

Shepherd of the Hills Catholic School
School Commission Minutes
Monday, November 30, 2015 – 6:00 p.m.
“Walking the path of Christ, with Love and Service, through a Catholic Education”

Members Present: Sarah Desiderio (Chairperson), Melanie Knowles, Betsey Gitter, Peggy Huhn, Peggy Wiedmeyer, Joe Loehr (Pastoral Council Rep), Jeanne Bitkers (Principal)

Members Absent: Shannon Casper

Teachers: Mrs. Harvey, Ms. Colwin

Others: Rose Bake

Minutes from November meeting were approved with the following modifications:

- 1) Add “Joe” to Loehr for members present
- 2) Change subcommittee title from “Policy” to “Executive & Policy”

School Good News:

- 1) Plymouth Holiday Parade - SOTH represented with float, 5 families and Father John.
- 2) 2 (middle school) students visited SOTH, anticipated registration TBD
- 3) Grades 5-8 are participating in a series of enrichment classes including drama, school newspaper, and math/science project building bridges

Pastoral Council notes/updates:

Nothing to report.

OLD BUSINESS:

1) Meeting Minutes: The approved meeting minutes will be submitted by the School Commission Secretary to the school secretary for posting on the school website. Minutes will be submitted after approval by the commission at the monthly meeting.

2) School Lunch Program: Ms. Bitkers has been working on gathering information regarding the portion size. All students will receive the same portion, regardless of age, as SOTH is filed as a K-8 program. Portion change will go into effect after Christmas break to ensure parental communication is made. Ms. Bitkers will work with school staff to explore if steps to refile as a K-5, 6-8 program would be beneficial for our students.

3) Handbook: Mrs. Hively has the updated employee handbook, and is updating as time permits. Parent handbook was not addressed at inservice.

4) Meeting format/parishioner comments: Information will be included in the upcoming parent letter.

NEW BUSINESS:

1) Teacher/Staff as Commission Members: Survey was sent to teachers regarding their thoughts about teacher/staff participation with school commission. Taking into consideration the survey results, commission will continue using the current format of teacher attendance at meetings. With Ms. Bitkers, staff will determine how best to relay meeting information internally.

Commission meeting agenda will be sent to staff to ensure proper representation by staff regarding agenda items.

2) Standing Committee Reports:

Marketing/Recruitment:

Betsy Gitter will connect with SPIRIT committee members. Ms. Bitkers referenced upcoming meeting with Archdiocese representative for marketing and recruitment direction for 2016.

Budget/Fundraising:

Peggy Huhn will be contacting current fundraising “coordinators” to establish direction for fundraising. An attempt to focus fundraising efforts based on school needs and long-term goals will be a goal of this standing committee. In addition, coordinating a schedule for fundraising, and communicating results of fundraising efforts will be a goal. Peggy and Ms. Bitkers will touch base regarding budget information.

Long-range Planning:

Melanie Knowles will work with Parish long-range planning committee to incorporate school plan/vision. It was mentioned that there was a long-range plan completed by staff within the last 5 years.

Executive/policy:

Ms. Bitkers reported the Archdiocese is working on streamlining current policies. Sarah Desiderio and Peggy Wiedmeyer will work on recruiting committee members to participate on an “as needed” basis to address policy when necessary/changes arise. Teacher representation on this standing committee would be beneficial. Work will entail compiling all SOTH policies to a central location for easy access and to assure the most current versions of policies are accessible.

3) Principal’s Report:

Playground equipment is installed and ready for student use. Rules for the new equipment and other playground spaces will be updated and communicated to parents.

4) Parking Lot:

2nd semester Parent meeting topics to consider:

- *NEBAT loan program
- *SPIRIT Committee
- *School Commission update(s)
- *Parent Concerns
- *Catholic Schools Week Kick-off

Next Meeting: Tuesday 1/5/16 at 6pm.

Respectfully submitted,
Sarah Desiderio