

Shepherd of the Hills Catholic School  
School Commission Minutes  
Tuesday, October 6, 2015 – 6:00 p.m.

“Walking the path of Christ, with Love and Service, through a Catholic Education”

**Members Present:** Sarah Desiderio (Chairperson), Shannon Casper (Secretary), Melanie Knowles, Betsey Gitter, Peggy Wiedmeyer, Jeanne Bitkers (Principal)

**Teachers:** Karen Schreiner (3K/4K), Ann Flatt (5K), Jane Lefeber (1st), Robbi Hughes (2nd), Nici Colwin (3rd), Amanda Dwyer (4th), Jennifer Dufoor (5/6th), MaryJo Moody (7th), Kelly Harvey (8th), Wendy Pelletier (Music), Mary Bowe (Art)

**Commission Training:** Dr. Tom Kiely from Marquette University was present for School Board Development and to discuss Catholic School Governance for SOTH and our specific needs.

The following items were discussed in depth:

- Mission & Catholic Identity (both identity & purpose--who are we & who do we serve?)
  - Our current mission statement is more of a vision statement
  - Incorporate the new with the old and make it welcoming
  - What makes SOTH stand out from other Catholic schools?
- National Standards & Benchmarks for Effective Catholic Schools (NSBECS)
- The Nature of Governance & the school commission’s role as an advisory body
- The structures within governance and specifically, the advisory body’s role
- The tasks of governance
- The modes of governance (fiduciary, strategic & generative)
- The functions of governance, board advocacy & goals, board memberships & relationships, types of committees, job descriptions
  - distribution of agenda 1 week ahead
  - utilize surveymonkey
  - all issues should go through the chair!
  - remove parishioner comments & concerns and change to formal submission form via chair so item can be added to agenda for discussion, review & action or referral to proper person for discussion, review & action
  - change the by-laws to reflect reality (add two teachers (non-voting members), elections vs. discernment vs. nominations vs. volunteers)
- School operations & the role of the school commission were also reviewed
  - are the policies educationally appropriate & mission aligned?
  - review of handbooks toward end of school year recommended
  - recommendation to have two or three parent meetings per year

Respectfully submitted,

Shannon Casper