

St. Charles Parish School - School Commission

Minutes



May 16, 2017

Meeting Logistics

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

Date: 5-16-2017

Location: Science Room

Attendance

Commission Members:

Ex Officio Members:

Additional Guests:

| Name | | Name | | Name | |
|-----------------------|---|-------------------------------------|---|------|--|
| Brian Kuss | | Laura Anderson (Principal) | X | | |
| David Burns | | Father Ken (Pastor) | | | |
| Jon Ingrisano | X | Diane Grolemond (Faculty Rep) | X | | |
| Kathy Thorsen | | Christina Holmes (Advancement Dir.) | X | | |
| Julie Kirby | X | Dan Murphy (Past Chair) | | | |
| Sara Ladish | | Christine Robel (Home & School) | X | | |
| Natasha Mazza | X | Father Behling (Assoc. Pastor) | | | |
| Bernadette Mesenbrink | | | | | |
| Aaron Kowal | X | Clare Zajicek | X | | |
| | | Denise Hearnden | X | | |
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| Topic | Discussion | Recommendations/Follow-up |
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| OPENING PRAYER: | May prayer was provided by Aaron Kowal | June prayer to be provided by Brian Kuss |
| MINUTES: | April minutes approved | |
| PRINCIPAL'S REPORT: | | |
| Enrollment Update | 286 students 2016/17 285 students 2017/18- <ul style="list-style-type: none"> • 28 pending- confident on about 15 • 5 new apps this week 3K is full with a waitlist | |
| Annual Development Fund | No new number at this time- still around \$31,000. The Merkel family will make final appeal during 6/24 & 6/25 Mass. A few donations came in after Grandparents Day. | |
| Advancement Director's Update | | |
| Building Update | Three events planned: Volunteer Event 8/1, Donor Event 8/2 and Parish Open House 8/6 | |
| Website Renovation | Joan Weiland helping to write the pages for both parish and school | Jon Ingrisano suggested the implementation of deadlines for the website progress to be monitored |

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| HOME & SCHOOL UPDATE: | | |
| | <ul style="list-style-type: none"> • Vacancies have been filled for open HSA positions • Budget of \$32,000 will be met • Considering different ways of tracking finances between school & HSA • Final volunteer hours and scrip amounts are due in May and will be billed May 31st | |
| OLD BUSINESS: | | |
| Parent Survey | Parent survey did not go out as planned but will be sent out as is. Survey will be revised for the 2017/18 school year by Marketing Committee. | |
| Annual Report | <p>Ideas were discussed for Annual Report-</p> <ul style="list-style-type: none"> • Tighten up school goals • Continue with fast facts, testing scores and high schools that 8th graders are attending | |
| Marketing Committee Charter | Discussed Charter draft. Clare Zajicek (Online Marketing experience) & Denise Hearden (Marketing & Communication experience) were present to discuss their backgrounds and their goals & plans for the Marketing Committee. | Remove "Parish" from Charter heading |
| NEW BUSINESS: | | |
| July 4th Parade- Hometown | Julie Kirby discussed the difficulty each year in finding music for the float. Discussions were had about shifting this responsibility to the Parish. | |
| Field Trip T-shirts | Julie Kirby suggested a specific bright colored St. Charles T-shirt to be worn on all field trips to help identify our school from the rest. | Need a volunteer to coordinate |
| COMMITTEE REPORTS: | | |

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| Policy Committee | Met last week to start compiling a central location for all policies. | |
| Marketing Committee | Clare Zajicek working on a branding guide to include all specifics for correspondence, logos, etc. | |
| NEXT MEETING | June 20 th at 6:30 pm in Science room- No Meeting in July | |
| CLOSING PRAYER | | |