

St. Charles School Commission

Minutes



June 16, 2015

Attendance

Meeting Logistics

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

Date: 6-16-2015

Location: Science Room

Committee Members:

Administration:

Invited Guests:

Name		Name		Name	
Greg Budzien		Laura Anderson	X	Amy C Marshall	
Jude Hughes-Kosmider		Father Ken		Robin Thousand	X
Jon Ingrisano	X	Father Patrick		Ann Hanaway	
Sara Ladish				Lynn Rose	X
Natasha Mazza	X			Bernadette Mesenbrink	X
Dan Murphy	X			Amy Marshall	X
Dan Plas	X				
Kathy Thorsen	X				

1. Opening Prayer
2. Approval of April 21st and May 19th School Commission Minutes (Dan Murphy) (Please review in advance of our meeting)
3. Determining School Commission Leadership Position for 2014-2015 School Year (Dan Murphy) (We a couple of key positions on the School Commission yet to be determined (Co-Chair, Policy Committee member, Finance Committee Chair / Purchasing, Planning Committee member.) (2 min)
4. Principal's Report (Laura Anderson) (1hr)
 - a. Enrollment Update
 - b. Development Fund update
 - c. Iowa Testing
 - d. Literacy Review update
 - e. Staffing update – Teachers, Aids, Advancement Director
5. Home & School Update (Amy Marshall/Robin Thousand) (10 minutes)
6. Old Business
 - a. Class Size Policy – Admission Policy – (15 min)
 - b. Student Behavior Policy / Stats (Laura Anderson / Dan Murphy) (10 min)
 - c. School Survey's – (Dan Murphy) (10 min)
 - d. School Commission By-Laws – (Jon Ingrisano / Dan Murphy) (1 min)
 - e. School Mission Statement (Dan Murphy) (3 min)
 - f. Parent Evaluation (Greg Budzien/Dan Murphy) (1 min)
 - g. Auction proceeds investment/timeline (Laura Anderson) (5 min)
7. New Business
8. Pastoral Council Update (Dan Murphy) (1 minutes)
9. Committee Items (Chairs) (1 minutes)
 - a. Planning
 - b. Finance
 - c. Policy
 - d. Marketing

e. Development Fund

10. Next Meeting – August 11, 2015

11. Closing Prayer

Topic	Discussion	Recommendations/Follow-up
OPENING PRAYER:	Opening prayer read by all.	
MINUTES:	April 21st and May 19th minutes approved.	
SCHOOL COMMISSION LEADERSHIP POSITIONS:		
Co-Chair	Still looking to fill position.	
PRINCIPAL'S REPORT:		
Enrollment Update	<p>Current enrollment at 271. Grades 2, 4 & 6 are closed for enrollment. 4k - 33 will be split in two classes. 5k- 25 with possible one more will be split in two classes. 6th- 31 with dedicated aid of 30-35 hours (with Father Ken approval). All teacher aids hired will be certified teachers. Math will be split into 2-3 groups and other special (art projects, science labs, etc) classes as needed. Mrs. Marrow has managed class of 30 before and feels confident she can again. Using Google has helped her to see writing quickly and should be able to have 2-3 day turnaround on writing projects. Youth room will be used for extra space and more efficient storage solutions have been planned. Ordering of all desks & chairs has been completed. Locker project underway.</p>	<p>Laura Anderson will send letter to all parents within next week with an update on class sizes and all that is being done to accommodate school growth.</p>

Development Fund	\$56,509 with 104 donors. Fiscal year end June 30th. Thank you notes will be sent out. Surpassed goal of \$50,000.	One more pulpit announcement next weekend with students to hand out envelopes.
Iowa Testing	Looking for a goal of 80% above average in ELA and Math scores. Each teacher can go deeper into class results to see specific student. Teachers met with following year teacher to discuss results. All teacher goals met for students this year.	Laura Anderson to communicate to parents on the goals met.
Literacy Review Update	2 consultants met to review overall literacy program for 1.5 days.	Literacy team and staff will implement recommendations.
Staffing Update	4k assistant & 5k teachers have been hired.	P/T Spanish teacher, lunch coordinator, 6th grade aid, Advancement Development Director and additional assistants to be posted for hire.
HOME & SCHOOL UPDATE:		
	In process of completing Scrip & volunteer hour minimum letters. \$6000 to be billed. Hartland Parade in need of float driver. Proceeds from the Auction will be used to pay for touch less faucets for all bathroom sinks. Faucets donated at cost from Bradley Corporation and labor donated at 50% by parishioner. Robin offered to manage installation of new faucets. New HSA positions to transition July 28 th .	Secure float driver. Obtain faucets from Bradley. Robin Thousand to talk with Shirley Lamerand and Marge Beck to arrange the sink install as soon as possible.
OLD BUSINESS:		
Class Size Policy	Discussions were had regarding the current maximums on the policy and if parents would be open to a lower class size with a higher tuition cost. Currently the financially responsible number for the addition of another class would be 39 students.	

Behavior Policy	Fewer orange cards issues this year compared to checks given last year. Good record keeping has been done with the use of Google for all grades. Efforts need to be made for a more consistent use of the orange cards next year.	Amend current Behavior Policy as follows: <ul style="list-style-type: none"> • 7 to say 6 orange cards for student/principal/parent meeting • 8 to say 7 orange cards for completing age appropriate consequence or after school detention • Add “demeaning” to bully definition • Add into line 4. Any MAJOR infraction of the school rules <u>“as determined by the school principal”</u>
School Survey’s	To be reviewed in July.	
School Commission By-Laws	To be reviewed in July.	
School Mission Statement	To be reviewed in July.	
Parent Evaluation	To be reviewed in July.	
Auction proceeds timeline	To be reviewed in July.	
NEW BUSINESS:		
PASTORAL COUNCIL UPDATE:		

COMMITTEE REPORTS:		
Planning		
Finance		
Policy		
Marketing		
Development Fund		
NEXT MEETING August 11, 2015		
CLOSING PRAYER	Closing prayer said by all.	