

Shepherd of the Hills Catholic School

School Commission Minutes

Tuesday January 9, 2018 – 6:00pm

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

Members Present: Andy Rentmeester (Chairperson), Betsey Gitter (Marketing and Recruitment Chair), Christina Meyer (Secretary), Amy Royes (Principal), Helen Gilles (Vice Chair), Tim Hanlon (Pastoral Council Rep), Sarah Desiderio (Fundraising Chair), Joe Loehr, Libby Gnad

Members Absent: None

Other Attendees: Shannon Dorn, Maggie Osterholm, Tanya Rentmeester , Nici Colwin, Brittany Bengel, Robb Holden

- I. School Good News:
  - a. Catholic Schools Week is fast approaching.
  - b. Meeting for the faculty
  - c. Mapp testing-Amy and Robb are setting up Chrome Books for middle school which will allow teachers to proctor their own exams.
- II. Principal's Report:
  - a. Amy has been very busy with meetings
  - b. Meeting with Carrie Dassow (Plymouth School District Superintendent) went well. Carrie invited SOTH staff to a Professional Development workshop.
- III. Business-November meeting minutes approved.
  - a. Parent/Teacher conferences review
    - i. How was the new structure/possible improvements?
      1. Schedule times possibly 5 minutes
      2. Use student monitors
      3. Finish lengthy conversations at a different time.
      4. Need privacy zone for conversations
  - b. Extracurricular activity communication protocol
    - i. Amy needs to know of and approve all information
    - ii. Email addresses need to be protected
  - c. Pastoral Council-no report because there has not been a meeting. Tim will email Andy the pertinent points for school commission.
    - i. Amy and Andy want to know what Pastoral Council is contributing to meet the benchmarks of the plan
    - ii. Helen stated, “We are a community and communication”.

- iii. Does Parish Council want to see our progress toward benchmarks thus far or the completed plan towards the end of the year?
- IV. Standing Committee Reports:
  - a. Executive Policy-Helen and Andy met in December and looked at benchmarks
    - i. Helen will examine Bylaws and Benchmarks to ascertain if the two together are cohesive in order to approve the bylaws.
    - ii. Amy, Helen, and Andy will meet in February.
    - iii. Commission members will receive email ahead of meeting to be prepared for discussion.
    - iv. Question was raised if we need a policy handbook? Answer was no because we use the Archdiocese handbook.
  - b. Budget and Fundraising:
    - i. We are in need of a Grant writing committee.
    - ii. Sarah attended fundraising seminar provided by the Archdiocese and is implementing new ideas.
    - iii. Alumni drive will now be called the “Annual Appeal”.
    - iv. Dinner Auction is being held on February 24, 2018.
      - 1. Dinner auction committee meeting soon
      - 2. New item this year is the Golden Ticket available for purchase outside the auction.
    - v. Budget will need to be looked at soon.
  - c. Long Range Planning: almost complete
    - i. Amy is working with Carrie Dassow to establish a relationship.
    - ii. Teachers were licensed in CPR/AARD.
    - iii. Active shooter training is coming up.
    - iv. Amy handed out “Key Strategic Initiatives” and commission should read on own and discuss with Amy and Andy.
    - v. Andy shared that our Mission Statement should be on all our correspondence and part of our discussions.
  - d. Marketing/Recruitment:
    - i. Advertising for Catholic Schools Week is in some newspapers.
    - ii. January 28<sup>th</sup> is the open house.
    - iii. Student shadow days in February.
- V. Next meeting March 6th, 2018 at 6:00pm