

Port Catholic School Board Meeting
May 10, 2016
Meeting Minutes

Members Present: Ryan Katte, Colleen Jentges, Peggy Pfeiffer, Lynette Melin, Kristine Klein, Nicole Styles, Julie Pannemann, Jeff Schmit, Mary Laux

Members Excused: Fr. Patrick Wendt, Ethan Deutsch

Visitors: Manny Lara

- I. Call To Order 5:37 p.m.
- II. April 2016 meeting minutes approved by Mary Laux, seconded by Nicole Styles
- III. Jeff Schmit reviewed the procedure for closed meeting minutes. The board reviews minutes and they are then handed back to the secretary. They are not open for the public to view.
- IV. **Discernment Update:**
 - a. Jeff Schmit reminded current members as well as new members who are interested need to indicate to him by 5/10/16 their intent.
 - b. There may be 3 or more new people interested in joining the board and would come to the June meeting.
 - c. The amount of board members can go up to 12.
 - d. New members as well as existing members need to understand the commitment of being on the board.
 - e. The school board will fall into new bylaws from the Archdiocese that will be tweaked to fit Port Catholic (St. John XXIII).
- V. **Accreditation:**
 - a. Peggy Pfeiffer indicated the committee for Standard 5.5 will meet on 5/17/16 to review the documents from Tom Kiley. The documentation process should be done by June.
 - b. Colleen Jentges indicated the staff continues to move through the documentation process. Wednesdays after school is reserved for this process.
 - c. Kristie Klein indicated a clear plan is being devised on how to get the information that is missing including action steps.
 - d. Kristie discussed the need to put together a steering committee to create a strategic plan.
 - i. The steering committee would consist of 4 people including Kristie and another board member who have a vested interest and knowledge of strategic planning or school leadership. Lynette Melin volunteered to be on the steering committee.
 - ii. Kristie reviewed a simplified version provided by Tom Kiley to help build the plan.
 - iii. The next step is to have one or two visioning sessions to review data, the mission & vision statement, etc.
 - iv. 40-50 community members would be invited to see what the vision sessions produce.
 - iv. Peggy Pfeiffer, Manny Lara and Marie Zirbes will comprise a committee to review policy manuals, employee handbook, parent handbook which all need to

be aligned with the Archdiocese so there is consistency and are matched to the new school mission, vision, etc.

VI. Facilities Update:

- a. Jeff Schmit indicated meetings continue with Joe Clark regarding the 3 options for the merger.
- b. The Archdiocese suggests to bring in a group to survey needs, look at donations, arrange meetings, etc. The group will determine what is feasible and will give advice at the meetings. The Cluster Council, current trustees, future trustees and the Archdiocese will attend. The meeting will not be open to the public. There is a need to go through a feasibility study to understand if we have the right space and they will help to determine this. The message out to the general public is the merger is for everyone, not just the school or parish
- c. Kristie reviewed there was a survey sent to parents regarding moving the current 3rd grade to St. Peter's for 4th grade for the 2016-17 school year. The results are being looked at and the information will be disseminated soon.

VII. Principal's Report:

- a. Kristie indicated the final draft of the calendar will be sent out in the next week or so to all parents.

VIII. Committee Reports:

- a. **Pastoral:** None
- b. **Finance:** Now that the Key Event and teacher contracts have been given, there will be better clarity on the budget and tweaks will be made.
- c. **Home & School:**
 - i. Nicole Styles reported the flower sale had 157 pre-orders resulting in \$17,000 gross for pre-orders. This is \$2000 more than last year.
 - ii. The school calendar for 2016-17 includes the following dates: Golf outing at the Bog on 9/24/16; Back to School BBQ on 8/23/16; Spooktacular on 10/28/16.
 - iii. The Hoops Mania program resulted in a \$2000 profit. A Football Mania 10- week program will be done in the fall with ticket sales after July 1st. They will be for sale during Fish Day @ NewPort Shores through 10/10/16.
 - iv. Art work for the raffle calendar is being collected with the goal of having the calendars available at the Back to School BBQ.
 - v. The Drive-a-Thon is still being considered. A dealership has been contacted and it may be planned for the future.
 - vi. The Key Event venue was a success overall. Acoustics were an issue. Net profit was \$120,000.
 - vii. A social is being planned for May 17th for parents in the school library.
- d. **Marketing:**
 - i. Julie Pannemann reported enrollment for K5 is 23 and Pre3 is 17. The upper campus is somewhat unstable. There is a new student in 3rd grade. Other inquiries have taken place.
 - ii. Kristie indicate her and Julie continue to work on marketing plans and how to increase enrollment. The Archdiocese will be meeting with Kristie and Julie on an initial marketing plan.
 - iii. Kristi indicated a steam grant of \$5000 has been applied for.

IX. Meeting ended @ 7:08pm.

April 12, 2016

Meeting Minutes

Members Present: Ryan Katte, Colleen Jentges, Peggy Pfeiffer, Lynette Melin, Kristine Klein, Nicole Styles, Julie Pannemann, Ethan Deutsch, Jeff Schmit, Father Patrick Wendt

Members Excused: Mary Laux

- I. Call To Order 5:31 p.m.
- II. Betty Thill was in attendance at the meeting and stated the closed March meeting needed authorization and was not legal. Jeff Schmit corrected Ms. Thill by indicating the bylaws allow the school board to have a closed meeting for the purposes related to the March meeting.
- III. Review and Approval of February 16, 2016 meeting minutes
 - a. Motion made by Ryan Katte, seconded by Ethan Deutsch to accept the prepared February meeting minutes.
- IV. Accreditation Update
 - a. Kristi indicated the staff is working on documentation for steps 1-4 and some are on to step 5 of the documentation process. The goal is to be at step 5 of each standard and benchmark by the end of the year and then evaluate the progress and plan for summer work if further documentation is needed.
 - i. Colleen Jentges touched on how staff meetings and time set aside after school has aided in the process of documentation. She stated last week's meeting consisted of breaking down the standards, which helped with the comfort level of many teachers.
 - ii. Kristie indicated at the end of each month she checks in with the staff to monitor the progress of the documentation.
 - b. New staff will be introduced and acclimated to the accreditation process through training on June 8th at the Archdiocese. The goal is to have the new staff in place by this date so they can participate.
 - c. Ryan Katte asked Kristie if the goal is to meet or exceed expectations. Kristie indicated the focus right now is the documentation. Eventually the goal will be to put a plan in place to get to the "exceeds" level/rating.
 - d. Peggy Peiffer reviewed with the board that Mary Laux is going through the new tool from Tom Kiley and then the committee for Standard 5.5 will meet and review what is needed.
- IV. Safety Committee Update
 - a. Lynette Melin reported there was a meeting planned in February however, only 1 other member reported. Have not yet received word from Deb Miller when the next meeting will be scheduled.
- V. Jeff Schmit reviewed School Choice program.
 - a. There has been one meeting to discuss what school choice is and how it could impact Port Catholic both financially and with enrollment.

- b. The principal from St. Anthony's Catholic School could speak to the board about school choice to increase understanding of how it works and how it would benefit Port Catholic.
- c. Kristie touched on the premise behind the concept and indicated it is an opportunity for every child who wants a Catholic education to have the opportunity.

VI. Discernment update

- a. Jeff Schmit reviewed the application form for committees is due by May 15th.
 - i. The discernment process will take place so the school board is set by September 2016.
 - ii. Board terms will no longer be effective.
 - iii. There are some things that are unknown such as the size of the school board and if bylaws will need to be reviewed to address this issue, what will happen to existing committees for purpose of the accreditation and how the discernment process will affect them.

VII. Facilities Update

- a. Jeff Schmit reviewed the process continues to determine if there is enough space at St. Peter's resulting in three different options by Joe Clark, the architect.
- b. Discussions are taking place as to how to identify donors for the project.
- c. Ideas will be rolled out to parishioners with the hopes of getting input regarding the three plans from the architect.
- d. There have been discussions regarding the idea of bringing the new parish to St. Peter's so everything would be centrally located.
- e. Jeff touched on the success of the St. Mary's roof campaign and the momentum being built toward a future capital campaign. Jim Kitzinger is a current Parish Trustee for St. Mary's, and has long been a very strong advocate for the school. He will be speaking at the masses on the weekend of April 16th so that all stakeholders begin to better understand the long term vision for the church and school and the commitment it will take to grow St. John XXIII.

VIII. Committee Reports

- a. Principals Report:
 - i. Kristie indicated groups of faculty are working with the pastoral committee for a new logo. Three designs were submitted to a visioning committee and eventually will go to the Parish Council for choosing.
 - ii. Kristie indicated she is also working with the parish staff for various activities for the 2nd week of June.
 - iii. A steering committee needs to be appointed with 4-6 members of which 1 or 2 should be from the school board. The purpose is strategic planning for St. John XXIII to formulate specific goals and targets up until September and then a visionary meeting takes place. There would be meetings throughout the summer months.

- II. Pastoral:
 - i. Father Pat reviewed the affects of the consolidation in that it touches paid staff and perhaps those have to reapply for new jobs with the possibility of job losses.
 - ii. Current workings are taking place with a lawyer through the Archdiocese to create the new corporation by July 1, 2016.
- III. Finance:
 - i. Jeff Schmit indicated the tuition policy was reviewed at the last meeting. The negotiated tuition is the biggest change in how it will be conducted. Everyone will go through the FACTS system.
 - ii. Discussion took place as to how the FACTS system streamlines the process and also a means of gathering data as well as the cost effectiveness to the school and it preserves anonymity.
- IV. Marketing: No report
- V. Home and School
 - i. Nicole Styles reported the Week of the Young Child is being held at Port Catholic this month.
 - ii. May 5th is the next H&S meeting due to the auction.
 - iii. Flower sale is the 3rd weekend in May. Gift Certificates are available for purchase this year.
 - iv. Still looking into options for the Ford Drive-a-Thon as well as other fundraisers.
 - v. Raffle calendar work is starting again in May
- VIII. Meeting ended @ 6:55pm.

Next meeting is May 10th @ 5:30pm, St. Peter's Computer Lab

Port Catholic School Board Meeting

March 15, 2016

Meeting Minutes

Closed Session

Port Catholic School Board Meeting

February 9, 2016

Meeting Minutes

Members Present: Ryan Katte, Colleen Jentges, Peggy Pfeiffer, Lynette Melin, Kristine Klein, Nicole Styles, Julie Pannemann, Ethan Deutsch, Jeff Schmit, Mary Laux, Father Patrick Wendt

- V. Call To Order 5:33 p.m.
- VI. Jeff Schmit recognized Betty Thill in attendance at the meeting.
- VII. Review and Approval of January 2016 Meeting Minutes
 - b. Motion made by Ryan Katte, seconded by Mary Laux to accept the prepared January meeting minutes.
- IV. Accreditation Update
 - b. Kristi indicated there was a MAPA meeting on 2/9/16, which indicated Port Catholic is on a solid track with the accreditation process.
 - i. On 2/10/16 step 1 will take place with the teachers with the discussion centering on the benchmark "Getting to Know the Standards".
 - ii. Tom Kiley will visit the school board on March 15th, 2016 to discuss accreditation.
 - c. Peg Pfeiffer reported on standard 5.5. She indicated the committee was able to sort through most of the standard and it is evident that much of what is needed has been covered or started since Kristi has joined the school.
 - d. Ryan Katte indicated the school board will need to touch on the bylaws at a future board meeting.
 - e. Kristi indicated the survey that was recently disseminated will be shared with the community as well as information about the accreditation process.
 - f. Nicole Styles questioned if the process of bringing new board members on board will change.
 - i. Ryan Katte indicated this will be discussed in the future in terms of the process and any changes.
 - ii. Mary Laux indicated specific items will need to be on the agenda and structured into an annual calendar.

- VIII. Safety Committee Update
 - a. Kristi indicated the local Police Department talked with staff and the next step is to schedule a meeting with the safety committee to look at a safety plan for PC. The goal is to have it in place by next school year.
- VI. Committee Reports
 - a. Pastoral:
 - i. Father Pat reported the naming of the parish is still in process.
 - ii. On 2/24/16 Archbishop ListECKI will be visiting the school and parish.
A 1pm prayer service is scheduled along with a tour of the food pantry.
 - iii. The building usage committee continues to meet. Ryan Katte questioned if there would be a letter to the school families regarding the process. Father Pat indicated a letter was going to be sent in the near future regarding not being at one campus until at least 2017.
 - VI. Finance:
 - i. Jeff indicated budget reviews continue and discussions of what will tuition be to offset the budget? The finances of the three parishes are being taken into account.
 - VII. Marketing:
 - i. Julie Pannemann indicated recruitment efforts continue with an open house on 2/18/16. There are 7 families interested with 4 new K5 families that are not part of Port Catholic's current K4 program. A new 6th grade student has started.
 - VIII. Home & School:
 - i. Nicole Styles reported the Father & Daughter dance on 1/28/16 had 42 families in attendance.
- VII. New Business
 - a. Tuition fees and tuition assistance:
 - i. Jeff Schmit indicated Port Catholic is the only school in the area that does not offer an employee tuition discount. He reviewed recommendations from the finance board.
 - ii. The board engaged in a lengthy discussion regarding who should benefit from the discount (i.e., part-time employees, certified staff, all employees).
 - iii. The board concluded the discount would apply to all employees. Employee has to be employed for 1 year to receive a 50% or more in tuition reduction. The discount would be pro-rated based on employment.
 - b. Jeff Schmit discussed the current FACTS payment system and the need for the process to be more streamlined in order for the bookkeeper to review for late payments, etc. Kristi Klein commented on reviewing what other schools use to help guide PC.
 - c. Jeff Schmit discussed the Tuition Assistance policy/process.
 - i. 22% of families have tuition assistance which equates to roughly \$46,000. Tuition assistance is capped @ \$25,000. Families who truly need TA are those who need to be captured.
 - ii. Julie Pannemann commented that our brochures indicate "no one is turned away because of inability to pay" and asked if this needs to be changed if tuition assistance is capped.

- iii. The board discussed other avenues to explore such as subsidies, fundraising, etc.
- iv. Kristi Klein commented that other financial models may need to be looked at in the future such as school choice models, grants, etc.
- v. Review and approval of tuition fees and tuition assistance policy: motion made by Mary Laux, seconded by Peggy Pfeiffer.

VIII. Meeting ended @ 6:50pm.

Next meeting is March 15th @ 5:30pm, St. Peter's Computer Lab

Port Catholic School Board Meeting

January 12, 2016

Meeting Minutes

Members Present: Ryan Katte, Colleen Jentges, Peggy Pfeiffer, Lynette Melin, Kristine Klein, Nicole Styles, Julie Pannemann, Ethan Deutsch, Jeff Schmit, Mary Laux

Members Excused: Fr. Patrick Wendt

- IX. Call To Order 5:32 p.m.

- X. Open Comment:
 - a. Jeff Schmit welcomed Elizabeth Lara, who indicated she was visiting to listen to the board agenda/information.

- XI. Accreditation Update
 - a. Kristi indicated data has been gathered and various teams are meeting.
 - b. In February, there will be an official accreditation meeting. On-going meetings with Tom Kiley and MAPA are taking place. The process is on-target in terms of data gathering and forming teams to study information.
 - c. The school is currently in a self-review year with the goal of putting things in place that don't exist or need tweaking (i.e., manuals, guidelines).
 - d. Kristi indicated Tom Kiley would meet with the school board if dates are proposed. He would be able to provide guidance for the strategic planning process as well as the next steps for our school.
 - e. Peggy Pfeiffer, Mary Laux, and Ryan Katte reported on the progress their committee has had reviewing the 5.0 benchmark for the accreditation. Peggy indicated there have been ongoing meetings to tweak information to fit the school board and school. Meetings will take place with administrative individuals to review specific information related to parent knowledge/communication. The committee is also working on a binder of school board biographies.

- XII. Technology Update/Plan
 - a. Kristi indicated the infrastructure is done and complete. Broadband is being put in place.
 - b. E-rate, the government funded program is complete, which will allow the school to further expand the infrastructure.
 - c. Mrs. Jentges reported there are noticeable improvements with internet usage and more than 15 students at once can be on the computers without an issue.

- d. There are also “Tech Tuesdays” offered to the staff twice per month by Ms. Herbst. The focus is on technology training for teachers they can implement in their class and/or with students.

XIII. Survey Results:

- a. Jeff Schmit indicated approximately 1 ½ years ago a survey was distributed and the results indicated parents wanted stronger leadership, better curriculum, more focus on religion, and improved teacher/student relationships.
- b. Kristi Klein indicated the most recent survey, which produced 46 responses, will drive strategic planning. She discussed three areas that resulted from the survey.
 - i. Academic Curriculum. The archdiocese is restructuring the Science curriculum which is also in line with what Port Catholic is restructuring. Religion needs to be looked at with the idea of possibly adding a service learning component. Academic enrichment needs to be looked at for those students performing at high levels.
 - ii. Leadership. There is some uncertainty regarding the leadership part of the survey mostly due to there not being enough time with a new principal as well as not enough time for new things that have been implemented.
 - iii. Communication. Continues to be a piece of uncertainty, per the survey. Training office staff regarding communication strategies (who it comes from, what comes from who, etc.).
- c. In light of the survey results, the board discussed that perhaps the schools mission statement is lacking and needs to be reviewed. Ryan Katte inquired as to whether the information from the survey would be at the next scheduled Parent Advisory Council, which Kristi indicated was the plan. Jeff Schmit also indicated an open forum was scheduled for Thursday 1/14/16 with the staff and Father Pat regarding the survey results with the goal of helping staff understand family wants/needs rather than ideas being initiated by administration. Ryan Katte also commented on the survey results indicating parents wanting more Art classes and perhaps more of a balance should be looked at compared to other class offerings (i.e., band). Further discussion took place and it was decided Julie Panneman would send a request to all parents to see if anyone would be available to teach art or other club activities on a volunteer basis.

XIV. New Business

- a. Kristi updated the board on the safety manual. Deb Miller has historically handled the safety manual, which needs to be updated for the accreditation. Kristi has consulted with colleagues who have provided links to guide our process. Consultation with the local police department will need to take place. A safety committee is being formed, which Lynette Melin volunteered to be a part of.

XV. Committee Reports

- a. Pastoral: None

- b. Finance: Jeff Schmit indicated ongoing discussions are taking place regarding accounting, finances, etc., once the merger takes place. Jan Schueller is working to incorporate the school in with the parish finances.
- c. Marketing:
 - i. Julie Pannemann indicated the alumni mass held prior to Christmas was well attended and students and alumni were active participants. There is some thought about having the alumni mass a week after break next year to try and engage more college students who may be home.
 - ii. A 6th grade student may be shadowing and may be interested in attending school at St. Peter's. Pre-3 is nearing capacity on all days except Friday. Two new students are starting this month.
 - iii. A "Meet and Mingle" with the principal is scheduled for January 28th, 2016 @ Newport Shores from 6-8pm.
 - iv. Catholic School Week is underway and work has started to prepare for Open House. The kickoff will be on January 31st beginning with a mass with student participants followed by an open house. Ads are being prepared for the local newspaper and the money mailer, postcards will be mailed to parishioners, and a recruitment letter will go out to all former K4 families.
 - v. Retention of families has been another focus. The PreK teacher indicates 16 of the families have given a verbal commitment and 6 will need additional follow-up conversations by teachers. A Breakfast for Sweeties is scheduled for 2/11/16 for all St. Mary families and Alyssa, K5 teacher will be available to talk with K4 parents and have an informal K5 Open House. Feb 11th has been set aside for a tentative parent social and student movie night sponsored by the Early Childhood group.
 - vi. Planning for The Key Event continues and donations are coming in. One committed corporate table with some underwriting money is starting to come in. Save the date cards went out and corporate invites will be mailed next week (week of 1/18/16).
 - vii. Discussion took place as to whether or not a current marketing plan is in place. Julie Pannemann indicated there is not a current plan but one will have to be in place as part of the accreditation process.
- d. Home and School:
 - i. The Father & Daughter Dance is scheduled for January 23, 2016.
 - ii. Charity Mania will be launched in February.
 - iii. Efforts continue to try and get more people involved in Home and School.
- e. Consolidation:
 - i. Continued ongoing discussions regarding the use of space and needs. An architect has been hired to look at the best use of space, etc. There are two groups or paths in light of the consolidation. One being the Archdiocese/architect, which is looking at what might an alternative space for the parish look like and the other is the fundraising/ financial piece. The capital campaign will expand to make St. Peter's more user friendly.

- XVI. December meeting minutes approved by Mary Laux, seconded by Ryan Katte.
- XVII. Colleen Jengtes inquired as to whether she needed to do anything on her end regarding the unresolved tax issue from the past. Jeff Schmit indicated the accountant has submitted everything and is waiting for a response. Jeff will further check with Mike Weiland from finance.
- XVIII. The board discussed the following dates
- i. Moving the March meeting from 3/8/16 to 3/15/16 due to conflicts. The 3/15/16 date was agreed upon.
 - ii. The board also discussed inviting Tom Kiley to the 3/15/16 meeting to assist with the accreditation process. Kristi Klein will check with him on his availability.
- XIX. Meeting ended @ 6:58pm

Next meeting is Feb. 9th @ 5:30pm, St. Peter's Computer Lab

Port Catholic School Board Meeting

December 8, 2015

Meeting Minutes

Members Present: Ryan Katte, Colleen Jentges, Peggy Pfeiffer, Lynette Melin, Kristine Klein, Fr. Pat Wendt, Nicole Styles, Julie Pannemann, Ethan Deutsch, Jeff Schmit

Members Excused: Mary Laux

- XX. Call To Order 5:32 p.m.
- XXI. Review and Approval of November 2015 Meeting Minutes
 - a. Motion made by Ryan Katte, seconded by Nicole Styles to accept the prepared November meeting minutes.
- XXII. Open Comment
 - a. Jeff Schmit welcomed guest Denise Schueller, who requested to meet with the school board regarding the reading/writing curriculum Port Catholic has adopted for the current school year.
 - i. Prior to Denise Schueller's talk, Jeff Schmit indicated the role of the school board is not to review and approve curriculum. Those best suited for this role are teachers and the principal with specialized training and years of experience with instruction and curriculum. In addition, the curriculum chosen meets Archdiocese guidelines.
 - ii. Denise Schueller indicated her dissatisfaction with the chosen curriculum mainly for the following reasons (not limited to): It is a huge change, it is a whole language approach, previous curriculum focused more on phonics, teachers had a curriculum picked out before it was switched to the current one and she can't locate any research to show an increase in standardized test scores as a result of the current curriculum being used.
 - b. Patrice Bostwick, from Home and School attended the meeting to discuss fundraising.
 - i. Patrice indicated it is difficult to meet the budget the finance committee has put forth. She would like for Home and School to have more input in how fundraising money is spent. She also inquired if more marketing needs to be done to increase enrollment, which may help the budget.
 - ii. Jeff Schmit indicated increasing enrollment will indeed help the budget. He indicated 40% of students at Port Catholic get some type of assistance. The Key Event budget is required to balance the budget, which was not the case in the past.
 - c. Rachel Lorier, also a member of Home and School attended the board meeting along with Patrice Bostwick and expressed concern in relation to the overall Port Catholic community and the amount of time some people volunteer. General discussion took

place regarding the overall atmosphere of Port Catholic as well as discussion regarding what makes Port Catholic a place people want to send their children for an education.

d. Ms. Lara also attended the meeting with similar comments and concerns.

XXIII. New Business

a. Ryan Katte inquired about an Emergency Preparedness Plan and whether there is a crisis intervention plan in existence. The board discussed the need to possibly consult with local law enforcement regarding a plan and revise, if there is a plan currently in place. If there is not a plan, one needs to be developed. Perhaps Kristi can reach out to Kevin Hingiss, Chief of Police in Port Washington to speak with staff.

XXIV. Committee Reports

a. Principal/Technology

i. Kristi reported access points were installed at St. Peters. St. Mary's will be next to install/repurpose. Codes for staff and students are being worked out. Students will only know their password. Firewalls, etc. will be installed protecting students from accessing unwanted sites. Infrastructure is in but tweaks are needed.

b. Pastoral

i. Father Pat reported the merging of the parishes continues with a lot of "behind the scene" work going on such as finances, usage/space, etc. There were 135 names submitted for the naming of the new parish, which will be narrowed down to 10 in January. The top 3 will then go to the Archbishop.

c. Finance will meet the week of 12/14/15.

d. Marketing

i. Julie Pannemann reported the annual report is completed. Raffle calendar fundraiser has hit its deadline and attempts are being made to collect unsold calendars.

ii. The parent survey for accreditation is being worked on with Kristi. Marketing continues with new families. Attempts are being made to try and recruit and/or touch base with families previously at Port Catholic for 4K and 5K.

iii. Work continues on donations for the Key Event.

iv. An alumni mass with current family involvement is being worked on.

v. Catholic Schools Week is also in the making.

e. Home and School

i. Breakfast for Baby Jesus scheduled for 12/12/15. Volunteers are still needed.

ii. Key Event raffle tickets will be sold after masses.

iii. The committee is looking at ways of streamlining the raffle calendar process and discussing the difficulty of getting unsold calendars back from families.

iv. The Father/Daughter dance is scheduled for January 23, 2016.

v. Charity Mania continues to be discussed as well as when to launch the fundraiser.

XXV. Meeting ended @ 7:40 pm.

NEXT BOARD MEETING: January 12 @ 5:30pm, St. Peter's Computer Lab

Port Catholic School Board Meeting

November 10, 2015

Meeting Minutes

Members Present: Ryan Katte, Colleen Jentges, Peggy Pfeiffer, Lynette Melin, Kristine Klein, Mary Laux, Fr. Pat Wendt, Nicole Styles

Members Excused: Jeff Schmit, Ethan Deutsch, Julie Pannemann

- XXVI. Call To Order 5:01 p.m.
- XXVII. Review and Approval of October 2015 Meeting Minutes
 - a. Motion made by Mary Laux, seconded by Peggy Pfeiffer to accept the prepared October meeting minutes.
- XXVIII. Open Comment
 - a. Ryan Katte & the board welcomed guests Denise Schueller & Betty Thill. Both indicated they were at the meeting to listen and observe.
- XXIX. New Business
 - a. Accreditation
 - i. Kristi Klein updated the board on the accreditation process. She indicated she met with Tom Kiley from Marquette who is assisting in developing Port Catholic's own survey aligning with the National Standards.
 - ii. On or before November 15th the first survey on defining characteristics will be distributed to families. The 2nd survey on programming will be distributed to families on or before February 9th, 2016.
 - iii. Tom Kiley will assist with the steering committee, strategic planning, etc. to make sure accreditation is in on target.
 - iv. Kristi indicated her and Tom Kiley have discussed how data provided in the past from the last accreditation process can be used to help guide the next steps. Kristi indicated Tom Kiley is a valuable resource in helping Port Catholic with the accreditation process.
 - v. Discussion took place regarding reaching out to various resources to assist in the accreditation process and the role of the school board in this outreach.
 - b. Accreditation Subcommittee
 - i. Peggy Pfeiffer updated the board on information related to the subcommittee in place to review standards 5 & 6 of the Governance and Leadership domain. The committee includes herself, Mary Laux and Ryan Katte. Tom Kiley from Marquette has also assisted and provided information to help guide the process.
 - c. Technology
 - i. Kristi Klein indicated there was a \$20,000 donation recently given to Port Catholic for technology needs. It will be put toward infrastructure needs at St. Peter's.

Technology is being recycled and reused at St. Mary's due to the future move to St. Peter's.

- ii. Thank you notes, cards, and a video clip was made by the students and sent to the donor.
- iii. Last week was the first on-site service technology time with ETA. Teachers are using an email ticket system to report technology issues to ETA.
- iv. Ipads have all been configured to be managed by one device and are the same across all grade levels.

XXX. Committee Reports

a. Pastoral Report

- i. Fr. Pat reported the rolling out of the process for naming the new parish. Three names will eventually be submitted to the archdiocese.
- ii. The visioning committee met with Growth Designs who initially did the study assessment and looked at what needs to be done to make an initial plan for the new parish.
- iii. Listening sessions will be held in January 2016 in regards to the three parishes becoming one.

b. Finance-no report

c. Marketing-no report.

d. Home and School

- i. Nicole Styles reported Mother/Son bowling will take place on 11/13/15. The Christmas parade will be on 12/5/15. Breakfast for Baby Jesus will be on 12/12/15 & volunteers are still needed. 1/23/16 will be the Father/Daughter dance.
- ii. The Ford Drive-a-Thon is still being planned during the flower sale but the committee is checking to make sure there are no liability issues with this event.
- iii. Raffle calendars have been sold and unsold calendars have been returned. The committee is checking into selling them after mass at each parish.
- iv. Home and School is further researching a fundraiser referred to as Charity Mania.
- v. The golf outing held in the spring every year at the Bog was discussed as well as how to get a larger turnout. The board discussed the idea of lowering the price and holding it at Hawthorne Hills, which might generate a larger crowd.

e. BAAC-No report

f. Principal's Report

- i. Kristi Klein provided an extensive list of school initiatives that have been accomplished or are in the works. In addition to accreditation and technology, this list includes the following: mission & vision, reading & writing curriculum, positive behavior system (Phoenix Strong), professional development, literacy coach, standardized assessments & data-based decision making, collaboration between the two campuses, student council, Teacher SMART goals based on data, teacher lesson plan format, guided reading and progress monitoring, personnel files 're-done' to match archdiocese standards.

XXXI. New Business

- i. Ryan Katte provided the school board a link from TMJ4 regarding the opening of the Family Promise Shelter. Discussion about any potential security issues for St. Mary's took place, particularly before school.

XXXII. Meeting ended @ 7pm.

NEXT BOARD MEETING: December 8th @ 5:30pm, St. Peter's Computer Lab

Port Catholic School Board Meeting

October 13, 2015

Meeting Minutes

Members Present: Ethan Deutsch, Ryan Katte, Colleen Jentges, Peg Pfeiffer, Lynette Melin, Julie Pannemann, Jeff Schmit, Kristine Klein, Mary Laux, Fr. Pat Wendt

Members Excused: Nicole Styles

- XXXIII. Call To Order 5:33 p.m.
- XXXIV. Review and Approval of September 2015 Meeting Minutes
- a. Motion made by Mary Laux, seconded by Ethan Deutsch to accept the prepared September meeting minutes.
- XXXV. Open Comment
- a. Jeff Schmit reminded the board regarding the switch in the meeting time from 7pm to 5:30pm.
- XXXVI. New Business
- a. Accreditation
 - i. Kristi Klein introduced to the board the National Catholic School Standards and Benchmarks and focused on the domain of Governance & Leadership as that pertains mostly to the function of the school board. The other domains are: Mission & Catholic Identity; Academic Excellence; Operational Vitality.
 - ii. Kristi Klein reviewed the Governance & Leadership standards 5 & 6 and how Port Catholic currently aligns.
 - iii. The interpreting and scoring of benchmarks were reviewed along with the scoring rubric used when evaluators visit the school or when information from the school is submitted as part of the accreditation process.
 - iv. Jeff Schmit discussed the next steps which include forming a committee to start the beginning stages of reviewing standards 5&6 of the Governance and Leadership domain. Mary Laux, Ryan Katte & Peg Pfeiffer volunteered for this committee. Once existing evidence is documented, the information will be put on Google Drive.
 - v. Jeff Schmit questioned what the communication should be to school families and parishioners while the school is going through the accreditation process. Kristi indicated the communication should be that Port Catholic is a school of candidacy under the new accreditation standards & guidelines.
 - b. Bylaws
 - i. Jeff Schmit indicated the board needs to have a signed copy of the bylaws by November or December 2015. He discussed with the board whether the bylaws should be rewritten or discarded. The discussion also took place that the board is an advisory board only and whether the bylaws still apply. He asked the

board to review the bylaws and come prepared for discussion at the next board meeting.

c. Technology

- i. ETA Technology Company visited Port Catholic in September and provided recommendations and a report. Jeff Schmit indicated internet security is a priority and the recommendation is to invest in better security. Money spent for technology needs at St. Mary's should be closely considered and looked at due to the move to St. Peter's in the near future. The quote for wireless technology was very expensive and probably is not feasible at this point in time, but may be considered in the future.
- ii. There was question where the money for the technology needs will come from and if there was money from previous capital campaigns. Jeff indicated this is not clear at this point in time due to various issues but will be clearer in the future. There will be an ongoing list of needs that ETA will address when they visit the school on a regular basis resulting in a fee for ongoing maintenance. Over time, the goal is to increase the knowledge base of teachers, which should decrease the maintenance costs.
- iii. Kristi Klein indicated at this point there is a need for an on-site technician one time per week to address infrastructure needs and security issues as well as internet security issues that need to be addressed.

XXXVII. Committee Reports

a. Pastoral Report

- i. Fr. Pat reported as of July 1st 2016 there will be a new parish. Discussions are taking place as to what the new name will be and how to initiate the process of a new name for the parish. Eventually three names will be submitted to the Archdiocese.

b. Finance

- i. Jeff Schmit reported Jan Schueller, is doing an outstanding job as the new bookkeeper. Minutes will be published with financials. Jan Schueller and Mike Weiland recently met with the three parish finance directors. Discussion took place as to how the school budget is very different than the parish budget. The \$16,000 deficit is due to the increase in on-going education and professional development necessary for our teachers.

c. Marketing

- i. Julie Pannemann indicated the new SchoolSpeak communication system was put into place. It is an all-encompassing program for communication across the board. Teachers and parents are still learning how to use it.
- ii. Port Catholic was in the homecoming parade with banners. Heidi Maciejewski will be organizing the Christmas parade.

- iii. New software is being looked at for the auction to help streamline the process as well as help with the night of activity.
- iv. The Early Childhood coffee recently scheduled for a Saturday morning did not have a good turnout. Discussions continue as to how to engage parents of EC students.
- v. The annual report is in the process of being worked on.
- d. BAAC
 - i. The committee crafted a recommendation to the vision committee and will meet the week of October 19th with the goal of presenting to the parish council in the near future. Discussion also took place regarding various committee meeting minutes previously were posted at the school offices but haven't been as of lately. Discussion took place that committee minutes could be posted on the school website, SchoolSpeak, etc. for easy access.
- e. Home and School
 - i. Fall Family Spooktacularfest will take place on October 30th and volunteers are still needed. H&S is coordinating with Schmit Ford regarding the Driven to Give program to possibly be held during the flower sale in May. There are also discussions about a future fundraiser called Charity Mania. More to come.
- f. Athletics-No report

XXXVIII. Meeting Ended @ 7:15pm

NEXT BOARD MEETING: November 10 @ 5:30 St Peter's Computer Lab

Port Catholic School Board Meeting

September 16, 2015

Meeting Minutes

Members Present: Ethan Deutsch, Nicole Styles, Ryan Katte, Colleen Jentges, Peg Pfeiffer, Lynette Melin, Julie Pannemann, Jeff Schmit, Kristine Klein, Mary Laux, Manny Lara

Members Excused: Fr. Pat Wendt

- XXXIX. Call To Order 7:01 p.m.
- XL. Review and Approve of August 2015 Meeting Minutes
- a. Motion made by Mary Laux, seconded by Ethan Deutsch to accept the prepared August meeting minutes.
- XLI. Open Comment
- a. A big thank you to Ethan Deutsch and Ryan Katte for their service on the board during the past school year.
 - b. Jeff Schmit indicated serving on the school board will be more of a commitment with the new school initiatives being implemented this year.
 - c. The board welcomed Manny Lara who attended the meeting to hear about the school. His children previously attended Port Catholic but the family moved away and recently moved back and enrolled their children again.
- XLII. New Business/Discussion of Initiatives
- a. Technology
 - i. Kristi Klein indicated a technology company she has contacted will visit on September 18th to assess what is needed. Two options will be presented to Finance members for review and approval. A three month plan will focus on Infrastructure, Safety of the Internet and Existing Hardware.
 - ii. Christy Herbst will be the Technology Coordinator in addition to her teaching duties and will develop technology curriculum according to the ISTE (International Society for Technology in Education) Standards for teachers and students.
 - b. Accreditation
 - i. Kristi is keeping the faculty updated at meetings regarding the accreditation process. Port Catholic is classified through both the Archdiocese and WRISA as a 'candidate school', which is a 3 year process with Port Catholic currently being in the 1st year.
 - ii. Kristi will present to the school board in November on new National Catholic School Standards and the accreditation process. Committees will form consisting of board members, faculty & staff members and select parish

constitutes to review standards and benchmarks appropriate to those areas. Meetings will begin in November.

- iii. New initiatives implemented to support Accreditation: Weekly Mission Meetings with staff, Positive Behavior Supports (PBS) which includes a common language and curriculum, daily prayer and morning meetings with students, Common Assessments, Sustaining the Mission, job-embedded and outside Professional Development, Handbooks and Policy re-writes.

c. Academic Excellence-Rigorous Curriculum

- i. Lucy Calkins' curriculum has been implemented this year consisting of Reader's (Grades K-8) and Writer's (Grades 3-8) Workshops.
- ii. A Literacy Coach from the Fox Point-Bayside School District will subcontract with staff 1-2 days per month for individual teacher coaching and planning. Immediate feedback (non-evaluative) will be provided.
- iii. Classroom Walkthroughs & Coaching Meetings will be completed by Kristi. A "Mastery Coaching" model will be used for the 2015-16 school year. Data will be gathered and teachers will be provided with feedback regarding their lessons and goals. Data will be utilized by Kristi and teachers to develop lessons to help engage students in higher level thinking and 21st century skills.
- iv. Professional Development for the 2015-16 year will include: Literacy, Sustaining the Mission, Data (STAR testing and Fountas & Pinnell Reading Benchmark System), Accreditation, SIS School Speak, Rigor and Lesson Planning (Backwards Design Model).

d. Data-Driven Culture

- i. A School Improvement Plan (SIP) in the areas of Literacy, Math and Catholic Identity will be developed with Kristi and 3-4 teachers. Student data results and SMART goals will be presented to the board in November and SIPs will be presented to the board in January. Tom Kiley from Marquette University will be working with staff on the Catholic Identity Plan.
- ii. Teacher Professional Development Plan (PDP) goals will be based on class data using the Fountas & Pinnell Benchmark System and the STAR data to create SMART goals for individual teachers. Meetings for creating SMART Goals will be completed by the end of October.

e. Five Year Plan

- i. Jeff Schmit discussed the need for a committee to help build a long range plan for the school. Jeff and Ted Neitzke are on this committee and are looking for more people to join. This 5 year plan will help with marketing and will give a measuring stick for comparing Port Catholic to other schools.

- a. Celebrations!
 - i. All school assembly focusing on Phoenix STRONG with students and faculty participating was a big success. The Phoenix STRONG logo is being finalized and will be screen-printed on T-shirts for the student body, faculty and staff. Possibly collaborating with H & S on this project.
 - ii. Parent Night will be held on September 17th and is the first year that it will be reinstated. Parents will have a chance to follow a “day in the life” of their children.
 - iii. A new student information system, School Speak has been purchased. It is an “all-encompassing” information system that will provide a complete system of clear communication between all members of the PC community, especially school and parents. Training will continue with faculty and staff. Parent training will take place on October 6th during school hours and on October 7th in the evening. The official “roll-out” date to parents will be October 1st.
 - iv. All students will be assessed using the new Fountas & Pinnell Reading Benchmark System. Information was sent in the Phoenix Times and will also be provided at the Parent Night on September 17th. STAR assessments will begin the week of September 28th.

XLIV. Committee Reports

- a. Pastoral Report-None
- b. Finance
 - i. Jeff Schmit reported there is one opening on the Finance Committee to be filled. In June the committee walked through the budget. One half position was added and an additional \$28,000 for teacher education. There is a deficit in the budget, which is not a concern for the committee at this point. Due to changes in bookkeeper and improved processes, it may take up to one year to get a feel for the finances. Endowment money can be accessed to fill the deficit after fundraising is done.
 - ii. Communications are happening now with the parish and school in preparation for moving to one campus/school.
 - iii. The committee is also looking at tightening up of money spent with the credit card and specifically looking at who is using the card and for what purpose, etc.
- c. Marketing
 - i. Julie Pannemann reported the new School Speak system is being put into place and there are trainings and seminars taking place.
 - ii. Enrollment numbers have gone up
 - iii. There will be meetings with the EC teachers to discuss how to make parents of EC students members of the school. Potentially Julie and Kristie will make

phone calls to inform them of upcoming events, etc. Scheduling of social nights with EC parents and students is being considered (i.e. movie night).

- iv. The Drop-Off BBQ is being re-looked at for the EC parents and there might be something different set up for them in the future.
- v. Software with more capabilities is being looked at for the auction.

d. Home and School

- i. A social meeting was held in April and a few new families came. A new parent (Kristen Chapman) signed up for the secretary position.
- ii. Box Top collection will take place in September and October which generates a few thousand dollars.
- iii. Soles for Education will take place on October 17th. A bus has been arranged.
- iv. September 27th is the Phoenix Golf Outing.
- v. Discussions continue as to how to make new families feel welcomed at the Back to School BBQ.
- vi. Spookfest will be held on October 30 and all of the chair positions are filled.
- vii. A Readathon will be held in March.
- viii. Raffle calendars went home with students on September 16th. Each family is asked to sell at least 8 calendars @ \$20 each. They are looking at streamlining the process for keeping advertisers from year to year.
- ix. H & S continues to look at other fundraisers and is looking at the possibility of a 5K run in the future.

e. BAAC

- i. Discussions continue regarding space issues and how to resolve this with the three parishes.
- ii. Interviews and surveys have been given and compiled and recommendations will be given to the vision committee and cluster committee as to what is needed. The questions remains if there is enough space or to add on. An Architect will have to be hired.
- iii. St. Mary's and IC parish house will be up for sale after the Archdiocese signs off.

f. Athletics-No report

XLV. Tabled Pending Issues

- a. Mary Laux reported she recently discovered Family Promise will be opening on November 1 at a location on Van Buren Street, right by St. Mary's school. She questioned if extra security measures would need to be taken.

XLVI. Meeting Ended @ 8:20

