

MINUTES

St. Charles School Committee

August 3rd, 2011

Meeting Logistics

Chair: John Grogan
Co-Chair:
Time: 6:30-8:30 PM
Date: 08/03/2011
Location: Middle School Science Lab

Attendance

Committee Members:		Administration:		Guests:	
Name		Name		Name	
Lisa Caputa		Michael Halstead	X	Jane Walloch	X
Cindy Gardner		Father Ken		Julie Murphy	
Amy Marshall	X			Chris Gigot	X
Ashley Lillesand	X				
Dan Plas	X				
Sara Ladish	X				
Tammie Clendenning	X				

AGENDA

1. Opening Prayer
2. Minutes
3. Principal Report
 - a. Enrollment Update
 - i. 4K PM
 - b. IMC
 - c. Tot Lot
 - d. Staffing Update
 - e. Fall Electronic Packet
 - f. Other
4. New Business
 - a. Review last years goals
 - b. Establish goals for 2011-2012
 - c. Annual Development Fund
 - d. New Family Orientation/Parent Information Night
 - e. Elect committee officers for 2011-2012
5. Parish Council Update
6. Committee Reports
 - a. Finance
 - b. Policy
 - c. Home & School
 - d. Marketing
7. Next Meeting – 9-20-2011
8. Closing Prayer

Topic	Discussion	Follow-up
OPENING PRAYER:	John Grogan	
MINUTES:	No objections – Minutes accepted	
PRINCIPAL REPORT: Mr. Mike Halstead		
Enrollment Update	<ul style="list-style-type: none"> • Total enrollment for 2011/2012 is 222 with another 6-8 probable/pending registrations. • There will be an afternoon 4k with 6 kids currently enrolled. 	
IMC	<ul style="list-style-type: none"> • Construction is delayed. There have been many unexpected glitches. • The IMC is expected to be 95% complete by the start of school. • The IMC committee has been working with the construction subcontractors. The project is over budget, but will be offset by increased revenue from increased enrollment. • The mobile computer units have expanded to two. • IMC will be a first class center when complete. 	
Tot Lot	<ul style="list-style-type: none"> • Approval had been delayed by the village. Approval was received at the end of June. • Slab is to be poured in August • Equipment to be installed mid to late September • There will be a nice fence surrounding the tot lot. • The project is expected to be over budget due to mandated landscaping by the Village. Much of this will be offset by increased revenue from increased enrollment • John Grogan requested time for an elaborate ribbon cutting ceremony for the Tot Lot and IMC. 	

Staffing Update	<ul style="list-style-type: none"> • Colleen Rooney was hired as the half time middle school religion teacher. • Deb Acker is the 3k-4k teacher and will be full-time. • Still searching for an Academic Support teacher. • The music teacher has resigned. A search for another joint music teacher with St. Bruno's has begun. • Lynn Rose will be the IMC and World Languages facilitator. 	
Fall Electronic Packet	All the forms are on the website for the beginning of school.	
Other		
NEW BUSINESS:		
Review last years goals	<ul style="list-style-type: none"> • To preserve and promote the Catholic identity. John committed to that goal for the upcoming year as well. • To increase enrollment by 10%. The 2010-2011 school year began with 198 and ended with 199. The enrollment for the 2011-2012 school year is 222 • To maintain academic excellence – John and Dan credit Mr. Halstead for a job well done in achieving this goal. Mr. Halstead was quick to give accolades to the staff. • All of the initiatives for 2010-2012 were accomplished or will be completed this fall. 	

Establish goals for 2011-2012	<ul style="list-style-type: none"> • To grow enrollment by 10%. • To add additional class space through a strategic growth plan. • Review and update half of the school policy handbook this year with continuous review and update in future years. 	
Annual Development Fund	<ul style="list-style-type: none"> • The annual development fund was established to help cover operating costs, etc. • A timeline of fall to year end for the fund raising drive was proposed. • The 2010 goal was \$40,000 with \$48,000 achieved. • The goal for 2011 is \$45,000. A similar brochure with current and former family testimonials will drive the fund raiser. Club level sponsorships will again be offered. • A thank you will be published in the parish bulletin for previous sponsors and donors along with a pie chart summarizing how the money was spent. • The goal is to publish the brochure two weeks into the school year. • A suggestion was made that families could add their sponsorship/donation to their monthly TADS bill. • A thank you will be sent to previous donors asking for continued support. • A second letter will be sent as a stage two reminder. 	
New Family Orientation/Parent Information Night	<ul style="list-style-type: none"> • The new family orientation is scheduled for September 1st from 6-6:30 with an open house following for all families. • Mr. Halstead and Father Ken will both speak followed by the opportunity to visit booths with information on volunteering opportunities, hot lunch, communications, billing program, scrip, athletics, etc. <p>Mr. Halstead estimated there will be 45 new families in attendance.</p>	

Election of officers 2011-2012	Chair: John Grogan Vice-Chair: Dan Plas Secretary: Tammie Clendenning Communications Director: Sara Ladish	Connect Sara Ladish with Karyn Roelke and Margaret Wieland
PARISH COUNCIL UPDATE:	None	
COMMITTEE REPORTS:		
Home&School: Jane Walloch	<ul style="list-style-type: none"> • Scrip – the flyer is to be more parish based vs. school based. The marketing committee will consult with Father Ken for his input. • Market Day – there was disappointment over discontinuing the program. The current 7th grade class will be taking it over for the 2011-12 school year as an 8th grade fund raiser. Pick up will be switched to Monday. • Carnival – ride wristbands will be offered. The wristbands donated by the carnival company will be auctioned off on the school website. 	
Finance: Lisa Caputa	n/a	
Policy:	n/a	
Marketing: Dan Plas	<ul style="list-style-type: none"> • The goal for all communication and literature is to promote the St. Charles brand. • There was discussion about an advertising campaign through the St. James and Blessed Theresa bulletins. • We will issue press releases celebrating the opening of the IMC and Tot lot with ribbon cutting ceremonies. • St. Charles car clings/stickers were discussed. More to come about what those will look like. • The website and blogs should be kept current to ensure the school is being well represented. 	
Next Meeting:	9-20-2011	
Closing Prayer	John Grogan	