



## School Board Meeting October 11, 2016 Meeting Minutes

**Members Present:** Lynette Melin, Jeff Schmit, Jen Rodgers, Manny Lara, Mike Linstroth, Fr. Pat Wendt, Wayne Chrusciel, Kristi Klein, Julie Pannemann, Colleen Jengtes, Ed Munte

**Members Excused:** Mary Laux

- I. Call to Order at 5:32 PM.
- II. September 2016 meeting minutes approved by Jeff Schmit, seconded by Wayne Chrusciel.
- III. **Unfinished Business**
  - a. Principal Report
    - i. Accreditation: Reviewing the major components Mainly working on 2 of the 4 standards and the teachers are working on the academic piece and also on the mission and vision. Most of the major tasks were finished over the summer, now the teachers are working on filling in the components of each of the areas. The process is going as good as can be expected the new teachers are working in small groups.
  - b. Compliance and Constitution
    - i. Wayne and Mike are meeting on 10/12 to finalize the by-laws and update them. The goal is to be completed by the November Board Meeting.
  - c. Vision and Mission
    - i. The draft version for the vision is: Inspiring one another to believe, achieve and lead.
    - ii. Our vision needs to sustain time, needs to be short and sweet, memorable and can be identified with by all people. The next step is to have the teachers provide input on what should be included in the mission and we will draft what the next mission statement should be. Ideally, the mission and vision will be showcased throughout the parishes and schools.
  - d. Marketing
    - i. We have a team coming up from the archdiocese that will talk us through guidelines around development, regarding fundraising, how many events we should have each year.
  - e. School Safety
    - i. As a previous discussion, we need to make the church available, but still continue to provide security for the students at St. Peter's campus. Mike Burch brought these concerns to the council. Jeff will be presenting to the council in November and discuss the challenges that we have with security at St. Peters. The challenge is in the expense behind the security.

- f. Strategic Plan
  - i. Kristi is gathering feedback and will make the changes based off the feedback.

#### IV. Committee Reports

- a. Principal Report
  - a. Handbooks: All the procedures and handbooks need to be updated, this includes safety plans, crisis response. Also need to provide a handbook on Catholic identity. One final review on the safety plan and crisis plan.
  - b. Technology plan is still a work in progress, but the school is following the archdiocese guidance.
  - c. Overall atmosphere at the school is much more positive and the focus is on the most important part of the school, the students.
- b. Pastoral Report
  - a. The capital fund appeal mailing should be in everyone's homes. We would like to have a lot of parents of SJ XXIII involved in this decision because your opinion is important. Encourage everyone to read this and attend one of the informational sessions after mass. The fundraising team will be facilitating the meeting. If this information could be shared in Phoenix Times to make sure the families of the school are aware of the importance behind this. The brochure may also be on the Parish website and you can fill out the form on the website as well.
- c. Finance
  - a. Jeff passed out the balance sheet, profit and loss statement, and the cash accounts from the school.
  - b. Because of the change in the 3 parishes merging, the budget process will be tweaked. This means that the budget will be completed a little bit earlier so that the budget team can work with the three parishes during this budget process.
  - c. The before and after school care is in need of another staff member, the current staff member is working overtime to accommodate that need.
- d. Marketing/Communication
  - a. Julie has been working a lot on update the website with the website company. The website company provided two different visual options. The new website will be much more interactive than our current website. Kristi and Julie will make the decision on the website by Monday. The teachers have been doing a great job with providing photos that can be shared on social media.
  - b. Annual report will be completed in the next few weeks.
  - c. We have one new student that will be shadowing the 4<sup>th</sup> grade and will likely start next week.
  - d. Liz Bannon is heading the Key Event planning, the event will be on March 4<sup>th</sup> in Mequon, WI.
- e. Vision Committee
  - a. A draft vision statement is ready.
- f. Christian Formation
  - a. Colleen Jengtes met with the parish formation committee and we are going to ask the students and families to serve as greeters for the church. Colleen Jengtes/Mary Laux will serve as the liaison to this committee.

- g. Policy
  - a. Manny Lara agreed to serve is the key point of contact for this committee. The policy committee would be called upon if there are times where a policy needs to be reviewed.
  - b. According to the by-laws there also needs to be a governance committee added to this listing.
- h. Home and School
  - a. Completed a few events already including, Golf outing, charity mania kick-off, and will kick off raffle calendars soon.
  - b. The team is working on a handbook with policies to share with parents.
  - c. Nikki Kiss will serve as the liaison for this committee.
- i. Athletics
  - a. We are in need of an athletic director, someone with a college level training. Jeff Williams has been working with the archdiocese regarding some of the policies in relation to the WCOC.
  - b. TBD on who will serve as the liaison to this committee.

**V. New Business**

- a. None

**VI. Meeting ended at 6:38 PM**