

# St. Charles Parish School - School Commission

Minutes



August 23, 2016

Attendance

**Meeting Logistics**

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

**Date:** 08-23-16

**Location:** St. Charles Science Room

**Commission Members:**

**Ex Officio Members:**

**Additional Guests:**

Name		Name		Name	
Greg Budzien	X	Laura Anderson (Principal)	X		
David Burns	X	Father Ken (Pastor)			
Jon Ingrisano	X	Ann Hanaway (Faculty Rep)	X		
Brian Kuss	X	Christina Holmes (Advancement Dir.)	X		
Julie Kirby		Dan Murphy (Past Chair)	X		
Sara Ladish	X	Christine Robel (Home & School)	X		
Natasha Mazza					
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 (D. Murphy)
2. Approval of Minutes (J. Ingrisano) (attached)
3. Principal's Report (L. Anderson) (10 min)
  - a. Enrollment Update
  - b. New Hires
  - c. Additional Items as necessary
4. Advancement Director's Update (C. Holmes)(5 minutes)
  - a. Annual Development Fund Update
  - b. Additional Items as necessary
5. Home & School Update (C. Robel) (5 minutes)
6. Old Business
  - a. Approval of Policy Committee Charter (attached)(J. Kirby)
  - b. Introduction of revision to Class Size Policy (attached)(J. Ingrisano)
7. New Business
8. Pastoral Council Update (Jon Ingrisano) (5 minutes)
9. Committee Items (Chairs)
  - a. Updates / Progress on Charters
  - b. Committee membership updates / discussion
  - c. Policy Committee first meeting recap (J. Kirby)
10. Next Meeting – **Tuesday, September 20, 2016. Prayer – B. Mesenbrink.**

Topic	Discussion	Recommendations/Follow-up
<b>OPENING PRAYER:</b>	Opening prayer said by all.	September prayer to be provided by B. Mesenbrink.
<b>MINUTES:</b>	June minutes approved.	
<b>PRINCIPAL'S REPORT:</b>		
Enrollment Update	Enrollment for 2016/17 is at 283. 1 pending for last 3k spot. 1 <sup>st</sup> and 3 <sup>rd</sup> grades full and (+1) each. 5 <sup>th</sup> and 7 <sup>th</sup> grades have been split at 32 (16 in each section).	
Staffing	Colleen Smet hired as middle school teacher. Two teaching aides hired – Molly Wedeman and Mary Brauer. Maria Paglianti (via Futura) will teach Spanish.	Still searching for Lunch Room Coordinator (15-18 hours per week)
<b>Advancement Director's Update</b>		
Annual Fund Update	Through Annual Fund close: 110 donors for \$50,400. (\$50,000 goal).	Completion and mailing of "thank you"
<b>HOME &amp; SCHOOL UPDATE:</b>		
	Ice cream social was successful. First Day Parent Social upcoming on August 30. Trivia Night promoted and discussed.	

<b>OLD BUSINESS:</b>		
Policy Committee Charter	Policy drafted by Julie Kirby approved.	
<b>NEW BUSINESS:</b>		
Revision to Class Size Policy	Jon Ingrisano explained issues observed over the summer with fluid enrollment inquiries facing the administration. Introduced revised class size policy that make it express that the Principal is authorized to exceed class size maximums and to split classes with the permission of the Pastor, and not just with permission from Commission. Revised policy approved, subject to additional revision to show the created date, updated date, and the last revisions.	Jon to revise and circulate final updated policy.
Policy Committee Charter	Reviewed and approved.	
<b>PASTORAL COUNCIL UPDATE:</b>		
	Jon Ingrisano reported that the Council had voted to approve the 7 <sup>th</sup> grade class split at its last meeting in support of the administration and the continued growth of the school. Further reported that the Council heard an update on the status of the building project and the capital campaign.	Jon to contact Fr. Ken about presenting on the new school plans at the next meeting.
<b>COMMITTEE REPORTS:</b>		
Planning	Planning Committee Charter circulated to small group and awaiting comments.	Charter to be reviewed for approval at next meeting.
Finance	Finance Committee Charter circulated to small group and to be submitted for approval next meeting.	Charter to be reviewed for approval at next meeting.

Policy	Policy Committee is still in need of one member. HR background would be ideal. Work at first meeting focused on discussion of bullying policy. Committee to tackle taking an inventory of existing policies related to the school and collecting the same.	
Marketing	No update.	Jon Ingrisano to contact Archdiocese contact for additional assistance with charter.
Development	No update.	Jon Ingrisano to contact Archdiocese contact for additional assistance with charter.
<b>NEXT MEETING</b>	September 20, 2016	
<b>CLOSING PRAYER</b>		

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