

MINUTES

St. Charles School Committee

November 15, 2011

Attendance

Meeting Logistics

Chair: John Grogan
Co-Chair: Dan Plas
Time: 6:30-8:30 PM

Date: 11/15/2011

Location: Middle School Science Lab

Committee Members:		Administration:		Invited Guests:	
Name		Name		Name	
Lisa Caputa	X	Michael Halstead	X	Jane Walloch	X
Chris Gigot	X	Father Ken		Christine Landmann	
Amy Marshall	X			Brian Anderson	
Ashley Lillesand				Ann Kroll	
Tammie Clendenning	X			John Dunn	X
Dan Plas	X			Margaret Weiland	X
				Lisa DelMauro	X
				Chris Gigot	X
				MaryBeth Yeager	X

AGENDA

1. Opening Prayer
2. Faculty Presentation – Lisa Del Mauro – Grade 4
3. Minutes
4. Principal Report
 - a. Middle School Retreat Day – Follow-up
 - b. School Expansion
 - i. Current 6th Grade
 - ii. Current 4K
 - c. Catholic Schools Week
 - i. All School Mass
 - d. Annual Fund
 - e. Other
5. New Business
6. Parish Council Update
7. Home & School Update
8. Committee Reports
 - a. Finance
 - i. Preliminary Budget Plans
 - b. Policy
 - c. Marketing
 - i. School Brochures
 - ii. Post Cards for CSW
9. Next Meeting – 12-20-2011
10. Closing Prayer

Topic	Discussion	Follow-up
OPENING PRAYER:	Dan Plas	
Faculty Presentation:	<p>Ms. Lisa Del Mauro Email Address: DelmauroL@archmil.org Phone: 262-367-2040 Best to Reach: 8-4 M-F or by request</p> <p>Hello! My name is Lisa Del Mauro and I am the fourth grade teacher at St. Charles. My educational background includes receiving a degree in Communication from UW-Milwaukee, and then my Post-Baccalaureate Education degree for grades 1-6, from Cardinal Stritch University. I adore teaching fourth grade because the children are experiencing a transitional phase in their educational path. We focus on becoming more independent thinkers and responsible students. I feel so blessed that I am able to discuss our Faith and see the students practice accountability to themselves, their classmates and most importantly to God.</p> <p>My life is rich outside of the classroom as well. My daughter's name is Emma, and we enjoy traveling, hiking, and the outdoors together. I am a passionate runner and enjoy the challenge of running marathons. I also love to bike, spend time with family and friends, and hunker down with a good book!</p> <p>Ms. Del Mauro spoke about incorporating technology in the classroom. She discussed her usage of the Smart Board and incorporating games into learning. The students had been working on a saint project and the Smart Board was used in a discussion about what is "good" research.</p> <p>A discussion on various technology learning tools and resources ensued.</p>	

MINUTES:	Approved and accepted.	
PRINCIPAL REPORT: Mr. Mike Halstead		
Middle School Retreats	The 6 th , 7 th and 8 th grade retreats occurred last week. The retreats were a success and held the students attention well. They were able to share stories and faith.	
School Expansion	There are two areas of need with regard to school expansion – a possible split of the current 6 th grade and a possible split of next years 5K	
November Parent/Teacher Conferences	Mr. Halstead met with staff and there was a consensus with the committee on the timing of conferences changing to late October before report cards are final.	Decide and change by April.
Catholic Schools Week	<p>Mr. Halstead and Mary Beth Yeager provided an update on planning for Catholic Schools Week.</p> <p>The all school mass is scheduled for the morning of February 3rd at School Sisters of St. Francis St. Josephs Center Chapel on Layton. Classroom parties will be in the afternoon.</p> <p>Miss Rooney is putting together daily topics and should be prepared shortly after Thanksgiving.</p> <p>The thank you will be in a brief video format with students from all levels to be played at mass.</p> <p>Sunday and Wednesday will be the two open house dates.</p> <p>Father Ken gave suggestions for individuals to speak on vocations.</p> <p>Donations for the food pantry will be solicited.</p> <p>Keep the theme of service and what the Catholic faith is.</p> <p>St. Charles spirit wear will be allowed all week.</p> <p>There will be a movie on Friday night for the younger students and a lock in for middle school students was suggested.</p> <p>The printing will be completed in house so MaryBeth</p>	

	<p>suggested using the gift cards for trinkets before they expire (window clings, posters with school contact information, etc.)</p> <p>Mary Wehlage will organize the teacher appreciation events for the week.</p> <p>The marketing committee will be in charge of the open houses.</p> <p>It was suggested that the crafts made by the kids be donated to a nursing home or other organization with need.</p> <p>MaryBeth suggest some sort of donation to our sister parish.</p>	
Annual Development Fund Update	<p>The ADF kicked off a few weeks ago. The goal for this year is \$45,000 and the budget is dependent upon achieving this goal. Currently, the ADF is at \$13,500 in donations. The time frame is shorter than the first year's ADF. The goal of the committee is to have the donations by 1/1/12. A concentrated effort in December is needed to achieve this goal.</p>	Should goal tracking be published in the bulletin?
Other –		
NEW BUSINESS:		
School Expansion Committee	<p>Committee consists of Mr. Halstead, John Grogan, Dan Plas, John Dunn, Amy Marshall, and Rick Olejnik. The committee will meet to discuss short term and long term solutions, staff needs, technology upgrades and plans.</p>	
PARISH COUNCIL UPDATE:		
Margaret Weiland	<p><u>Parish Council report to School Committee</u> <u>November 15, 2011</u></p> <p>Parish Council met on Wednesday, November 9th</p> <p>School update given by Margaret Wieland</p>	

	<p>Parish council made a motion to give full support to school committee to explore options to accommodate increasing enrollment. Parish council asked that a feasibility report be submitted to parish council at a future date.</p> <p>No old business</p> <p>New business</p> <p>A review and discussion of WI's new Concealed/Carry Weapons Law took place. Advisement statements from the Archdiocese and insurance company, Catholic Mutual, were reviewed.</p> <p>Father Ken asked the council to complete a survey of and give recommendations on:</p> <ul style="list-style-type: none"> • Programs that should be introduced at St. Charles • Current programs that can be expanded • Initiatives that should be explored <p>Next parish council will be held on December 14th at 6:30 in the school science lab.</p>	
COMMITTEE REPORTS:		
<p>Home&School: Jane Walloch</p>	<p>The wine tasting was a nice event and up over 40% this year versus last. The chili cook-off and Breakfast with Santa are quickly approaching. \$875 per month in scrip profit is needed to meet goal. The profit is currently at \$750 per month. A classroom contest</p>	

	was held. More scrip is being sold through the office. The H&S is working to expand scrip usage.	
Finance: Preliminary Budget Plans	Mr. Halstead and Lisa Caputa are scheduled to present the preliminary budget at the December Committee meeting so that it will be ready for the parish finance committee in January meeting.	
Policy:	None	
Marketing: Dan Plas	The mock up for the open house marketing materials was presented (post card and advertisement for newspaper). The St. Charles school brochure and Little Saints brochure are still in process. All the marketing materials will have the consistent St. Charles branding. The target to finalize the materials is the beginning of December, hopefully with a deliverable at the December committee meeting.	
Next Meeting:	12-20-2011	
Closing Prayer	Dan Plas – 8:05 pm	