

# MINUTES

## St. Charles School Committee

January 17<sup>th</sup>, 2012

Attendance

**Meeting Logistics**

**Chair:** John Grogan  
**Co-Chair:** Dan Plas  
**Time:** 6:30-8:30 PM  
  
**Date:** 1-17-12  
  
**Location:** Middle School Science Lab

<b>Committee Members:</b>		<b>Administration:</b>		<b>Invited Guests:</b>	
<b>Name</b>		<b>Name</b>		<b>Name</b>	
Lisa Caputa	X	Lisa Rieger	X	Jane Walloch	X
Chris Gigot		Father Ken	X	MaryBeth Yeager	X
Amy Marshall	X			Margaret Weiland	X
Ashley Lillesand				Brian Anderson	
Tammie Clendenning	X			Ted Sibilsky	X
Dan Plas	X			Renee Horning	X
Christine Landmann	X				
John Dunn	X				

## AGENDA

1. Opening Prayer
2. Minutes
3. Principal Report
  - a. Registration
    - i. January 15<sup>th</sup> – Current Families
    - ii. February 4<sup>th</sup> – New Families
  - b. Split Classes
    - i. Current 6<sup>th</sup> Grade - Possible
    - ii. Current 4K - Unlikely
  - c. Annual Fund
  - d. Spelling Bee
  - e. Geography Bee
  - f. School Video/Commercial
    - i. January 19th
  - g. Other
4. New Business
  - a. Principal Retirement
  - b. Search Committee
5. Parish Council Update
6. Home & School Update
7. Committee Reports
  - a. Finance
    - i. Budget Complete
    - ii. Present to Parish Finance Committee in February
  - b. Policy
  - c. Marketing
    - i. Catholic Schools Week
    - ii. Open Houses
8. Next Meeting – 2-21-12
9. Closing Prayer

Topic	Discussion	Follow-up
<b>OPENING PRAYER:</b>	John Grogan	
<b>MINUTES:</b>	Approved and Accepted	
<b>PRINCIPAL REPORT: Mrs. Lisa Rieger</b>		
Registration	All registration will be completed online. The registration is now open for all current families as of January 15 <sup>th</sup> and will be open to new families on February 4 <sup>th</sup> .	
Split Classes	Next year's 7 <sup>th</sup> grade class currently has 5 students on a waiting list with 8 siblings. We are still working through the logistics for a split. It is unlikely that next year's 5K class will need to be split.	
Annual Development Fund Update	This year's ADF goal is \$45,000. Currently, \$37,000 has been raised and we anticipate reaching our goal shortly.	
Spelling Bee	The two finalists for last week's spelling bee were a 4 <sup>th</sup> grader and an 8 <sup>th</sup> grader with the 8 <sup>th</sup> grader winning first place.	
Geography Bee	The geography bee will occur on January 20 <sup>th</sup> .	
School Video/Commercial	The thank you video will be shot by the videographer on January 19 <sup>th</sup> and will be less than two minutes in length. This will be played at all masses during the weekend of January 28 <sup>th</sup> and 29 <sup>th</sup> kicking off Catholic Schools Week.	
Other – Catholic Schools Week (Mary Beth Yeager)	<p>MaryBeth Yeager provided the following update on the Catholic Schools Week activities:</p> <ul style="list-style-type: none"> <li>• Sunday-Open house from 11:45-1:00, some teachers will be present, hope to have families present as well.</li> <li>• All masses – the thank you video will be played at all masses.</li> <li>• Monday – The theme is Solidarity. The students will be creating a prayer chain to be hung in the hallway.</li> <li>• Tuesday – The theme is Human Dignity. The students will create buckets filled books and other items. Students may dress down in black and gold or other spirit wear.</li> <li>• Wednesday – The theme is Vocations Day. There will be guest speakers in the classrooms.</li> <li>• Thursday – The theme is Participation in the Community. Students</li> </ul>	

	<p>will collect socks and mittens as well as loose change to donate to organizations with need. Students may dress down in black and gold or other spirit wear.</p> <ul style="list-style-type: none"> <li>• Friday – The theme is Faith. Father Ken will be celebrating the all school mass at the School Sisters of St. Francis St. Josephs Center Chapel on Layton. There will be a bus for those parishioners and parents that would like to attend. The students will have movie time in their classrooms after lunch. Friday will be movie night.</li> </ul>	
<b>NEW BUSINESS:</b>		
Principal Retirement Search Committee	We will move quickly to find a new principal. An ad will be placed next week. Mr. Halstead has agreed to mentor the new principal during the 2012-2013 school year.	
<b>PARISH COUNCIL UPDATE:</b>		
<b>Margaret Weiland</b>	<p><b><u>Parish Council report to School Committee January 17<sup>th</sup>, 2012</u></b></p> <p>Parish Council met on Wednesday, January 11, 2012</p> <p>School update given by Chris Gigot Reported on enrollment, upcoming events, budget presentation set for February, Annual Fund update and Mr. Halstead's retiring.</p> <p>Old business:</p> <ol style="list-style-type: none"> <li>1. Information on Jess Manibusan, a Christian/Catholic based evangelist singer. Dennis Tarnowski is investigating having him, or someone similar, come to St. Charles. The event may need to be sponsored by a number of area parishes.</li> <li>2. Further discussion about an Appreciation Potluck for clergy who regularly assist our parish.</li> </ol> <p>New business:</p> <ol style="list-style-type: none"> <li>1. Parish Council representative is needed to attend the District 5</li> </ol>	

	<p>Evangelism Summit.</p> <ol style="list-style-type: none"> <li>2. <i>That Man is You</i> part 2 is scheduled to start January 26.</li> <li>3. <i>Man of Christ</i> conference is March 4<sup>th</sup> at the Milwaukee Theater. Fr. Ken is the Master of Ceremonies. Still looking for more team captains (contact Tom O'Brien). Hoping to take a bus (or 2) to the event.</li> <li>4. Columbarium work continues. John Zingsheim is forming a committee for surveying, building, &amp; landscaping.</li> </ol> <p>Fr Ken's Time:</p> <p>First road on the "Road Map" was presented. He has requested the addition of 1½ new staff positions beginning July 1<sup>st</sup>.</p> <ul style="list-style-type: none"> <li>• Director of Charity &amp; Justice – full time position/lay person</li> </ul> <p>Chaplain to St. Vincent de Paul Society, organize a Bereavement Committee, oversee volunteers for Pastoral Care Programs (Eucharistic ministry to the sick &amp; homebound, meals to those in need), oversee volunteers for Marriage &amp; Family Life Ministry, oversee volunteers for Parish Outreach Programs (community outreach and overseas missions).</p> <ul style="list-style-type: none"> <li>• Print &amp; Communications Assistant – part time</li> </ul> <p>Responsible for bulletin editing, daily mass aide editing and printing, organized volunteer print teams, oversee all staff print needs, insuring maintenance of equipment, procurement of supplies, etc.</p> <p>Next parish council will be held February 8, 2012 at 6:30 in the</p>	
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	Borromeo Room.	
<b>COMMITTEE REPORTS:</b>		
<b>Home&amp;School: Jane Walloch</b>	<ul style="list-style-type: none"> <li>• Breakfast with Santa was a success. The H&amp;S is looking for a new BWS chair.</li> <li>• The fish fries will begin this month.</li> <li>• The auction is coming up fast.</li> <li>• Scrip usage was up in December with profit ranging from \$400 to \$600 per order for a total profit of \$5,600 in December. In order to meet the profit goal, the budgeted monthly profit is \$5,250.</li> </ul>	
<b>Finance: Lisa Caputa</b>	The preliminary budget is available and will be presented to the Parish Council in February.	
<b>Policy:</b>		
<b>Marketing: Dan Plas</b>	<ul style="list-style-type: none"> <li>• Newspaper advertising for the CSW is up 300% over last year (6 vs. 2).</li> <li>• We were on the bulleting front cover last weekend.</li> <li>• Father Ken made an announcement at all masses and will continue announcements.</li> <li>• We will have testimonials from current high school students at mass.</li> <li>• Open house folders.</li> <li>• Open house will be Sunday and Wednesday during Catholic Schools Week. We are looking for volunteers. Mr. Halstead will be putting together talking points.</li> <li>• Post Cards</li> <li>• Signs</li> <li>• Email blast</li> <li>• The goal for all marketing is always consistent branding.</li> </ul>	
<b>Next Meeting:</b>	2-20-12	
<b>Closing Prayer</b>	John Grogan at 7:56 pm	