

# MINUTES

## St. Charles School Committee

September 20, 2011

### Meeting Logistics

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

**Date:** 09/20/2011

**Location:** Middle School Science Lab

### Attendance

Committee Members:		Administration:		Guests:	
Name		Name		Name	
Lisa Caputa		Michael Halstead	X	Jane Walloch	
Chris Gigot	X	Father Ken		Christine Landmann	X
Amy Marshall	X			John Dunn	X
Ashley Lillesand	X			Rick Olejnik	X
Sara Ladish				Margaret Weiland	X
Tammie Clendenning	X				

## AGENDA

1. Opening Prayer
2. Faculty Presentation – Ms. Rooney
3. Minutes
4. Principal Report
  - a. Staffing Update
  - b. IMC
  - c. Tot Lot
  - d. Enrollment Update
  - e. 3K/4K Extended Day
  - f. “Sustaining the Mission” – October 27
  - g. Middle School Retreats – November
  - h. Eighth Grade Timber-Lee Retreat – September
  - i. School Theme – “We Choose Christ”
  - j. Other
5. New Business
  - a. Pediculosis Policy – Need for revision
  - b. Facility Expansion Discussion/Strategy
  - c. Annual Development Fund
    - i. 2011
    - ii. New Sub-Committee?
  - d. Committee Membership
6. Parish Council Update
7. Committee Reports
  - a. Finance
  - b. Policy
  - c. Home & School
  - d. Marketing
8. Next Meeting – 10-18-2011
9. Closing Prayer

Topic	Discussion	Follow-up
<b>OPENING PRAYER:</b>	John Grogan	
<b>Faculty Presentation: Ms. Colleen Rooney</b>	<p>As a graduate of Marquette University with a BA in Communication Studies, Miss Rooney has Wisconsin Certification as a Middle/Secondary Speech Communication Teacher. She recently was a Title One Instructor of math and reading at the secondary level in a private school setting.</p> <p>Miss Rooney brings considerable experience in the area of youth formation, faith based curriculum, catechesis and evangelization.</p> <p>In addition, she has extensive experience in the development / facilitation of retreats and community outreach activities.</p> <p>Miss Rooney continues to work in the area of youth formation / youth ministry with St. Louis Parish, Caledonia. We are confident that Miss Rooney will incorporate a deep shared faith experience, scripture, and catechesis into the learning environment.</p> <p>Miss Rooney discussed her Catholic background, education, and experiences. She believes in three components as part of holistic faith formation – theology, scripture, and a call to action. She will have the middle school students participate in Eucharistic Adoration three times per year for 45 minutes. In addition, she answered questions regarding homework and curriculum.</p>	
<b>MINUTES:</b>	No objections – minutes accepted	
<b>PRINCIPAL REPORT: Mr. Mike Halstead</b>		
Staffing Update	<ul style="list-style-type: none"> <li>• There will be a change in band instructors this year.</li> <li>• An Academic Support Teacher has been hired primarily to work with students in grades 5K through 4. This teacher has a Masters degree in reading and a very high skill level. This position will focus on three main initiatives – co-chair student support concepts, test reading in grades 1-3 twice per year to identify students that need help immediately (versus waiting for</li> </ul>	

	standardized testing results), and to form a middle school forensics team.	
Enrollment Update	<ul style="list-style-type: none"> <li>• Current enrollment is 224</li> </ul>	
IMC	<ul style="list-style-type: none"> <li>• A thank you is owed to many individuals for completing the IMC.</li> <li>• Despite being over budget, some decisions were important to do now.</li> <li>• The IMC is approximately \$15,000 - \$18,000 over budget, but will be covered by tuition due to increased enrollment, 2012 auction proceeds, and proceeds from Fall Fest.</li> <li>• We received some great deals on our technology!</li> </ul>	<ul style="list-style-type: none"> <li>• Collaboration table for group work estimated to cost \$2,500 to \$3,000, possibly next year.</li> <li>• The lights in the library will need to be replaced and are estimated between \$8,000-\$9,000.</li> </ul>
Tot Lot	<ul style="list-style-type: none"> <li>• The foundation is poured, the rubber is installed, and the equipment is here. We are waiting on the fence and then the tot lot will be usable.</li> <li>• The tot lot is over budget primarily due to additional landscaping costs required by the village.</li> <li>• The tot lot is about \$6,000 over budget, but will be offset by additional enrollment.</li> <li>• Mr. Halstead applied for a grant, but never received a response.</li> <li>• The landscaping will be a Boy Scout Eagle project.</li> </ul>	
3K/4K Extended Day	<ul style="list-style-type: none"> <li>• The lunch bunch has created a space issue for the afternoon.</li> <li>• We cannot allow “drop-ins” any longer due to space constraints.</li> <li>• The group is capped at 18.</li> </ul>	
“Sustaining the Mission”	Teachers attended additional training. St. Charles will host sectionals in October.	

Middle School Retreats	The middle school retreat will be November 7 <sup>th</sup> and 8 <sup>th</sup> . The girls participate in the Girl Genius program. In the past, a comparable program for boys was not available. However, the new husband of the Girl Genius program instructor will offer a program for the boys. St. Charles will host the boys and St. Jerome will host the girls.	
Eighth Grade Timber-Lee Retreat	The 8 <sup>th</sup> grade retreat is September 27 <sup>th</sup> and 28 <sup>th</sup> and will be at TimberLee. The students will participate in high ropes courses, hiking, and other team building activities. Father Dominic will be coming for mass on Tuesday evening	
School Theme: "We Choose Christ"	All teachers are incorporating the theme on a daily basis enforcing "every day we choose Christ."	
Other	The Celebrate Me program will return for the 5/6 <sup>th</sup> grade students.	
<b>NEW BUSINESS:</b>		
Pediculosis Policy "No Nit"	The current policy is a "no nit" policy. This policy needs to be expanded regarding privacy, etc.	Include in policy review
Expansion Discussion/Strategy	Father Ken is in favor of expansion for the school. The parish debt is being paid down and the council is now looking at where expansion is needed and reasonable. John asked for a committee to work with the parish council on the discussions. Chris Gigot, John Dunn, Rick Olejnik, and Mr. Halstead will work on this committee.	

Annual Development Fund	The kick-off for the ADF will be in the next couple weeks. The brochure is close to complete. The brochure and report of gifts (from previous campaign) will be sent out to all parish members. We need to form a committee to focus on ADF/fund raising.	
Committee Membership	John Grogan will attend the parish council meetings for now. Others will be needed later in the year.	
<b>PARISH COUNCIL UPDATE:</b>		
<b>Margaret Weiland</b>	<ul style="list-style-type: none"> <li>• Meetings are held 6:30 3<sup>rd</sup> Wednesday – always open and all are welcome. We do need a SC representative to attend parish council and I will be attending school committee to report back to the Parish Council.</li> <li>• Parish suggestion box will be made available</li> <li>• Will be working with Hartland Area Greetings group to have St. Charles Parish/School info delivered to new residence. Are there any school brochures that should be included? Good to work together.</li> <li>• That Man is You is underway – 140 men at first meeting</li> <li>• Previous parish council meeting have included refreshments as well as beverages, including alcoholic beverages, it has been adopted that alcohol will only be reserved for after the meeting.</li> <li>• Moving ahead with the Roman Missile initiative. We will be taking a simple approach. Music is being introduced now and other changes will begin the first week of Advent.</li> <li>• Strategic Planning will be discussed in the near future with discussions for our St. Charles “Road</li> </ul>	

	<p>Map". Discussions and planning will be very important as we need to know what we are building for, before we build. These initiatives that will take place over the next 5-6 years and will most definitely include/target liturgy, school, and young people. The goal is ultimately to encourage our "members to be disciples".</p>	
<b>COMMITTEE REPORTS:</b>		
<b>Home&amp;School: Jane Walloch</b>	<p>The carnival went well and doubled the home and school revenue (approximately \$4,500). The Open House and Meet and Greet went well.</p>	
<b>Finance:</b>	n/a	
<b>Policy:</b>	Tammie and Cindy will meet to begin updating the policy handbook.	Pediculosis Policy handbook.
<b>Marketing: Dan Plas</b>	<ul style="list-style-type: none"> <li>• The IMC ribbon cutting ceremony is scheduled for September 22<sup>nd</sup> at 1:30. Father Ken and others will be present. There are 17 RSVPs so far including the superintendent from the Arch Diocese. The current 6<sup>th</sup> grade will be in the IMC during the ceremony. An invitation will be extended to the parish council.</li> <li>• There will be a separate ribbon cutting for the tot lot after the fence has been installed.</li> <li>• The marketing committee will meet next week to finalize the campaign for 2012-2013 enrollment.</li> </ul>	
<b>Next Meeting:</b>	10-18-2011	
<b>Closing Prayer</b>	John Grogan	