



CATHOLIC SCHOOL

Education Committee Meeting Minutes

December 18, 2018

6:30-8:00pm

The mission of Holy Spirit Catholic School is to serve God by providing a challenging academic education within the Catholic tradition.

Members in attendance: Meagan Bezeranski, Andrea Hoerner, Jenn Hopkins, Katie Jensen, Nat Peeters, Meghan Prah, Beth Wallace, Kay Woelfel, Mike Zuleger,

Members not in attendance: Bill Van Nuland, Patty Vande Voort, and Father Bob Kollath

1. Opening Prayer – Meghan Prah
2. Approve Nov. minutes... post on website with Principal's Report
 - a. post on website with Principal's Report
3. Business Manager's Report
 - a. Meeting with Patty regarding Parish Subsidy 12/19
4. Principal's Report
 - a. Marketing getting diocese support. Templates in Word document.
 - b. Goal- Jan. 16th to have all new marketing materials. Materials for tours and back of churches
 - c. Registration/Info Night
 - *Jan. 16th- 2 meetings, 8:00 am & 6:00 pm
 - *Jeanne Konwal to do a SCRIP refresher; MyScrip wallet- escrip
 - *Hoping for online registration
 - *Changing up middle school schedule next year
 - * How to get people to attend meetings...Raffle for money off tuition? 4k & 6th grade parents
 - d. Lack of background checks at diocese-108
 - *We had 1 volunteer not virtus trained
 - e. Donation for new youth bibles for middle school, & 40 addl. Bibles for gr. 2-5
 - f. New Math curriculum for next year "Math Expressions" 4K-2nd. Covered in budget.

5. Liaison Updates

6:55 pm

(if you have anything to share... 5 minutes each)

- a. Accreditation/Long-Range Planning – Bill Van Nuland
 - b. Athletic – Meghan Prahll
 - i. We made \$400 from Culvers Night. Thank you given to teachers & money deposited in athletic account
 - c. Development/Fundraising – Megan Bezeranski or Kay Woelfel
 - i. Mardi Gras: Donations are coming in and tickets are being sold
Looking for live auction/Big ticket items
 - d. Finance – Nat Peeters
 - i. Subsidy meeting tomorrow with Patty & Father
 - e. Home and School – Jenn Hopkins
 - i. *Magazine Sales & Simple Simon= \$6100
 - ii. *Request to be considered to give input for 2019-20 school year
Courtney Watry handles finances
 - iii. Jan. 30th Pizza Night/Open House- Bring a new family raffle
 - f. Marketing – Andrea Hoerner
 - i. New material ready in January
 - ii. Standardizing school logo
 - g. Policy – Katie Jensen
 - i. Series of policies found- need to be updated via adobe- Andrea
 - h. Technology – Beth Wallace
 - i. No Update
6. Discussion of 2019-20 School Calendar DRAFT
- a. Change in February- Two days off right before Mardi Gras
7. Discussion on 2019-20 Registration
- a. Online Registration
 - b. Question of total cost to educate a child...\$6100? (Nat will check into this cost)
 - c. Added goal- K-8 gr. to enrollment to letter
 - d. Add virtue training requirement to “Parent Involvement Program”- Remove Socials

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8. Other items...
 - a. **Contact Go Valley Kids**

*The Education Committee has set a **goal for the 2018-2019 school year**: to increase K-8th grade enrollment from 169 in 2018-19 to 180 students for the 2019-20, while retaining 90% of 2018-19 families.*

Additional Information: We will have copies of this agenda for all attendees, please print any other supporting documents if you would like them during the meeting.



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Principal's Report

December 18, 2018

1. Reconciliation

- a. The 2nd-8th grade received the sacrament of reconciliation from December 5th-7th during school.

2. Marketing Materials

- a. We will be having new marketing materials for the back of churches, website, Facebook, tours, etc. by the middle of January when registration starts.
- b. Marketing team has been working hard to put these together and started by gathering information from the teachers.

3. Registration/Info Night on January 16 @ 8:00 am and 6:00 pm ("Scrip 101" class offered at 9:00 am and 5:00 pm... hopefully)

- a. Online Registration
- b. Highlights of what we've accomplished this year (balanced budget, added counselor back in, maintained positive learning environment/school climate, new marketing materials, gaining trust back from parish from last year's budget shortfall, keeping childcare costs the same for 2019-20. The Athletic Committee is off and running with ordering new volleyball and basketball uniforms, volleyball standards, successful athletic teams, and gaining revenue from gym rentals.)
- c. Adding in Parent Involvement program to help build community and parents connecting with the school community
- d. Tweaking middle school schedule for 2019-20 school year to offer more classes
- e. \$100 off tuition raffle at both times for parents in attendance??

4. Open House/Family Pizza Night on January 30 from 5:00-7:00 pm

- a. Home and School is putting on this event
- b. All Interested families are invited to join us!

5. Peek into PreSchool

- a. We will be having several dates from 8:15-9:15 am
- b. Preschool 3- Feb. 4 & 8; 4K- Jan. 28, 29; Kindergarten- Jan. 28, 29

6. Safe Environment Update

- a. Green Bay Diocese did a thorough investigation (look up names for VIRTUS and did background checks themselves) to make sure all the schools/parishes are giving accurate information to the diocese about their employees and volunteers who come in contact with children. The diocese is now asking schools/parishes for specific names of all employees and volunteers, rather than just numbers. Here are the stats from July 2018 (2017-18 school year) ...
 - i. 2 Educators and 108 employees did not have a background check compared to 17 reported last year
 - ii. 488 volunteers who minister with children do not have a criminal background check compared to 121 reported last year
 - iii. 8 educators and 109 employees do not have VIRTUS training compared to 15 reported last year
 - iv. 520 volunteers who minister with children do not have VIRTUS training compared to 66 reported last year

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- b. Holy Spirit stats were that we had one volunteer not VIRTUS trained, that we sent name to diocese, which has now been rectified. All other information we were current and accurate on. We will continue to monitor this to make sure our students are safe at Holy Spirit.
 - c. Holy Spirit sent a volunteer Google sheet out to staff just to verify all our volunteers for this school year, even though we know volunteers need to be verified that they've had a background check and VIRTUS training
 - d. Just as a double check, this will also help us prepare for Volunteer Appreciation Day
- 7. Curriculum Review in Math almost finalized**
- a. Review Team – teachers who currently teach math are narrowing down between two series
- 8. Upcoming Events:**
- a. December 18 – 7th grade retreat
 - b. December 19 – Holy Spirit Staff Christmas Party
 - c. December 20 – Early Dismissal
 - d. December 21-January 2 – Christmas break
 - e. January 2 – All Day Staff PD – Alpha retreat
 - f. January 3 – Classes resume
 - g. January 16 – Registration/Info Night @ 8:00 am and 6:00 pm
 - h. January 18 – Early Dismissal & End of 2nd Quarter
 - i. January 30 – Open House/Family Pizza Night 5:00-7:00 pm