

# St. Charles Parish School - School Commission

**Minutes**



**April 19, 2016**

**Meeting Logistics**

**Chair: Dan Murphy**  
**Co-Chair: Dan Plas**  
**Time: 6:30-8:00 PM**

**Date: 4-19-2016**

**Location: Science Room**

Attendance

<b>Committee Members:</b>		<b>Administration:</b>		<b>Invited Guests:</b>	
Name		Name		Name	
Greg Budzien	X	Laura Anderson	X	Amy C Marshall	
Brian Kuss	X	Father Ken		Robin Thousand	
Jon Ingrisano	X	Father Patrick		Ann Hanaway	X
Sara Ladish	X	Dcn. Patrick Behling		Ashley Lillesand	
Natasha Mazza	X			Christina Holmes	X
Dan Murphy	X			Mary Stawicki	X
Dan Plas				Carla Ritzman	X
Kathy Thorsen	X			Allen Olson	X
				Debbie Birch	X
				Erin Plas	X
				Chris Robel	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
2. Catholic Identity Professional Learning Team update – (15 min)
3. Approval of March 21<sup>st</sup> School Commission Minutes (Dan Murphy) (Please review in advance of our meeting) (2 min)
4. Principal's Report (Laura Anderson) (20 min)
  - a. Enrollment Update
  - b. Development Fund update
  - c. Additional Items as necessary
5. Home & School Update (Ashley Lillesand/Robin Thousand) (10 min)
6. Old Business
  - a. Lego Robotics/Engineering Club (5 min)
  - b. Vacation Policy (5 min)
  - c. Survey's (Parent/ Staff / Student)
7. New Business
  - a. Vote - School Advisory Commission leadership positions for 2016-17 (5 min)
  - b. Vote - School Advisory Commission openings for 2016-17 (5 min)
8. Pastoral Council Update (Dan Murphy) (1 min)
9. Committee Items (Chairs) (10 minutes)
  - a. Planning – Next meeting April 21 (Dan Murphy)(2 min)
  - b. Finance – Awaiting meeting date (Dan Murphy)(1 min)
  - c. Policy –
  - d. Marketing – (Sarah Ladish / Christina Holmes)(2 min)
  - e. Development Fund – (All)(5 min)
10. Next Meeting – ***Tuesday May 17<sup>th</sup>, 2016***
11. Closing Prayer

Topic	Discussion	Recommendations/Follow-up
<b>OPENING PRAYER:</b>	Opening prayer provided by Brian Kuss and said by all.	May prayer to be provided by Jon Ingrisano.
Catholic Identity Professional Learning Team	<p>Orange card summary for 2015/16 compared to 2014/15 was distributed and discussed. Progress has been made with this uniform method for communication between parents and teachers. The visual aspect of a physical reminder for the students seems to help them stay on track. All teachers have access to viewing which students have received orange cards and why. Lunch and recess helpers are able to use the cards as well. Team goal for next year is to come up with a positive reinforcement method to use in addition to the orange cards.</p> <p>Team is interested in the creation of a Service Club that would meet after school to be involved in more volunteer/community activities. Looking for parents both in upper and lower grades who would be interested in leading the club.</p>	Literacy Team to provide Commission update in May.
<b>MINUTES:</b>	March minutes approved.	
<b>PRINCIPAL'S REPORT:</b>		

<p>Enrollment Update</p>	<ul style="list-style-type: none"> <li>• New students in 6<sup>th</sup>&amp; 8<sup>th</sup> grade started this month. Current enrollment at 268. 2016/17 enrollment at 267 with 18 pending. 3k only has 2 spots left. 5 fulltime 3k students this year.</li> <li>• Next year the 5<sup>th</sup> grade will be split into two classes. Discussions were had about the possibility of splitting the 7<sup>th</sup> grade. Current 6<sup>th</sup> grade class is going very well.</li> <li>• Current teacher openings have been posted and Laura Anderson has been reaching out to people she feels would be a good fit for these openings. She has also emailed Marquette's Dean's office for any new prospects. Several good resumes have been received.</li> <li>• May 18<sup>th</sup> representatives from the Milwaukee Archdiocese will be walking through St. Charles to determine eligibility for the Exemplary Recognition award for Catholic Identity.</li> </ul>	<p>Additional ambassador cards to be handed out to current school parents.</p>
<p>Development Fund</p>	<p>28 donors- no new donors this month.</p>	<p>Christina to add banner regarding Fund to the school website and to the weekly rundown. Grandparents will also be sent info with their invitation to Grandparents Day.</p>
<p><b>HOME &amp; SCHOOL UPDATE:</b></p>		

	<ul style="list-style-type: none"> <li>• Kathy Thorsen and Kelly Bradford assisted The Prairie Fire Children Theatre along with 44 students in the performance of Pinocchio. Students worked really hard and put on a great performance.</li> <li>• Scrip sales have been strong at \$16,000. Total fundraising goals for HSA in 2015/16 \$30,000.</li> <li>• Grandparents Day- May 6<sup>th</sup>. Wendy Crisci is coordinating the décor and food. Around 300 expected in attendance.</li> <li>• Spirit wear sale this month was moderate. Another sale will take place in Fall.</li> <li>• Teacher Appreciation- June 9<sup>th</sup> Hawaiian Theme</li> <li>• Discussed possibility of offering St. Charles bumper stickers to all families at the beginning of 2016/17.</li> </ul>	
<b>OLD BUSINESS:</b>		
Lego Robotics/Engineering Club	No leader at this time.	Mass and bulletin announcement to be placed looking for an engineer that might be interested in starting this club.
Vacation Policy	Policy needs to be made clear for parents for beginning of 2016/17.	
<b>NEW BUSINESS:</b>		
School Advisory Commission leadership positions for 2016-17	Jon Ingrisano elected as Chair. Brian Kuss elected as Co-Chair.	
School Advisory Commission openings for 2016-17	David Burns, Julie Kirby, and Bernadette Mesenbrink elected as members.	Committee descriptions and which Commission members will chair those committees to be discussed in May.

<b>PASTORAL COUNCIL UPDATE:</b>		
	<ul style="list-style-type: none"> <li>• New Associate pastor should be announced by end of April.</li> <li>• Aaron Mathews will be looking to hire associate.</li> <li>• 90 Confirmations in 2016 with 140 possible in 2017.</li> </ul>	
<b>COMMITTEE REPORTS:</b>		
Planning	<ul style="list-style-type: none"> <li>• Strategic Plan includes 20+ items to be completed. These items are critical to the Building Improvement Plan.</li> <li>• Planning chairperson to be responsible for school surveys. 2015/16 survey to be sent out this month. Changes/eliminations to current questions discussed.</li> </ul>	Christina Holmes to provide demographic study to Dan Murphy. Dan Murphy to modify survey questions.
Finance	Commission will be provided copy of Budget in May.	
Policy		
Marketing	Advertisements for school enrollment have been in the church bulletin, during Religious Education, and in the Lake Country Reporter.	Christina Holmes to do press release for another year of record enrollment.
Development		
<b>NEXT MEETING May 17<sup>th</sup>, 2016</b>		
<b>CLOSING PRAYER</b>		