

# St. Charles Parish School - School Commission

Minutes



December 20, 2016

Attendance

**Meeting Logistics**

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

**Date:** 12-20-2016

**Location:** Parish Rectory

**Commission Members:**

**Ex Officio Members:**

**Additional Guests:**

Name		Name		Name	
Greg Budzien	X	Laura Anderson (Principal)	X		
David Burns	X	Father Ken (Pastor)	X		
Jon Ingrisano	X	Diane Grolemond (Faculty Rep)	X		
Brian Kuss		Christina Holmes (Advancement Dir.)	X		
Julie Kirby	X	Dan Murphy (Past Chair)	X		
Sara Ladish		Christine Robel (Home & School)			
Natasha Mazza	X	Father Patrick	X		
Bernadette Mesenbrink	X				
Kathy Thorsen	X				

Topic	Discussion	Recommendations/Follow-up
<b>OPENING PRAYER:</b>	December prayer provided by Jon Ingrisano.	January prayer to be provided by Julie Kirby.
<b>MINUTES:</b>	November minutes approved.	
<b>PRINCIPAL'S REPORT:</b>		
Enrollment Update	<ul style="list-style-type: none"> <li>• Current enrollment at 284. Two new 7<sup>th</sup> grade girls- one last week and one will start after Christmas break.</li> <li>• Possible new students for 8<sup>th</sup> grade &amp; 4k this semester.</li> <li>• One 4k student left due to family move.</li> <li>• Re-enrollment email sent out last week. 87 students still need to re-enroll for 2017/18.</li> <li>• 5 new sibling applications received for 2017/18.</li> </ul>	
Building Update	<ul style="list-style-type: none"> <li>• Hartland Planning Commission approved school building expansion.</li> <li>• The school expansion will cost 2.1 million and no loan will be needed.</li> <li>• Need to receive the Archdiocese approval on 2/6 prior to ground breaking in March.</li> <li>• Due to sewer work beginning next week, the gym entrance will be closed during break.</li> <li>• The Capital Campaign will be extended until Easter to ensure all Parish &amp; School families are reached.</li> </ul>	
<b>Advancement Director's Update:</b>		
Annual Development Fund	Brochure will be printed next week and mailed in January.	

Catholic Schools Week	<ul style="list-style-type: none"> <li>• Open House Sunday January 29<sup>th</sup> after 10:45 Mass.</li> <li>• No Open House during school hours this year.</li> <li>• Possible “Preschool Experience” day in February/March.</li> <li>• Postcards advertising “Space available in every grade” will be mailed to all houses in 10 mile radius with children ages 2-12.</li> <li>• We have received a few calls regarding 2017/18 new student registration.</li> </ul>	
Dinner and Auction	<ul style="list-style-type: none"> <li>• All wine donations should be dropped off to the school office by 2/15.</li> <li>• Stop the Auction- Kristin and Christine spoke with Father Ken about equipping new Stem Room. Need to obtain itemized list and pictures for visual aids.</li> </ul>	
<b>HOME &amp; SCHOOL UPDATE:</b>		
	<ul style="list-style-type: none"> <li>• Positions that need to be filled for next year: HSA President, HSA Vice President, Fall Fest Volunteer Leader, and SCRIP Leader</li> <li>• Ornament Exchange tomorrow evening- 20 registered.</li> <li>• All teachers were given a tote bag with pizza/appetizer gift card and candy for Christmas from HSA.</li> </ul>	
<b>PASTORAL COUNCIL UPDATE:</b>		
	Tuition increase discussed and the Council was happy with the proactive steps taken to reduce parish assistance.	Jon to forward the “State of the School” information to the Council.

<b>OLD BUSINESS:</b>		
Teacher Request Policy, Grievance Policy, & Bullying Policy	<ul style="list-style-type: none"> <li>• Teacher Request Policy Approved</li> <li>• Grievance Policy- adjust language and steps to show Pastor has final say on the concern. Add "Advisory" to the School Commission.</li> <li>• Bullying Policy- 1<sup>st</sup> draft to be completed by mid-January.</li> </ul>	Julie Kirby to provide final draft of Bullying Policy at February meeting.
<b>NEW BUSINESS:</b>		
Brian Kuss Resignation	Brian Kuss has submitted his resignation due to unforeseen family concerns. Discussion of possible replacements for Co-Chair.	Jon Ingrisano to contact possible Co-chair candidate before January meeting.
<b>COMMITTEE REPORTS:</b>		
	Discussion postponed for January Meeting.	
<b>NEXT MEETING</b>	Next meeting January 17th at 6:30 p.m. in Science Room	
<b>CLOSING PRAYER</b>		