

Meeting Minutes - **School Commission**

Meeting Information

Objective:	May 2018 School Commission		
Date:	5/8/18	Location:	Matthew/Mark
Start Time:	6:30 pm	End Time:	8:00 pm
Facilitator:	Dave Sortino	Timekeeper:	Dave Sortino
Note Taker:	Kim Althaus	Approved by:	
Attendees:	Kelly F, Kim A., Megan D, Dave S, Julie M, Steve S, Paul M, Patrick H, Angie L	Absent: Robin H, Craig M, Anne B	

Meeting called to order at 6:45pm

- 1) Approval of the Prior Meeting Minutes – approved (Kim to update attendees)
- 2) Open Session
 - No items
- 3) "Word on the Street"
 - Discussed middle school science teacher resignation and plan for end of year. Kelly has reached out to Deanery, her network of principals, Archdiocese, and PLTW schools for names of substitute teachers. Finding that most subs are already committed. One long-term sub is in place part-time, and have a tentative plan for another. PLTW provides a canned curriculum with a lot of hands on activities; hearing positive feedback from students. [as of 5/11, long term sub plans confirmed].
 - Concern raised regarding situation where student using phone when not supposed to; consequence is that the phone is taken away for the evening. This consequence was put in place for safety reasons both at pickup and with students taking and sharing photos on social media. Commission discussed that although it is a severe consequence, it has worked effectively. Commission asked that the teacher notifies the parent in the event this happens. Patrick and Dave will also look at the technology policy to see if need to add a comment regarding consequences at principal's discretion.
- 4) School Matters
 - Enrollment update. Megan provided summary statistics of enrollment as of 5/8. Highlights:
 - 307 registered
 - 6 outstanding registrations of current students. Kelly and Megan are following up.
 - 7 prospective students with another family touring this week
 - 3K is wait listed, and 4K is almost wait listed
 - Acceptance letters went out last week
 - "Buddy family" program is changing to "Host family" with planned interactions (e.g. coffee on the first day of school)
 - Survey to new families went out recently. Positive feedback regarding communication and volunteering; opportunity to improve the buddy family program.
 - Staffing update provided by Kelly. Colleen Waech will be moving to 4th grade. Heather Szerbat will take on the learning support role for 3rd-5th grade. Andrea Lorenz is replacing Sarah Langhoff. Amy Prellwitz is moving to full time 3K teacher. Hiring beginning for middle school science, 3rd grade, and part-time 3K teacher.
 - Every few years, partnerships with outside companies are reviewed. This year, we are looking at After care and school photographer.

- 5) Finance/Budgeting Committee
 - none
- 6) Technology Committee
 - New website reviewed with parents involved in branding project (Kate Edwards, Angie, Robin). On target for a mid June launch.
- 7) Evaluation Committee
 - none
- 8) Policy Committee
 - (Committee agreed to focus on updating Discipline, Bullying and Safety policies)
 - Staff tuition reimbursement policy drafted and with Kim and Kelly for review.
 - Dave and Patrick have several others drafted.
- 9) Safety.
 - Paul provided an update on the recent review; awaiting report of recommendations. Kim to ask Catholic Mutual what can and cannot be included in a our policy manual re safety.
- 10) 2018-19 meeting dates are July 10, Sept 11, Nov 13, Jan 8, Mar 12, May 14. All start at 6:30pm and will be in the church building.
- 9) Adjournment: 7:53pm.