

St. Monica School Commission
Minutes for
August 15, 2011

Attendees: Julie Koegel, Carlos Alexander, Renee Cook, DeeDee Simpson-Fultz, Michelle Boyd, Marco Vargas, Anne Shea, Tom Eifert, Amy Baker and Brenda Kowinski

Guests: None

Excused: Melanie Kuester, Marc Guess, Julie Adolay, and Carolyn Mosby

Not Present: John Wieland

- I. Call to Order** – Brenda Kowinski called meeting to order at 7:05 pm
 - A. Opening prayer was led by Anne Shea
 - B. Roll Call (sheet distributed by Secretary)
 - C. June 20, 2011 minutes were distributed by e-mail. Motion made by Julie Koegel to approve and seconded by Carlos Alexander. Motion was carried by all members.

- II. Process of determining committee members** (Tom Eifert)
 - A. Re-introduction of members – all members gave a short biography
 - B. Tom gave a handout establishing SMS Commission Roles/Responsibilities as taken from the bylaws and commission guide. Tom gave the Commission a time for reflection to help guide them in what committee they should serve. (See attachment)
 - C. Committees are as follows: Finance-John & Tom; Monitoring-Marco, Carlos and Anne; Marketing & Communication- Renee, DeeDee, Marc, Carolyn and Melanie; Membership-Julie K., Julie A. and Amy; PPC Rep - Brenda
 - D. Committees should bring a timeline on what you will accomplish and when
 - E. Renee will work on getting a date for the Fall Open House which could be a weeknight. Julie will start delving into the Bylaws and Standing Rules.

- III. Old Business -- None**

- IV. Information and Reports**
 - A. President's Remarks
 - a. All committees should meet monthly and have a report ready to present at the monthly School Commission meeting. Please make sure to take your committee seriously.
 - b. Ice Cream Social is next Monday, August 22nd from 4-7 pm. We will not have a booth but will have a sign up for volunteers needed throughout the year. Please make sure you try to attend and wear your black School Commission shirt to be visible for all. We have 90 new students which constitutes about 70 new families. These new families will meet in the

Eagle's Nest before going to the gym. All activities will be in the gym this year.

B. Principal's Reports

- a. Service hour collection update – collected \$3,587.50, outstanding \$9,319.25 (about 40 families). All families have been personally called and arrangements have been made for the majority of families. Those who we've left messages will be receiving another invoice in the back to school packet.
- b. School Choice Scholarships/SCS (Vouchers) – We've enrolled 35 new students to St. Monica and transferred 8 current students in the SCS program. 85% of the SCS students are parishioners at St. Monica Parish. (Additional \$131,576.34 in revenue with spending an additional \$28,250 in staffing expenses ~ a profit of over \$100,000). My staff has interviewed all students and families, collected forms and records necessary for enrollment, given tours to over 50 families and answered around 100 phone calls about the voucher program. Not everyone who inquired was admitted. The current enrollment as of 8/15/11 is 469 students in K-8 (budget set on 415), additional 43 PK students (PK 4's has a wait, 3 spots in 3's available).
- c.

V. Committee Reports – None due to sign ups this month

- A. Finance Committee
- B. Monitoring
- C. Marketing & Communication
- D. Membership

VI. New Business

- A. None

VII. Staff Recognition – welcome to three new staff members

- A. Mrs. Lilly Lopez – Jr. High Math
- B. Mrs. Swiden Torres-Torrijos – Preschool 3's lead teacher
- C. Mrs. Stephanie Dossman – 1st grade teacher
- D. Brenda will send thank you cards to each of the teachers. Amy will bring cards to the next meeting and we will send staff thank you's at the end of every meeting.

VIII. Closing Announcements

- A. Future potential topics
 - a. None
- B. Next Commission Meeting is September 19th @ 7:00 pm St Augustine Hall

C. Opening and closing prayer at the next meeting will be led by Marco Vargas

IX. Meeting Adjournment

- A. Closing prayer was led by Anne Shea
- B. Meeting was adjourned at 8:40 pm.

“Making God known, loved, and served”

Finance

- Identify one member to serve on parish finance committee
- Knowledge of budget, revenue, expense, tuition collection, tuition assistance
- Support process of setting tuition cost for following year
- Provide quarterly report of data above to SMS commission

Monitoring

- Identify two members to serve
- Develop metrics for academics, technology, security and wellness (see attached)
- Monthly agenda topic on status and completion target
- Data will be used marketing and communications as well as oversight
- Provides baseline for year over year improvement comparisons

Marketing and Communications

- Identify six members to serve
- Responsible for enrollment and public relations
- Detail actions include...open house (Oct and Jan), bulletin announcements, brochures, back to school night support (Sept), ice cream social support (Aug), teacher appreciation week (May)
- Identify process to follow-up on new inquiries of SMS
- Identify potential opportunities for web page and other social media
- Evaluate concepts from strategic planning committee
- Monthly agenda topic to describe status and readiness of activities

Membership

- Identify two members to serve
- Responsible to identify new potential candidates and lead all efforts of successful elections, identify who will be leaving commission and identify talent/skill set to replace
- Ensure all team members have up to date binders
- Review bylaws and propose changes
- Monthly agenda topic to describe status, approach, and readiness to actions above

Other

- Once items above have been completed or plans put in place, SMS Commission can begin to devote more time to creating the vision and mission for the future
- Fund raising not primary role of SMS commission.....lead by PTO, support when needed
- Other items that are not the role of the commission include – administrative decisions, hire/fire teachers, determine curriculum, etc
- SMS strategic planning committee is working to identify methods to connect / bring together the school and parish communities

Monitoring Committee Objectives Listed in Order of Priority

- Jessica Sinkovic and Barb Bacon to be utilized as resources where applicable

Academics (Internal and External)

Internal by grade.....most to be quantitative (#), some qualitative (comment)

- Identify school resource to support
- # students
- # diversity
- # of direct teachers
- # of aids
- # of indirect support
- ISTEP scores.....other performance metrics(?)
- # in CYO athletics
- # in boy/girl scouts
- # in enrichment
- # in after school care
- # of families represented
- # of total parishioners
- # of non-parishioner students
- # of charter students
- Service / faith formation / religious ed
- # of pre-school
- Retention rate from previous year
- Additional students from previous year
- High school readiness - placement tests, scholarship \$\$

External (benchmarking)neighboring schools (competition)

- ISTEP
- Tuition
- Class size / student – teacher ratio
- Tuition assistance
- Web / social media presence

Technology

- # of computers
- Web based learning
- Assessment of technology inclusion by grade

Wellness

- Assessment of school cafeteria / food / health
- Assessment of physical education
- Assessment of faith / spirituality / service

Security

- General assessment