

St. Monica School Commission Meeting

February 01, 2017 6:30 p.m.

St. Monica School Library

In Attendance: Cara Acklin, Carrie Murphy, Eric Schommer, Father Todd, Gabe Bosslet, Jenny Milata, Jessica Larson, John Finke, Laura Skinner, Mandy Spitznagle, Mary Sanger, Michael Julius, Scovia Kiwanuka

I. Welcome and Prayer

- Welcome 6:36 pm
- Prayer led by Gabe

II. Approve Old Minutes

- Motion to approve Jan. minutes made by Mandy, Laura seconded. Minutes were approved

III. Old Business

A. Questions/Comments- Father Todd

- Fr. Todd thanked everyone regarding open- house and the school overall
- Suggested taking a proactive approach toward making affordability options well-known
- Small group open house (Spring/ Fall mini tours)
- Continued focus on Catholic Identity/Values
- Spanish Immersion not suitable to our needs, Dual-Immersion may be the way to go moving forward
- Goal to be back in the Church by Easter

B. Open House Debrief

- Welcoming and great overall
- Teachers/staff, volunteers were awesome
- 38 families visited, 37 families have registered
- 12 children registered above 3rd grade
- Follow-up completed to those families who turned in the interest forms
- Taking support services for students' needs into consideration
- Come up with a plan to market SGO
- Marketing plan for Kindergarten, currently 19 show as registered
- Become aware and knowledgeable of Indiana Education Legislation
- Currently Indiana Education Legislation posted on our School website under News with specific House Bills mentioned

Suggested Changes:

- Have at least 4 more individuals who know the financial aid options and answer questions families may have
- Have a room separate for volunteer check-in

- o More name tags, separate colors for current and prospective SMS student/parents
- o Have accurate parishioner data with language preference for phone calls
- o Send a bilingual phone message from Fr. Todd to specified parishioners
- o Have Trivia Night a week before (ex. 1/20/ 2018)
- o Small group open house (Spring/ Fall mini tours)
- o Have the bulletin notice, which was awesome, a week before instead of the weekend of

C. NWEA Parent Night- Eric

- o 2/6/2017, Monday
- o Basic introduction on how NWEA/Compass Learning is used by students, teachers, and parents
- o Information will be sent by this Friday

D. SC Visits- Gabe

- o Reached out to Rob Rash, has names of Principals
- o Looking at March meetings
- o Gabe to send email communication on meeting dates
- o 1-2 SC members to select schools and attend their meetings
- o SC members to give report

E. New SC members for 2017/2018

- o Send Gabe an email of names or have specific individuals by next meeting

IV. New Items

A. Bylaws update- Gabe

- o Proposed Bylaws with annotations were emailed and are in the SC folder
- o Main differences:
 1. number of members (13-21)
 2. membership vetting procedures
 3. specific committee structures
- o SC members to read proposed Bylaws, make suggestions and send to Gabe before next meeting

B. Aftercare

- o What is the perception for those who utilize it?
- o Survey to be conducted on aftercare stakeholders
- o Eric to send Mandy previous aftercare survey template
- o Mandy to work on preliminary survey, send bulletin message to find individuals who might be interested to work on this agenda item
- o Could tutoring and other enrichment activities be offered every day?

V. Standing Items

- A. Principal's Report- Eric
 - o Family Handbook would like to shorten and generalize
 - o Eric to assign SC members sections and email them
 - o Carrie and Eric to continue with the student/parent expectations
 - o Daily communication will discontinue 2/8/2017
 - o Wednesdays Newsletter communication only, will be link based communication
 - o Communication preferences of identified families will remain the same
 - o Cyber safety for middle school parents will be before the end of the school year
 - o 5th grade cyber safety before school starts
 - o JMF Hope- mental wellness will commence February through end of school year
 - o Junior High to have guest Speakers- Individuals affiliated with Black/Hispanic Chamber of Commerce
 - o Role models outside the school community are beneficial

- B. Finance- Jessica/Father Todd
 - o Sunday collections still trending low- will be mentioned briefly after Mass
 - o 6% down from budgeted Sunday collections
 - o Significant adjustments may be made if low trend continues
 - o Cost saving measures have been implemented the last 6 months
 - o Need fundraising ideas outside of the Parish
 - o Like to have bulletin advertising money funneled back into St. Monica
 - o Budget conservatively for the 2017-2018 school year
 - o New Beginnings capital campaign- \$1.9 million pledged, \$1.6 million currently, funds are designated

- VI. New Business/agenda items
 - o PTO/ SC Mixer- 2/24/2017, Pot-luck, bring your own beverage, Gabe to send invitation
 - o Family Handbook revisions
 - o Aftercare
 - o SC visits
 - o Bylaws
 - o Listening sessions update
 - o New SC member names (specific skill set)

- VII. Teacher/Staff Appreciation
 - o Thank you to all the teachers/staff
 - o Academic night teachers/staff
 - o Junior High volunteers/Mrs. Rogers
 - o Mr. Kalnajs, Christine Exline, Kelley Young for staying late during Open-house
 - o Michael Julius, the Hyvonens, Stacie Hernandez for Trivia Night
 - o Junior Honor Society for babysitting during Trivia night, Mrs. Rogers, Mrs. Exline for coordinating

- o Mrs. Berg and Mrs. Shanahan for 5th grade Pancake Breakfast
- o Ms. Osburn, the Heimanns, and others for Family Friendly Stem night
- o Scovia/Mariana have done a really terrific job with minutes for School Commission

VIII. Closing Prayer- Led by Eric, 8:12 pm

Next Meeting 3/1/2017 6:30pm in School Library