done. This will be a great tool in promoting the school.
 - b. Faculty have new email extensions.
 - c. Catholic Schools week information is being prepared for the end of this month.
- e. Vision Committee
 - a. None
- f. Christian Formation
 - a. Getting ready for catholic schools week and getting the mass together for that week.
 - b. St. Joe's in Grafton will join St. John XXIII at this campus during Catholic Schools week.
- g. Home and School
 - a. Liz Bannon took charge of the raffle calendars and home and school sold all calendars but 25.
 - b. Flower Sale initial planning has begun.
 - c. Fish Fry/Spaghetti dinner planning is beginning, posters are developed and volunteer assignments are being coordinated.

- h. Athletics
 - a. Still looking for an athletic director.

VI. New Business

- a. Annual fund update
 - i. Julie will meet with Home and School to determine the future plans on the annual fund.

VII. Closing Prayer

VIII. Meeting ended at 6:57 PM