

## St. Monica School Commission Minutes

May 16, 2011

7:00 pm

St. Augustine Hall

Attendees: Amy Baker, Brenda Kowinski, Michelle Boyd, Brian VanGheem, Deirdre Simpson-Fultz, Julie Koegel, Tom Eifert, Melanie Kuester, Anne Shea, Marc Guess, Carolyn Mosby-Williams, Sharon Dan, John Wieland

Excused: Julie Adolay and Marco Vargas

Guests: Michelle Vander Missen

- I. **Call to Order** – Amy Baker called meeting to order at 7:10 pm
  - A. Opening prayer was led by Michelle Vander Missen
  - B. Roll Call (sheet distributed by Secretary)
  - C. Minutes from April 18, 2011 meeting were not available. Julie Adolay will send them out at a later date.
  
- II. **Discernment – Closed portion of meeting**

Discernment of officers was led by Michelle Vander Missen. Brenda Kowinski will be President, Tom Eifert will be Vice President and Amy Baker will be Secretary for the 2011-2012 school year.
  
- III. **Old Business**
  - A. Admission & Wait List Policy – changes were made as follows. Julie Koegel moved to approve and Anne Shea seconded.
    - a. Talked about removing the term “catholic” and just leave the term children (#3 & #4).
    - b. Put a footnote talking about exceptional circumstances will be handled by principal & pastor (at end of #8).
    - c. Put a date on bottom
    - d. On “E” – agree to abide by School Rules. Put period after School Handbook (take out “which may be revised”).
    - e. On page 3 – change “participating” to “active”
    - f. Add #3 to #2 & #5 for incoming student class selection on page 3.
    - g. Change “participating” to “active” and “non-active” under admission selection procedures.
  - B. Tardiness Policy – change the wording to “If child is dropped off after 7:30 am and no staff member present. Julie Koegel motioned to approve with changes and Amy Baker seconded.
  - C. Publishing of Annual Report – Carolyn Mosby-Williams
    - a. This will be published over the summer and will be sent to all parishioners as well.

#### **IV. Information and Reports**

- A. President's Remarks - none
- B. Principal's Reports
  - a. Talked about top questions from convocation – vision for next year.
  - b. Thank you to Melanie Kuester, Renee Cook, Dee Dee Simpson-Fultz and Kathie Van Gheem for organizing Teacher Appreciation Week. Worked much nicer this way. Next year will put a committee together around January. Will have parents and children involved. Work with PTO to do something once a month perhaps. Melanie & Dee Dee to co-chair.
  - c. Went to NCEA conference – wealth of knowledge
  - d. Year-end wrap ups – Fine Arts programs, per grade and Spring Play, year-end staff meetings.
  - e. Walk-a-thon was a success. We earned ~\$9000.
  - f. Fundraising committee – Kathie Van Gheem spearheading improving fund raising for core group.
  - g. Parish Volunteer Appreciation Dinner June 11<sup>th</sup> after 5:30 pm Mass.
  - h. Completed I-Step. Algebra Core 40 testing coming up next week for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders. This is typically taken by Freshmen.

#### **V. Committee Reports**

- A. Finance/Fund Development Committee
  - a. School budget being looked at with parish budget, looking at finalizing in September.
  - b. Subsidy from parish looks to be ~\$25,000 less.
  - c. Not looking for vouchers to start next year.
- B. Membership Committee
  - a. Elections held the past 2 weekends.
  - b. Non-parishioners didn't get a ballot.
  - c. Work better with PPC as to who does what next year.
  - d. Looking to have written instructions.
  - e. Start working on earlier.
  - f. Tom will write up good and bad experiences and talk to PPC about who does what.
- C. Service hours will be worked out after the school year is over.

#### **VI. Staff Recognition**

- A. Mr. Merriman for spring production
- B. Mr. Seib for garden project
- C. Mr. Exline and all staff who went to Washington, DC
- D. Mrs. Berg for cotton candy sale
- E. Mrs. Hernandez for poetry café
- F. Mrs. Boyll for service day

G. Mrs. Villarias for Rube Goldberg project

**VII. Closing Announcements**

A. Next Commission Meeting is June 20th @ 7:00 pm St Augustine Hall pitch in appetizer/dessert

**VIII. Meeting Adjournment**

A. Closing prayer led by Marc Guess  
B. Meeting adjourned at 8:50 pm.