

# MINUTES

## St. Charles School Committee

October 25<sup>th</sup>, 2011

Attendance

**Meeting Logistics**

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

**Date:** 10/25/2011

**Location:** Middle School Science Lab

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

## AGENDA

1. Opening Prayer
2. Faculty Presentation – Susan Szymczak, Grade 2
3. Minutes
4. Principal Report
  - a. Basic Reading Inventory Testing, Grades 1-3
  - b. School Improvement Plan - Data Action Plan
  - c. Accreditation Visit - Fall 2013
  - d. Textbook Review / Adoption
  - e. 8th Grade - Timberlee Retreat
  - f. "Sustaining the Mission" - October 27<sup>th</sup>
  - g. Halloween Parade - October 31<sup>st</sup>
  - h. Middle School Retreats - November 7-8
  - i. November Parent/Teacher Conferences
  - j. Other
5. New Business
  - a. Facility Expansion Discussion/Strategy
  - b. Annual Development Fund
  - c. Stewardship Fair
6. Parish Council Update
7. Home & School Update
8. Committee Reports
  - a. Finance
  - b. Policy
  - c. Marketing
9. Next Meeting – 11-15-2011
10. Closing Prayer

Topic	Discussion	Follow-up
<b>OPENING PRAYER:</b>		
<b>Faculty Presentation:</b>	<p><b>Ms. Susan Szymczak, Grade 2</b>            Email Address: SzymczakS@archmil.org            Phone: 262-367-2040            Best to Reach: 8:00 am-4:00pm</p> <p>Hello, I am Susan Szymczak and I teach the second grade class at St. Charles School. Teaching second graders is an enjoyable and rewarding process as the children's basic skills in reading, writing, and math begin to expand and they learn so many wonderful things about the world, God's Creation, themselves, and others. It is also a special honor and privilege to join with them and their families on a spiritual journey as they prepare to receive the Sacraments of Reconciliation and the Holy Eucharist for the first time. I grew up in a happy, close-knit family in Milwaukee. After graduating from the University of Wisconsin-Milwaukee I began my teaching career at another St. Charles School—in Milwaukee! I also taught at two other Catholic schools before coming to St. Charles in Hartland. Christian values-based education and an opportunity to share my faith in the Catholic community are the reasons that I have chosen to work exclusively in Catholic schools. Although I have traveled with friends and family to many parts of the country, I enjoy exploring the natural beauty of the state parks and rural areas in our state of Wisconsin. The rolling hill country of the southwest corner is a favorite area to explore! Living adjacent to a nature center allows me to step outside and experience the many wonders of God's Creation every day, in every changing season.</p>	
<b>MINUTES:</b>	The September minutes were approved and accepted.	
<b>PRINCIPAL REPORT: Mr. Mike Halstead</b>		

Basic Reading Inventory Testing, Grades 1-3	Testing will occur twice per year (fall and spring) to identify students needing support for early intervention. The fall testing has been completed for this year. The Academic Support teacher is currently reviewing the data. The results are shared with the parents and will be tracked through all three years.	
School Improvement Plan - Data Action Plan	After the accreditation process, a comprehensive annual report will be developed.	Print the annual report in the parish bulletin in May
Accreditation Visit - Fall 2013	The accreditation visit will be next year. There are many preparations being made now including an outline of strengths and weaknesses in meeting compliance.	Establish a plan
Textbook Review / Adoption	The first and second grade Social Studies textbooks and the Science textbooks for grades 1-5 will be replaced this year.	Mr. Halstead suggested the focus of this year's auction should be updating textbooks
Eighth Grade Timber-Lee Retreat	All the students were challenged in various ways. Father Dominic held mass in the lodge. The students were committed and supportive of each other. The retreat was a success and the kids enjoyed it.	Book again for next year
"Sustaining the Mission"	Nine schools will be coming to St. Charles (150 teachers). This is the core curriculum for teachers.	
Halloween Parade - October 31 <sup>st</sup>	The parade will be the last hour off class.	
Middle School Retreats	The middle school retreats will be November 7 <sup>th</sup> and 8 <sup>th</sup> . The girls will go to St. Jerome and the boys from St. Jerome will come to St. Charles. The Girl Genius program will focus on the dignity of young women in secular life and maintaining their faith. The focus of the boys program is leadership and developing men of faith. The benefit to the school children of attending these programs is the opportunity for a full day program as they prepare for the challenges of a secular world.	

November Parent/Teacher Conferences	Due to the difficulty of scheduling the needed appointments with teachers, Mr. Halstead suggested changing the conference dates to the end of October before report cards come out. This would also give parents and students time before the end of the quarter to take corrective measures if necessary.	Affirmation of current policy or change of policy to be completed before April.
Technology Planning	Mr. Halstead met with ETA regarding the 3 year technology plan. The IMC is the first year of the plan. Mr. Halstead intends to visit technology heavy schools for ideas.	
Other – Common Core Standards	Currently, there is a change of academic standards across the country, state to state, arch diocese to arch diocese, public to private that would be focused on less content and more application. There will be a smarter, balanced consortium for testing via an interactive test that will change based on the child's answers. This projected implementation date is 2014.	
<b>NEW BUSINESS:</b>		
Expansion Discussion/Strategy	Tabled for now due to the upcoming retirement of debt expected this spring and the review of needs for the parish and school.	Research cost of trailers for additional space
Annual Development Fund	The brochures were sent out last week and look great! The 2010 ADF had a goal of \$40,000 and raised \$48,000. The goal for the 2011 ADF is \$45,000.	Send brochures to Blessed Theresa families. Determine if calls should be placed to potential donors.
Stewardship Weekend Recap	During Stewardship Weekend, Father Ken and Keith Vandelaarshot asked parishioners to consider ways to offer stewardship to the parish.	
<b>PARISH COUNCIL UPDATE:</b>		
<b>Margaret Weiland/John Grogan</b>	October 18/25 School Committee – Parish Council Report Parish Council Meeting held Wednesday, October 12 in the IMC	

	<p>Stewardship Fair will be held weekend of October 15/16 for all volunteer positions w/i parish</p> <p>Father Ken gave a brief review of his trip through Italy retracing the life of St Charles Borromeo</p> <p>Parish Council received an invitation to Carlos' Ordination as Deacon to be held 11/5/11</p> <p>Parish meeting of District 5 will be held next month.</p> <p>Review of our debt reduction campaign – continue to make reductions ahead of schedule. Need to have the next building phase/future plans in the works.</p> <p>Father Ken will present his “road map” for our parish next meeting.</p> <p>Quick review of our parish committees -road map will include proposal to change our parish “committees” to “ministries” as ministries are the life blood of the parish the church life.</p>	
<b>COMMITTEE REPORTS:</b>		
<b>Home&amp;School: Jane Walloch</b>	Working on scrip usage. Currently at 21% of goal and had hoped to be at 25%	Brainstorm ways to increase scrip usage, i.e. classroom contest with an ice cream party
<b>Finance:</b>	None	
<b>Policy:</b>	None	
<b>Marketing: Dan Plas</b>	The marketing committee is updating the Little Saints brochure and the school brochure to bring up to parish standards and updating the data.	Create Google docs for all to find templates

Catholic Schools Week:  
Mary Beth Yeager



**Catholic Schools**

- A. Catholic Schools week 1/29-2/5
- B. Reminder of LY Activities ( See attached outline)
- C. Idea's for this years celebration:
  - Mary Wehlage will do a teacher's appreciation event the entire week
  - No dance Friday PM instead Kristine Roznowski is willing to do a movie night for the kids
  - Mass Friday 2/5 Where? St. Francis Seminary?? Mike can confirm
  - Teacher's ideas?? Mike/Lisa Del Mauro
  - Breakdown of theme
  - Faith-All school celebration Friday 2/5
  - Academics-Open House Sunday 1/29 and???
  - Service-Donations to Food Pantry, Artwork or craft completed by the children and donated to???

**Questions:**

1. Do we have the \$500 debit card from the Arch this year?
2. Marketing Team-will they own the Open House postcard? (Design and mail) along with open house materials.
3. Do we want to use Teutenberg again?
4. If we do not use Teutenberg for our marketing postcard, what do we want to purchase with the \$500?
5. Could all CSW activities be finalized by 12/16?

**Next Meeting:**

11-15-2011

**Closing Prayer**

John Grogan

