

Shepherd of the Hills Catholic School

School Commission Minutes

Thursday September 7, 2017 – 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), Sarah Desiderio (Fundraising Chair), Christina Meyer (Secretary), Amy Royes (Principal), Joe Loehr, Libby Gnad, Helen Gilles (Vice Chair)- arrived late

Members Absent: Tim Hanlon (Pastoral Council Rep)

Other Attendees: Katie Schaalma, Meg Johlke, Kelly Johnson

- I. School Good News:
 - a. All teachers will now have a website for communicating and announcing homework, projects, news, etc.
 - b. Friday newsletter will be continuing along with teachers providing a newsletter.
 - c. Parent meeting:
 - i. Amy will present a power point on the new teachers.
 - ii. Gina Loehr will present a book fair from St. Ignatius Press.
 - d. Mom’s Group will be meeting on Tuesday’s from 2:15-3:00 beginning September 15th held in Mary’s Room. Organized by Gina Loehr.
 - e. Teacher Award to be implemented this year.
 - i. Awarded in the Spring
 - ii. Plaque permanently mounted in school
 - iii. Recommendations for recipient are required
 - f. New SOTH school song will follow tune “As One Family”.
 - g. Book Project-each quarter parents will be invited to school to hear their child’s own written stories.
 - h. We are called to serve with each grade performing a service project with a different focus as age appropriate.
 - i. October 5th St. Francis Cabrini is hosting a high school open house for 7th and 8th grade parents.
- II. Business-August meeting minutes approved.
- III. Parent Comments-post meeting minutes will be published for public perusal.
 - a. Volleyball coach addressed Commission with concerns about uniforms, school and parish team, and availability of support.

- b. School Commission discussed option of creating an Athletic Committee to assist the volunteer Athletic Director.
 - c. Pastoral Council Notes/Updates: No report
- IV. Standing Committee Reports:
- i. Executive Policy-Helen clarified that “policy” is not the same as “procedure”. We should be careful not to use these terms interchangeably.
 - 1. Archdiocese provides the Policy Handbook online.
 - 2. It was decided that Amy and Helen will investigate the Arch Policy and Libby will be a committee member.
 - 3. It was determined that there are differences between the handbook and website and these differences are in the “process”.
 - ii. Constitution and By-Law changes-Andy moved to make the SOTH School Commission meeting time bimonthly and if we need to be available we can meet in between the bimonthly meeting times.
 - iii. Salary Scale-need to check if Arch has a policy and if the Commission should be involved. Concerns on what the Commission needs to provide. It was discussed that using a “range” could be helpful.
 - iv. Sub-committee org chart including Home and School should be put on the website.
- b. Budget and Fundraising:
- i. Steak Fry is this Saturday and preparations are moving along.
 - 1. Run for the Hills will have a registration table at the event.
 - ii. Communicating with donors for requests is being worked on so donors are not overly contacted by SOTH.
 - iii. Question was raised on what is our actual fundraising goal for the year? Also, what fund is each event specifically designated for contribution.
 - iv. Sarah is going to the Arch for fundraising training.
- c. Long Range Planning: No report but the committee will be meeting soon.
- d. Marketing/Recruitment
- i. Radio ads will be promoting the Steak Fry, Run for the Hills, Chrome Books, etc.
 - ii. Yard signs have been placed welcoming new families.
 - iii. Catholic Herald will be coming to visit.
 - iv. Parent Ambassadors are contacting new families.

- e. Arch has demographics for houses in area for us to contact families with 3 and 4 year olds for playgroups.
- V. Next meeting November 7, 2017 at 6:00pm
 - a. SOTH Commission will try to meet the first Tuesday of the month except in January.