



School Advisory Commission December 13, 2016 Meeting Minutes

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

Members Excused: Manny Lara, Julie Pannemann, Wayne Chrusciel

- I. Call to Order at 5:31 PM.
- II. November 2016 meeting minutes approved by Mary Laux, seconded by Mike Linstroth.
- III. Open Comment
- IV. **Unfinished Businesses**
 - a. Compliance and Constitution
 - i. Wayne sent out a draft of the by-laws. There are a couple of sections highlighted in yellow for feedback.
 - ii. The board reviewed by-law updates and suggested edits to the by-laws.
 - b. Review of the Advisory Commission's Responsibilities
 - i. The school's commission is responsible for verifying the policies and ensuring that everything is developed with the highest quality.
 - ii. Documents/Policies will be shared with the advisory commission and will be reviewed and approved by the board.
 - iii. Policies and Handbooks need approval prior to the website launch in January. (Athletic, Teacher, Crisis Response, Non-contractual staff, Parent)
 - iv. Kristi will assign policy handbooks to commission group for final review and approval prior to January 1st.
 - v. The commission will ensure that the Sub-committee's roles and activities are defined by the advisory commission.
 - vi. The advisory commission also needs to define what sub-committees should exist and what they are responsible for.
 - vii. Committees and communication each month
 1. Finance- Report out each month
 2. Marketing and Development (fundraising) - Report out each month and review plans

3. Home and School- report out each month and annual review
4. Athletics- report out each month and annual review

c. Vision and Mission

- i. The Mission is newly created in draft form: We are a community of leaders working together to ensure all students achieve at high levels (excel academically) and grow deeper in their faith.
- ii. Sample: We are a community of leaders working together to ensure all students excel spiritually and academically and in life.
- iii. Kristi will take the feedback from the advisory group to the staff for final input

d. School Safety

- i. None

e. Strategic Plan

- i. none

f. Handbooks:

- i. Discussed in the Review of committee's responsibilities

g. Accreditation-

- i. Staff is working on the Mission, Vision and Catholic identity at early release.
- ii. Staff will begin working on Self Study
- iii. All requirements for accreditation will be done on-time.

V. Committee Reports

a. Pastoral Report

- a. Feasibility study wrapped up and findings were reported to the parish council
- b. Projection for fundraising at 2 million dollars, which is about half of what the parish will need to implement the vision.

b. Finance

- a. The committee is working on a long term strategic plan, mapping out the goal for students, growth, etc.
- b. We may have to look at the endowment funds and draw on those endowments periodically to cover some of the costs.
- c. There is one offer for the sale of St. Mary's school building, but will require additional parking to be developed.
- d. Lawrence and Mary Jane Stern scholarship fund will be endowed to the school, which will provide \$35,000 annually to the school for scholarships. There will be an application and a definition of who will qualify for this scholarship (mostly on financial need).

c. Marketing/Communication

- a. Annual report has been completed and mailed.
- b. Beginning to work on a formal development plan
- c. Preparing and sharing the direction and fundraising on 3-year plan with the Home and School
- d. Website to go live on January 1st
- e. Waiting on the Mission/Vision and athletic handbooks.

- f. Christmas parade was a success
- g. Working on advertising and social media campaign to work with our daily Facebook posts.
- h. Currently developing a student video.
- i. School ad will be in the money mailer for January.
- j. Initial planning for catholic school's week has begun.
- d. Vision Committee
 - a. None
- e. Christian Formation
 - a. School students and CRE are greeting at mass, twice per month.
- f. Policy
 - a. None
- g. Home and School
 - a. Raffle Calendars are in progress, still need to sell 200 more
 - b. Father Daughter Dance will be January 14th
 - c. Fish Fry group will be piloting a Fat Friday feast before Lent.
- h. Athletics
 - a. The WOOOC is ensuring that we are only playing other archdiocesan schools.

VI. New Business

- a. Is there a policy on CRE students participating in the athletics?
 - i. The school advisory commission recommends that athletics be opened to parish members as well.
 - ii. The athletic committee needs to provide the formal recommendation to the pastoral committee.
- b. Jeff Schmit recommended to begin to bring in someone from the school staff each meeting to provide an overview about things happening at the school and things that teachers are doing. The purpose is to provide a broader understanding what is happening in the school and how the board can help support the school.

VII. Closing Prayer

VIII. Meeting ended at 7:25 PM