

St. Monica School Commission Minutes
September 19, 2011
7:00 pm
St. Augustine Hall

Attendees: Amy Baker, Brenda Kowinski, Marc Guess, John Wieland, Tom Eifert, Marco Vargas, Melanie Kuester, Michelle Boyd, Anne Shea, Carlos Alexander, Julie Koegel and Renee Cook

Guests: None

Excused: None

Not Present: Dee Dee Simpson-Fultz and Carolyn Mosby-Williams

I. Call to Order - Brenda Kowinski called meeting to order at 7:04 pm.

- A. Opening prayer was led by Marco Vargas
- B. Roll Call (sheet distributed by Secretary)
- C. August 15, 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. Old Business -- none

III. Information and Reports

- A. President's Remarks
 - 1. Keep up the good work.
 - 2. Julie Adolay would like to step down as a School Commission member. This was accepted by all members. She will be taken off of all paperwork.
- B. Principal's Reports
 - 1. School Improvement Plan in review with Office of Catholic Education and then forwarded to state. Full report will be located on www.smsindy.org website. We will talk about this through the Weekly Report to the parents.
 - 2. SGO – Educational Choice Grants – operating in a different way this year. They are asking schools to create their own separate accounts for St. Monica students. We created a memorandum of Understanding for St. Monica. Kindergartners can get on Choice Scholarship and then roll over to Vouchers in 1st grade if they are eligible. With money coming in from Vouchers, we will set aside \$20,000 into Choice Charitable Trust. Choice will take a small fee for administrative and marketing purposes. If tuition assistance only is given through the school and not through the Choice Scholarship in Kindergarten, students would not be eligible for voucher in 1st grade.
 - 3. Walk-a-thon is scheduled for September 30th. Marilyn and her group have counted all pledges and money. We have raised \$17,000 and this

does not include corporate sponsorship which was about \$5,000. The corporate money will be used for security and t-shirts for all kids.

4. The Parish is reviewing several parish-wide policies on communications. One of the policies Michelle wanted to highlight for us states that anyone who is employed by St. Monica as the “face” of St. Monica, the Communications Coordinator, Mel Ullrich, will do an in-service for to make sure the correct information is being distributed to the public. Those individuals are Martha Horvath, Linda Pitcher and Lisa Bauserman.
5. St. Monica always has a table at the Celebrating Catholic School Values dinner. The dinner will be held on Wednesday October 26th at the JW Marriott Hotel this year. Dr. Tony Bennett is the keynote speaker. It seems that she is always struggling to get people to attend. Michelle wants some ideas on how to choose people to attend. It was suggested that we send people who have supported St. Monica, such as Knights of Columbus.

IV. Committee Reports

A. Finance

1. Brenda spoke with Barb Bacon and budget has not been finalized yet. We will need to meet one more time.
2. Either Tom or John will attend the Parish Finance Committee (the 3rd Wednesday of the month). They will report every month.

B. Monitoring - Marco

1. They talked about what they wanted to accomplish this year.
2. Anne contacted Lisa Bauserman about basic demographic information. Jessica Sinkovic provided the information. (See end of minutes for data.) There is a good increase in each category listed. There was a good re-enrollment from last year. Junior high grades are at capacity. If there is any other information that you would like to see, please let Marco know. Data went back one year and will carry on each year thereafter.

C. Marketing & Communication - Renee

1. The committee has not met due to the fact that only a few are active members. Renee wanted to know if her group was responsible for all items listed under the Marketing expectations. Tom suggested that the intent was for this group to go out and get help when needed.
2. Fall Open House is scheduled for October 19th 6:30 – 7:30 pm. Need volunteers from 6:00 – 8:00 pm. Instead of an Open House, it will be turned into an Information Night. Annual Open House will be January 29, 2012. The committee will get together with Julie Koegel to get ideas from last year’s Open House.

D. Membership – Julie K.

1. Talked to Joe Peters at the Archdiocese. Over the next year, they will be working on overhauling and combining School Commission Bylaws and

Standing Rules. They should be ready for next school year. We will wait until the Archdiocese completes and will get from them instead of doing ourselves.

2. Regina Weber wants to come to November Membership Meeting. She wants to run the PPC elections separate from School Commission elections. Julie will contact Regina to discuss

V. New Business

- A. Development of Nursing home property across street – scheduled for a public hearing. Craine House is proposing to house a re-entry facility for 40 non-violent women and their preschool children. A woman with the Crooked Creek Development area visited the current site. The facility does not have any signage out front. It functions like a home. The women live in separate rooms. The children have a play room. They currently have 14 staff members and 8 women. The women do not have the right to come and go. They get job training, drug and alcohol counseling and domestic abuse counseling. Once they are trained, they will have the opportunity to leave during set hours. Michelle and Father Todd want to do what is best for St. Monica and the school families. Michelle opened it up for discussion. The meeting is scheduled 9/21/11. Anyone is welcome to attend this meeting.
- B. Online suggestion box – Brenda looked on a website for a Catholic school in California. Their website was similar to ours with a box for “online suggestion box”. It would send an e-mail to a webmaster. It was meant for anyone making positive suggestions, no anonymous suggestions, no complaining. The comments will be routed to the appropriate group or committee. It was opened up for discussion with the Commission Members. Overall, everyone thought it was a good idea. We will put pictures, e-mail addresses and what grades are kids are in and the comments will be sent to individuals instead of a box. Will report next month.
- C. Balanced school calendar for next year – There are a number of school systems that are going on a balanced calendar in the next couple of years. We would like to get some volunteers and form an ad hoc committee to look at starting this at St. Monica. West Deanery principals had a meeting with discussion about this topic. Brownsburg Community Schools, St. Malachy, and Holy Angels are moving towards this next year because their school district is going balanced. Ritter was very opposed to this because of IHSAA sports. OCE is asking for input so that they can make a directive to all schools. John Weiland will be on the Ad Hoc committee.

VI. Staff Recognition

- A. Tim Bush for food pantry (7th and 8th grade) 2-3 hours every week during enrichment. They have already signed up and have drivers. Julie took one of the

first groups to Witherspoon Church. St. Vincent de Paul is another facility they will visit.

- B. Marilyn M. for her work organizing the Walk-a-Thon.
- C. Michelle for all her work so far this year. Everything is going great.

VII. Closing Announcements

- A. Future potential topics - none
- B. Next Commission Meeting is October 17th @ 7:00 pm St Augustine Hall
- C. Opening and closing prayer at the next meeting will be led by Carlos Alexander

VIII. Meeting Adjournment

- A. Closing prayer was led by Marco Vargas
- B. Meeting was adjourned at 8:45 pm.

St. Monica Demographic Information

Source: Monitoring Committee

Category	2010/2011	2011/2012	
Total Enrollment	478	504	
K-8	434	462	
Pre K 3	10	10	
Pre K 4	34	32	
# of Families	316	335	
# of St. Monica Families	270	288	
# of non-Catholic students	57	52	
Total # of teachers	34	37	
Teachers in Grade Level Rooms (ie 1st, 2nd, 3rd, etc.)	23	25	
Teachers for Specials - (ie Spanish, Art, PE, etc.)	11	12	
# of Additional Paid Staff (ie office, nurse, Café, etc.)	29	27	
Max. # of students per Classroom	27/26	26/25	1st # is 5-8 hm rm., 2nd # is PK - 4 hm rm. *I broke this down because 5-8 is only in their homerooms briefly and then they switch for classes
How many students re-enrolled from last school year?			429
How many students are new to SMS this year?			92
How many in the 8th grade graduating class from 2010/2011?			50
How many in the current 8th grade class?			46
Which grade levels are at capacity – current school year only?			PK 4's, 5, 6, 7, 8