

# St. Charles Parish School - School Commission

**Minutes**



**June 20, 2017**

**Meeting Logistics**

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

**Date:** 6-20-2017

**Location:** Borromeo Room

Attendance

**Commission Members:**

**Ex Officio Members:**

**Additional Guests:**

Name		Name		Name	
OPEN SEAT		Laura Anderson (Principal)	X		
David Burns	X	Father Ken (Pastor)			
Jon Ingrisano	X	Diane Grolemond (Faculty Rep)	X		
Kathy Thorsen	X	Christina Holmes (Advancement Dir.)	X		
Julie Kirby		Dan Murphy (Past Chair)			
Brian Kuss	X	Christine Robel (Home & School)			
Natasha Mazza	X	Father Behling (Assoc. Pastor)			
Bernadette Mesenbrink	X				
Aaron Kowal					

Topic	Discussion	Recommendations/Follow-up
<b>OPENING PRAYER:</b>	June prayer provided by Brian Kuss.	August prayer to be provided by David Burns.
<b>MINUTES:</b>	May minutes approved.	
<b>PRINCIPAL'S REPORT:</b>		
Enrollment Update	<ul style="list-style-type: none"> <li>• Meeting began with a tour of the new school addition.</li> <li>• 288 students 2017/18- 8 pending- confident on 5</li> <li>• Many tours have been given over the past week.</li> <li>• Several shadow students attended the last week of school.</li> </ul>	
New Staff	<ul style="list-style-type: none"> <li>• Interviews continue for several teacher openings. A team of teachers are assisting with all interviews.</li> <li>• Still looking for music teacher applications.</li> <li>• One contract out for signing &amp; two offers given.</li> </ul>	
<b>Advancement Director's Update</b>		
Annual Development Fund	Final week of the ADF. Currently at \$53,410 from 71 donors. Surpassed goal of \$50,000. Next year goal increased to \$60,000. Sandy & Charlie Merkel will make final appeal at all masses next weekend.	

Grand Opening Celebrations	<p>Looking for volunteers to lead tours. St. Charles Borromeo holy cards along with marketing materials to be distributed during open house.</p> <ul style="list-style-type: none"> <li>• 8/1 Volunteer Appreciation- tours given from 4-5 with a soiree to be held at the Dalum home afterward.</li> <li>• 8/2 Donor Reception- tours given from 6-7:30 with beverages and appetizers served at the rectory from 7:30-9</li> <li>• 8/6 Parish Open House- tours given from 10-1</li> <li>• Possible Neighborhood Reception</li> </ul>	Christina Holmes to contact St. Theresa Parish with Open House info and marketing materials.
<b>HOME &amp; SCHOOL UPDATE:</b>		
New Leadership	<ul style="list-style-type: none"> <li>• New President &amp; VP- Liz Malosh &amp; Robin Thousand</li> <li>• Looking for new Trivia Night coordinator</li> <li>• Discussed calendar and events for 2017/18 during meeting</li> </ul>	
<b>OLD BUSINESS:</b>		
Auction- Storage Locker	HSA is looking for ways to reduce the cost of storing items for the Auction. The church basement is currently being used by other groups without church/school affiliation. Discussion was had about the use of basement for the Auction items. Kathy Thorsen mentioned the possibility of asking parishioners with storage for the use at a reduced rate.	
Website Update Status	Parish side is complete. School side to be complete in first week of August. Marketing would like a separate page for the expansion to monitor activity. 8/1 Internal live date.	
<b>NEW BUSINESS:</b>		

Parent Survey Results	<p>107 total responses. Jon Ingrisano will condense responses into an easier format for August meeting. Discussions were had regarding the responses to:</p> <ul style="list-style-type: none"> <li>• Need for the guidance counselor</li> <li>• Understanding of our Mission statement</li> <li>• Our grades compared to other local schools</li> <li>• Foreign languages</li> </ul>	
Early Release Days	<p>Laura Anderson submitted changes to the 2017/18 school year in response to parent concern with the amount of half days in place. She stated the need for better communication to the parents regarding the necessity of the Teacher Development days and how they help keep St. Charles a model school for the Waukesha deanery. She explained:</p> <ul style="list-style-type: none"> <li>• the State requires 10 In-service Days as well as the Archdiocese requirements for 5 days of faith, literacy &amp; learning support.</li> <li>• the Teacher Development days are used for curriculum mapping and writing. She reduced this number for next year from 6 to 4 days.</li> <li>• other half days were given before Parent/Teacher Conferences or holidays.</li> <li>• half days count as full days when counting number of school days required by law. This means lessening the amount of half days will NOT change school end date.</li> <li>• HSA will provide Movie Afternoons on most of the half days.</li> </ul>	Laura Anderson to send out email to all parents explaining the calendar changes for 2017/18 and why the teacher development days are necessary.
<b>COMMITTEE REPORTS:</b>		
Policy Committee	Policy review postponed for August meeting.	
<b>NEXT MEETING</b>	August 15 <sup>th</sup> at 6:30 pm in Science room	
<b>CLOSING PRAYER</b>		