

Shepherd of the Hills Catholic School
School Commission Minutes
Thursday November 3, 2016 – 6:00pm
“Walking the path of Christ, with Love and Service, through a Catholic Education”

Members Present: Sarah Desiderio (Chairperson), Betsey Gitter, Helen Gilles, Andy Rentmeester, Joe Loehr (Pastoral Council Rep), Christina Meyer (Secretary), Jeanne Bitkers (Principal), Peggy Huhn (Fundraising Chair)

Members Absent: None

Teachers: Robbie Hughes, Mary Bowe

Other Attendees: Father Mark, Rose Baker, Derek Dorn

Minutes from October meeting were approved.

School Good News:

Assembly themed "All Saints Day" went well.

"Trunk or Treat" was also successful.

Pastoral Council Notes/Updates (Joe):

Discussion of vision and mission statement.

Standing Committee Reports:

1. **Long-range Planning:**

- a) Discussion determined that the LRP (long range plan) should begin with the SOTH Vision/Mission statement as the guideline.
- b) Commission decided to do work on the LRP each month to discuss at each following meeting.
- c) Demographic study needs to be examined further to glean more information.
- d) A question was raised about the requirements to meet the accreditation. It was discussed that the Commission should show ownership of the LRP by involving Commission members on the committee.
- e) Commission discussed that we may not need sub-committees.

2. **Executive Policy:**

a) **Parent Survey**

- i. Parents were supplied a link for a follow-up.
- ii. Parents can enter their names for interest on participating on committees.

b) **Time period for parent contributions to Commission**

- i. It was determined that parents or parish members will have an allotted time to speak before each meeting.
- ii. Interested persons may request a subject to be on the agenda.
- iii. The first ten minutes of each meeting will be allotted for items noted on the agenda.

3. **Budget/Fundraising:**

a) Dollars for Scholars: GOAL = \$23,000 for 2016/2017 school year.

i. Steak Fry fundraiser was a success raising \$5600.00.

ii. Run for the Hills raised \$2300.00.

b) Funda-it was brought to the Commission's attention that Funda financed the Science Lab.

c) School Auction is scheduled for February 25, 2017. The committee is off and running and mailings have gone out. The theme this year is Champagne Wishes and Caviar Dreams.

d) Phone System-it was determined that that the phone system can be used to get messages to parents for fundraising reminders or other time sensitive issues and the protocol will need to be documented.

e) Fundraising discussion on different types of fundraisers and what is deemed appropriate for requesting funds from donors.

4. **Marketing/Recruitment:**

a) Alumni drive is being spearheaded by Shannon Casper and Pam Puetz.

5. **BUSINESS:**

a) Standing Committee –descriptions for these committees and being reviewed and revised for documentation.

6. **Future Meeting Date:** Thursday, December 1, at 6:00 pm.

7. **Principal's Report:**

a) Catholic Identity-emphasized during All Saints Day

b) Voids in Curriculum

i. Math goal may involve looking into different textbooks.

ii. Supplementing math materials.

iii. Teachers may need to hold a "parents workshop" to teach the "new Math" concepts to parents.

c) Challenges:

i. Bullying policy evaluated and Commission would like to see the sentence added, "We partner with parents in solving the issues".

ii. Recess was determined to include all children in grades 5-8 to participate in outdoor recess year round.

d) Staff participated in a writers workshop on an in service day.

e) Parent Survey Result-studies show including result from parent survey that there should be less emphasis on professional relationships and more emphasis building relationships.

Tabled for December Meeting:

Void