

St. Charles Parish School - School Commission

Minutes



April 24, 2017

Attendance

Meeting Logistics

Chair: Jon Ingrisano
Co-Chair: Julie Kirby
Time: 6:30-8:00 PM

Date: 04-24-17

Location: St. Charles Science Room

Commission Members:		Ex Officio Members:		Additional Guests:	
Name		Name		Name	
Greg Budzien		Laura Anderson (Principal)	x		
David Burns	x	Father Ken (Pastor)			
Jon Ingrisano	x	Diane Grolemond (Faculty Rep)	x		
Aaron Kowal		Christina Holmes (Advancement Dir.)	x		
Julie Kirby	x	Dan Murphy (Past Chair)			
Sara Ladish		Christine Robel (Home & School)	x		
Natasha Mazza					
Bernadette Mesenbrink	x				
Kathy Thorsen	x				

Topic	Discussion	Recommendations/Follow-up
OPENING PRAYER:	April prayer was provided by B. Mesenbrink.	May prayer to be provided by A. Kowal.
MINUTES:	March minutes approved	
Auction Update		
PRINCIPAL'S REPORT:		
Enrollment Update	285 students, 25 pending. 3K is full. Possible split decision this Summer for 4th grade (29 students) Looking to hire 2 positions and a ½ time guidance counselor	
Building update/Plan	June 30th completion date scheduled.	
Faculty evaluations	To use a new Archdiocese form, which has been modified and will be rolled out next year.	
Advancement Director's Update		
Auction results	Gross: \$130k. Expenses not finalized, but approximately \$28k. Profit per attendee up from last year, even though the gross and number of attendees was down.	
Annual Development Fund	\$30,178 to date. Closes 6/30	
2017-2018 Annual Report	No report done for 2016-2017 school year. Merits of report discussed. Decision to do report for 2017-2018 school year	Commission members to be prepared to discuss contents of report at next meeting.

HOME & SCHOOL UPDATE:		
	Field Day sign-up approaching. Potential successor to Scrip Volunteer position found. Home & School looking to identify Junior Achievement volunteers.	
OLD BUSINESS:		
Bully Policy	Previously finalized. Submitted to Fr. Ken and awaiting approval.	J. Ingrisano to do a roll-out memo to faculty.
Tech Board	No progress.	
NEW BUSINESS:		
Parent Survey	J. Ingrisano proposes to send out annual parent surveys. Improvement to survey discussed.	Commission members to get comments to J. Ingrisano by following Monday. J. Ingrisano to send out by 5/5.
Website Discussion & Timeline	Internal go live date: 8/1. Outside go live date: 9/1	J. Ingrisano requested project plan with measurable and deadlines before 8/1.

Board and Officer Vacancies	Brian Kuss nominated and elected to School Commission member position. J. Ingrisano and J. Kirby re-appointed to officer positions as Chairperson and Vice-Chair, respectively. N. Mazza re-appointed as Secretary (in absentia). Replacement for Budzien (with education background) discussed	J. Ingrisano to discuss possible Budzien replacements with Pastoral Council and Fr. Ken. Commission members to continue efforts to identify replacement.
COMMITTEE REPORTS:		
Finance		
Curriculum	LoveEd Program discussed, with hand-out. To be implemented.	
Marketing	Aaron Kowal as Chair. First draft of charter to be circulated for May 16 meeting.	
NEXT MEETING	May 16, 2017, 6:30 pm in Science Room	
CLOSING PRAYER		

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