

St. Charles Parish School - School Commission

Minutes



May 17, 2016

Attendance

Meeting Logistics

Chair: Jon Ingrisano
Co-Chair: Brian Kuss
Time: 6:30-8:00 PM

Date: 05-17-16

Location: St. Charles Science Room

Commission Members:

Ex Officio Members:

Additional Guests:

Name		Name		Name	
Greg Budzien		Laura Anderson (Principal)	X	Patti Nolan-Olson	X
David Burns		Father Ken (Pastor)		Tammy Biebel	X
Jon Ingrisano	X	Ann Hanaway (Faculty Rep)	X	Kelly Jampedro	X
Brian Kuss	X	Christina Holmes (Advancement Dir.)	X	Debra Acker	X
Julie Kirby	X	Dan Murphy (Past Chair)		Laura Morrow	X
Sara Ladish		Christine Roble (Home & School)	X		
Natasha Mazza	X				
Bernadette Mesenbrink	X				
Kathy Thorsen	X				

St. Charles Parish School Mission Statement

St. Charles Parish School in Hartland, Wisconsin nourishes and grows a vibrant Catholic community committed to innovation, responsiveness and compassion as it prepares and challenges students in their intellectual, spiritual and moral lives.

1. Opening Prayer (Ingrisano)
2. Approval of Minutes (Ingrisano) (Please review in advance of our meeting)\
3. Introduction of New Commission Members (Burns, Kirby, & Mesenbrink)
4. Literacy Team Presentation (10 min)
5. Principal's Report (Laura Anderson) (10 min)
 - a. Enrollment Update
 - b. Development Fund Update
 - c. Additional Items as necessary
6. Advancement Director's Update (Christina Holmes)(5 minutes)
7. Home & School Update (Christine Roble) (5 minutes)
8. Old Business
 - a. Lego Robotics / Engineering Club Leadership Search
9. New Business
 - a. Agenda Setting / Timing
 - b. Committee Chair Assignments
 - c. Committee Charters – Drafting
 - d. Survey Results
10. Pastoral Council Update (Jon Ingrisano) (5 minutes)
11. Committee Items (5 minutes)

- a. Policy
- b. Curriculum
- c. Budget / Finance
- d. Marketing and Public Relations
- e. Strategic Planning

12. Next Meeting – ***Tuesday, June 21, 2016***

13. Closing Prayer

Topic	Discussion	Recommendations/Follow-up
OPENING PRAYER:	Opening prayer provided by Jon Ingrisano and said by all.	June prayer to be provided by Sara Ladish.
Literacy Team Presentation	<p>The Literacy Team is using the book “Strategies that Work” which identifies 9 strategies for increasing academic achievement. Using this they have implemented common language throughout grade levels. They are also working towards the Archdiocese goal of increasing “listening and speaking” abilities. They are using several computer programs to help establish baseline goals.</p> <ul style="list-style-type: none"> • Raz-Kids- currently using in 5k but would like to extend through 4th grade level • STAR- using for benchmark testing to measure academic progress in 5K-4th • MAP- also measuring academic progress in 5k-4th • DIBELS- Fluency testing 1st-4th quarterly • Qualitative Reading testing for Middle school <p>Commission asked what process the teachers go through if they need anything achieve their goals. Teachers approach Laura Anderson personally.</p>	Commission asked the Team to supply a list of needs and prioritize them for Laura Anderson.
MINUTES:	April minutes approved.	
PRINCIPAL’S REPORT:		

Enrollment Update	<ul style="list-style-type: none"> • Current enrollment for 2016/17 is 270. 14 pending with 8 of those being near completion. Tours still occurring weekly. 3k is closed with 1 application on waiting list. 7th grade is at max and decision regarding split to be made by June 1st. Laura Anderson creating mock schedule for both scenarios (1 class vs. 2 classes). • Staffing- Great interviews have been taking place with many more scheduled. Staff members participate in these interviews. 	
Development Fund	34 donors with total donations of \$18,870. Well behind budget of \$50,000.	All previous donors will be send an Annual Report along with letter from Jon Ingrisano. Another church announcement to be made as well.
HOME & SCHOOL UPDATE:		
	<ul style="list-style-type: none"> • Grandparents Day was largest yet with over 500 in attendance. Formal invitations for this event were mailed to all grandparents. • Teacher Appreciation week was a success with all grades doing special things for each teacher. • Getting ready for relaunch of the Buddy Family Program and the Ice Cream Social. • Scrip deadline is May 30th • HSA completing the budget meeting for next year. Careful attention has been given to the lose of the Target program and the lack of participation in the Amazon Smile program. \$32,000 contribution goal for next year. • Scrip will increase to \$75 required donation next year. • Looking for leaders for several new positions next year: Try-It Coordinator, Scrip Vice President, Lunchroom Coordinator • Sharon Flannick began as VP of Enrichment and has a lot of fun and information talks planned for parents next year. 	

OLD BUSINESS:		
Lego Robotics/Engineering Club	No leader at this time. No response from Parish request. Possibility for starting out with small 6-week session for grades 1 st - 4 th Lego building club.	Christina Holmes to contact area middle schools and see if they have a program and how they started it.
NEW BUSINESS:		
Agenda Setting	Submit any agenda items to be added to Jon Ingrisano by Thursday before meeting. Jon to send out completed Agenda to Commission members by Friday before meeting. Discussion was had about possibly moving meeting date of third Tuesday to a different week.	Commission members to email Jon availability of other Tuesdays in the month.
Committee Chair Assignments	Policy- Julie Kirby, Curriculum- Greg Budzien & Kathy Thorsen, Budget/Finance- Dan Murphy, David Burns & Bernadette Mesenbrink, Marketing/ Public Relations- Sara Ladish, Strategic Planning- Jon Ingrisano	Committee members should begin thinking of school parents that might assist on their committee.
Committee Charters- Drafting	Each Commission member should draft charter for the committee they have chosen. A paragraph or two would be sufficient. <ul style="list-style-type: none"> Contact Archdiocese for further guidance regarding the direction of the committee 	
Survey Results	Parent survey results distributed. Overall averages increased positively from 2015.	
PASTORAL COUNCIL UPDATE:		
	Capital Campaign will begin with in-pew surveys being completed at the end of the month. Discussion centered around Columbarium updates, school enrollment and growth and Development Fund numbers.	
COMMITTEE REPORTS:		

Planning		
Finance		
Policy		
Marketing	Christina Holmes did not put an ad into the Lake Country Reporter as the they were very expensive. She has been doing more overall marketing with the Religious Ed students, placing ad in St. Charles and Blessed Theresa bulletins.	
Development		
NEXT MEETING June 21, 2016	July meeting cancelled.	
CLOSING PRAYER		