

Shepherd of the Hills Catholic School

School Commission Minutes

Tuesday, May 3, 2016 – 6:00 p.m.

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

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

Teachers: Mrs. Hughes, Mrs. Moody, Ms. Pelletier

Others: Rose Baker, Nicole Baus

Minutes from April meeting were approved

School Good News:

1. Spring concert coming along well
2. First Communion went well with May Crowning tomorrow
3. Enrichment classes will include Cinderella (2 performances), media and flight
4. Max Baus enjoyed making planes all day due to enrichment classes
5. Teacher Appreciation Week is in full swing
6. Three semi-finalists in Learning about Literature Contest were in attendance at ceremony in Neenah
7. Students will work with Ms. Pelletier and Tammy to cantor at church all summer

Pastoral Council notes/updates:

Stewardship Meeting 5/24 at 6:30pm, Fundraising has received approval for tuition assistance

STANDING COMMITTEE REPORTS:

Executive/Policy:

- **Dress Code Committee:** Updated dress code: can wording of shirts under jersey be changed to any shirt under jersey vs. school uniform shirt under jersey? Rearrange order of dress code to discuss uniform policy 1st, then other guidelines. Discussion of knee-length skirts/shorts and khakis for mass vs dress pants of any color. Uniform or dress code?
- **Parent Survey:** Sample parent survey distributed. Condensed from 42 question survey with a 5 point scale to 9 question survey with comments with a 3 point scale. Recommend paper copy if needed, but an electronic survey as primary delivery method.
- **By-law change/addition approval:** Approval of By-law changes

Marketing/Recruitment:

- Phone calls to parishioners underway, facebook notice in weekly flier, in bulletin, administrative rights on facebook; potential signage discussed, intern/social media platform discussed

Long-range Planning: Stewardship Meeting 5/24/16, 6:30pm

Budget/Fundraising:

Fundraising Efforts: BWW 5/15, 10% all day, must have ticket, can be electronic, tuition assistance name change to Dollars for Scholars, steak fry (9/10/16?), bags tournament, car wash (5/22), brat fry, build community, 5K

Alumni Drive: postcard invite to graduation, move to May 2017, 1440 postcards to be sent

- **Fundraising/Marketing:** advertise events at parades?

BUSINESS:

School Lunch Program: full servings for all children next year

New Member Nominations: pastoral council will do announcements starting at next weekends mass, on same form, there will be nomination area for school commission

Principal's Report:

- **Professional Development:** Inservice and staff meetings must be done outside of school hours, advantage at SOTH is teachers who communicate and share ideas. Each year teachers develop a plan/goal, revisit at mid-year and re-evaluate at year end. Leisure reading pertinent to student development, binders with minimum requirements of writing, samples, observations, etc.
- **Enrollment Numbers 2016-2017:** added 2 additional 4K students
- **Mission Statement:** staff discussing with older students to have them come up with something under 10 words
- **Open House:** 5/15/16 between 8:30 and 10:30 mass
- **MAP & Iowa Basic Skills Testing:**
- **Dollars for Scholars:** at spring concert, free will offering basket

Next Meeting: Tuesday 6/7/16 at 6pm.

Parking Lot Items for June:

Commission Self-Evaluation

New Member Elections

Officer Elections-Chair, Vice-Chair, Secretary

Respectfully submitted,

Shannon Casper