



School Advisory Commission February 14, 2017 Meeting Minutes

Members Present: Lynette Melin, Fr. Pat Wendt, Kristi Klein, Colleen Jengtes, Mike Linstroth, Mary Laux, Jeff Schmit, Julie Pannemann, Nikki Kiss, Wayne Chrusciel, Jen Rodgers

Members Absent: Ed Munte, Manny Lara

Members Excused:

- I. Call to Order at 5:33 PM.
- II. Opening Prayer
- III. Jeff Schmit motioned to approve the January 2017 meeting minutes, seconded by Mike Linstroth
- IV. Open Comment
 - a. Mary distributed the form that includes the Pastoral Council Liaison Report for School Advisory Commission.

- V. **Unfinished Businesses**
 - a. Handbooks
 - i. Personnel Handbook
 1. Bill Henkle presented the employee handbook for both the church and the school for feedback.
 2. The personnel handbook still needs to develop the organizational chart.
 3. The handbook states that key volunteer position need to have a job descriptions. Do we need to define what those volunteer positions are that need job descriptions?
 4. Once approved the handbook will be reviewed annually to make necessary updates.
 5. The school will also develop a teacher's manual, which will be drafted by Kristi.
 - ii. Home and School
 1. Please add the language in the handbook to include the school commission. Rachel Lorier will make that change.
 - iii. Athletic Handbook
 1. The athletic handbook needs to be changed to reflect a parish sponsored athletic handbook
 2. The group discussed the challenges that may occur if there isn't an athletic director hired and we have a lot of parish families join the sports.
 3. If we were going to make the athletic director position a paid position, the recommended stipend is \$1500.
 4. Kristi will check with the teachers to see if any of them are interested in taking on this position.
 - b. Compliance and Constitution/Bylaws
 - i. Review the bylaws for the school advisory commission
 1. The bylaws were updated to reflect the changes of the communication to the pastoral council.
 2. Mary Laux made a motion to approve the constitutions and bylaws with the inclusion of the Pastoral Council Liaison Report form, which will be included in Section 302.
 3. The motion was seconded by Lynette Melin.

4. The motion was approved by the board. (Constitution and Bylaws)

- c. Vision and Mission
 - i. Kristi share the final mission/vision statement, which is:
 - ii. "A destination to Serve, Learn, Love and Lead as disciples of Christ"
 - iii. Teachers are beginning to work with students to discuss what it means and how it applies to the student.
- d. Athletic Program to allow parish families to join.
 - i. The board voted to approve the parish merger of the athletic program
 - ii. The board approved the motions made from the January meeting regarding the athletic program.

VI. Committee Reports

- a. Principals Report
 - a. Review of the tuition policy.
 - i. The form needs to be changed so that the parent signature is after the refund policy language.
 - ii. The school wants to review the refund policy to make it cleaner to calculate when those instances occur.
 - iii. The board advised to move the payment schedule to assign dollar value to each month.
 - b. Tuition Numbers, the increase was 4%.
 - i. Current enrollment is 194
 - c. School Choice
 - i. March 7th-Kristi will present the vision and strategic plan for the school and will be followed by Terry Brown, who will share information about school choice.
 - ii. Kristi will send out an article about school choice.
 - d. Volunteer Policy and Phoenix Strong Covenant
 - i. Kristi shared a draft of the newly created Parent Covenant. The covenant explains values that are necessary for parents to demonstrate and participate at the school. The plan is to include this in the parent handbook for the next school year.
 - ii. The students will sign a revised covenant for the next year.
- b. Pastoral Report
 - a. none
- c. Finance
 - a. Jeff provided an overview of the finance committee updates.
 - b. Switching to require the FACTS payment system has evened out the cash flow.
- d. Marketing/Communication
 - a. Registration and materials have been updated.
 - b. Tuition contracts will be mailed next week.
 - c. There will be a parent information night next week at school.
 - d. Catholic Schools week went well.
 - e. Julie met with Rachel Lorier about a 1 yr, 3 yr, and 5 yr fundraising plan.
 - f. Julie attended a "Mission Insight" session, that gives us some detail insight into our current members and understand the demographics. The school will use this to see the best communication methods to reach certain groups and determine what is important to them.
- e. Vision Committee
 - a. None
- f. Christian Formation
- g. Home and School
 - a. The meeting minutes were sent out prior to the meeting.

VII. New Business

- a. Annual fund update
 - i. Current amount raised is \$7,500.
- b. The accreditation site visit date will be 10/25 and 10/26 of the next school year.

VIII. **Closing Prayer**

IX. **Meeting ended at 7:07 PM**