



## School Advisory Commission

### March 14, 2017

### Meeting Minutes

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

**Members Excused:** Julie Pannemann

**Members Absent:**

- I. Call to Order at 5:33 PM.
- II. Opening Prayer
- III. Wayne Chrusciel motioned to approve the February 2017 meeting minutes, seconded by Mary Laux
- IV. Open Comment
  - a. The Key event was successful, rough estimates for dollars raised at \$108,000.
  - b. Mary Laux distributed the Liaison report form to Ed Munte.
- V. **Unfinished Businesses**
  - a. Handbooks
    - i. Athletic Handbook
      1. Kristi is still working on the athletic handbook to reflect the changes to open athletics to parish members.
      2. Next meeting we will review changes made to the handbook.
      3. We need to make an announcement soon as the deadline for Port Hoops registration is coming up in the next few weeks. Mike Linstroth will follow up to find out the Port Hoops deadline.
      4. The school needs to find \$1500-2,000 to pay for an athletic director position to ensure program success. Since budgets are tight for 2017-18, the plan is to solicit donations to pay for the athletic director position.
    - b. Personnel Handbook
      - i. Clarification to the volunteer job descriptions, we do not need to have job descriptions for key volunteer positions. If something comes up in the future we will address the need to develop a job description.
    - c. Compliance and Constitution/Bylaws
      - i. Review the bylaws for the school advisory commission
        1. Each March we need to review status of current year goals. The goals for the commission are part of the school's strategic plan, which is overseen by the commission.
        2. Time was spent reviewing goals established during the SPARK planning meeting in September.
        3. Goals/Accomplishments for 2016-17 include:
          - a. Reviewed and approved all school policies
          - b. Develop the constitution and by-laws
          - c. Hosted a SPARK planning meeting
          - d. Created a new mission and vision statement.
          - e. Working toward completing accreditation standard 5.

- f. Recruited board members to establish a diverse commission to reflect key occupations needed on the board.
- g. Developed liaison report forms (Appendix E and F)
- h. Collaborate with the archdiocese partners (Jenny Mendenhall, Tom Kiely)
- i. Review and approved next year's budget (2017-18)
- j. Recruit new members (on-going)
- k. Re-designed the school website.

**d. Vision and Mission**

- i. We now have one Mission and Vision statement.
- ii. After the prayer each month, Mary suggested to have commission recite the statement.

**e. Accreditation Standards 5 and 6**

- i. Mary and Kristi met about the requirements for the two standards. Next week Kristi will email assignments to the board to complete the two standards.
- ii. The due date for the accreditation evidence will be due on April 15<sup>th</sup>.

**VI. School Choice meeting**

- a. Terry Brown presented on the school choice program and legislative requirements.
- b. The next step is to present the options to the school families regarding school choice at a meeting in the beginning of May.
- c. The commission needs to educate the school families on what school choice means to help people understand what are the facts vs. misconceptions.

**VII. Committee Reports**

- a. Principals Report
  - a. None
- b. Pastoral Report
  - a. The pastoral committee has not had any major developments. There are 3 possible parties that are interested in purchasing the St. Mary building.
- c. Finance
  - a. Nothing new to report, financial reports will first be approved at the 3.16. meeting.
  - b. The committee did attend an endowment meeting in Milwaukee and group will develop structure/policy around how to use endowment dollars.
- d. Marketing/Communication
  - a. None
- e. Vision Committee
  - a. None
- f. Christian Formation
  - a. None
- g. Home and School
  - a. Will be hosting a fish fry in partnership with the Harbor Club on April 14th.

**VIII. New Business**

- a. The next meeting needs to have an agenda item to talk about the school lunch program for next year.

**IX. Closing Prayer**

**X. Meeting ended at 6:55 PM.**