

St. John Vianney Parish
School Board
April 15, 2013

Members in attendance: Susan Koehn, Chair; Toni Kroepelin, Vice Chair; Anne Brown, Secretary; Bill Hattendorf, Parish Council Liaison; Andy Hillig, Heather Kormanik, Karen Parks, Kim Tallmadge, Heather Druley, Home and School Liaison and Pam Pyzyk, Principal.

Absent: Rob Durham

Guests: Abe Fisher and Ann Marie Hess

Faculty Representatives: Susan Knop and Jill Fischer Assistant Principal

Meeting began at 7:00 with a welcome and introductions.

1. Topics Discussed

- a. Open Forum - None
- b. Review of School Board Roster- Susan reviewed the School Board roster and the open positions.
- c. Review School Board Guidelines & Strategic Plan – The attendees read through and discussed the School Board Guidelines.
- d. Liaison Reports and Subcommittee reports
 - i. **Faculty Report** – Mrs. Knop reported that the teachers are currently previewing two new math series. The teachers are testing both throughout the month to decide which they will recommend. Mrs. Knop serves on the S.T.A.F.F. School, Theology and Faith Formation committee. She explained that there was a vacancy in the group due to Jill Fischer's departure and Emily Knippel has filled that vacancy. On April 25th there is an alumni retreat for that group.
 - ii. **Parish Council** – Bill reported that the playground structure was approved by the Parish Council at the last meeting. Also, the Parish Council discussed the organizational model (President/Principal) and it was enthusiastically supported. There was discussion regarding the budget and a discussion regarding tuition. The Parish Council believes that the current tuition is competitive.
 - iii. **Principal's Report** – Pam explained to the new attendees that the School Board had previously developed a Strategic Plan. This past year, it was decided that the Pastoral Staff members on the committees would identify 2 major goals (annual fund and marketing) for the year. Pam is

our Pastoral Staff representative. She provided background on the start of the Annual Fund. The goal was to raise \$50K, but to date we have surpassed that goal by raising over \$109,000. In addition, she shared the percentage of participation. Pam gave an enrollment update. We are currently at 476 students registered for next year. K4 – 4 openings; K5 – 2 openings; 1st – 11 openings; 2nd – 15 openings; 3rd -14 openings; 4th – full; 5th – 8 openings; 6th - full; 7th – 1 opening; and 8th – 4 openings.

- iv. **Advancement** – Toni reported that the Advancement Committee identified local real estate agents and will be providing copies of marketing materials including the Shamrock Success. At their last meeting they discussed festival marketing. They discussed table tent cans from last year and decided to use the opportunity to thank the parish for their support. Dr. Crosby will again donate the cans. In addition, they will have the buttons for volunteers to wear. During one of the masses, in a reverse collection, student written thank-you notes will be provided to the parishioners. They will be sending “Now Enrolling” postcard next week, targeting K4 -2nd graders in Brookfield and Elm Grove. Finally, they are discussing a promotional video. Karen Parks is spearheading this effort and presented the committee with 6 options. They continue to pursue 3 options. Harley Thomas and Natalie Prusko are also working on this. It is proposed that the School marketing budget will cover this expense, spread over two fiscal years (1/2 this years budget and ½ next year’s budget.)
- v. **Finance** – Heather reported that she and Pam presented the school budget to Parish Council’s Finance and Administration Committee. There was a discussion to increase the tuition by \$100 per family. Heather and Pam relayed the School Board’s position about how an increase would be received by families considering the successful Bids for Kids and the Annual Fund. Pam learned this afternoon that they will be requiring the \$100/family increase. This will be presented to Parish Council this evening for approval. The School Board maintains its position that the families may have a negative reaction to this increase and it could be detrimental to the success of the Annual Fund.
- vi. **Long Range Planning** – Survey will be sent to parents tomorrow and it closes May 3rd. They are finalizing the Shamrock Success. Nathan has completed and submitted the nomination of Mrs. Albright for the Catholic Financial Life Award. He is finalizing the nomination of Mrs. Kaminski for the Excellence in Math award which is due May 1st. Mr. Z

has not heard about his Grammy Music Educator nomination. Next meeting May 8th.

- vii. **Policy** – Anne reported that the Policy Committee is finalizing and hope to present at the next School Board meeting the Acceptable Use -iPad Policy and Field Trip Policy and forms. The Committee began its review of the Animals in the Classroom policy.

- e. Discussion: “What Went Well” (or didn’t) for School Board over the past year – Toni shared that having the middle school students assisting with the mailings was a huge success. The students receive service hours for this help. Also, she found success in engaging a number of people from outside the School Board on the Advancement committee. These resources have been extremely valuable. Kim was happy to report that the annual survey was approved because we were able to show the utility of the survey. Another positive element from LRP is the work being done on the teacher awards. Heather reported that reworking the registration fee to November has improved the budget process. Also, she stated she now has a better understanding of the process and will utilize the committee members more effectively next year. Anne shared that the Policy Committee tackled a number of new policies this year and updated others per the suggestion of the Archdiocese. Regret was not being able to attend to other “wish list” policies. The hope is to undertake these next year. Pam shared that the Annual Fund was successful and praised the Advancement Committee for its hard work in its marketing considering that most schools have declining enrollment. Susan shared that is has been fulfilling to work closely with Pam in her first 3 years as principal and help fulfill her vision for the direction of the school.
- f. Discernment - Abe Fisher was discerned as a member of the School Board. The other two open positions will be discerned at the next School Board meeting.
- g. Next School Board Meeting – Monday, May 20, 2013

The meeting adjourned at 8:20 with a closing prayer and sign of peace.