

Format for Committee Reports

St. John Vianney Parish

Name of Committee: School Committee

Date of Meeting: April 23rd, 2018

Members Present: Lynn Byrne, Chair
Barb Corby, Vice-Chair
Palma Forte, Secretary
Sara Dwyer
AnnMarie Hoyme
Jennie Minessale
Laura Russell
Karla Schmidt
Aimee Sullivan
President Pam Pyzyk, ex-officio
Principal Dan Demeter, ex-officio
Joann Cekanor, Pastoral Council Liaison

Members Absent: Amy Kelly, Home & School Liaison

Guests: Karen Coon, Pastoral Council
Susan Drees, 2nd Grade Teacher
Will Jackson, Physical Education Teacher
Patrick Bergin, Nominee
Gloria Goss, Nominee
Gregory Herrle, Nominee
Elizabeth Matzke, Nominee
Kelly Rauch, Nominee
John Sloane, Nominee
Anne Zitzer, Nominee
Doug Wildes, Pastoral Council

1. Topics/Issues/Projects/Strategic Plan Initiatives Discussed

School Committee Guidelines

- Guidelines were read out loud to help nominees understand the roles and responsibilities of School Committee. Each person took a turn reading a paragraph or two of the Guidelines. Lynn highlighted the Google Drive as an important aid in transition and continuity of leadership.

President's Report –

- Annual Fund Update - As of April 16th, the amount pledged to date: \$120,564.00 which is a \$2,215.00 increase from last month. The amount paid to date with pledge is \$102,132.36 which is a \$4,405.67 increase from last month. The total amount paid to date with no pledge is \$26,020.15. The total amount paid to date: \$128,152.51. If donors fulfill their pledge, we are currently trending at \$146,584.15. Letters to SJV grandparents are scheduled to be mailed on April 30, 2018. The cabinet is in search of new members for the 20189-2019 cabinet.

- Enrollment- Registration of current and prospective students continues to be an important focus. Current enrollment for the 2018-2019 school year stands at 323 students. For budgeting purposes we are using 340 students as our projected enrollment number. We still have 7 current students that remain uncommitted for next year. To date, we have filled 28/48 of our K4 spots and 30 of our K5 spots for the 2018-19 school year. First and fourth grades continue to be the grade levels where we need to be actively searching and recruiting additional students. There has been activity in regard to families requesting marketing materials and tours. We have interest expressed from families relocating to our area from Michigan, Minnesota, and California. Locally, we are working with families relocating from Lake Mills, Appleton, and La Crosse to mention a few. Currently we are actively working with families representing 16 possible prospective students.
- Staffing- Teachers received contracts prior to April 15th and all contracts are due by April 30th, 2018. The president/principal model will be replaced with a new leadership model. The position of school principal was posted on the archdiocesan website on April 16th, 2018. Search committee members have been identified and applications packets are beginning to arrive from interested candidates. The new pastor will be involved in the process. Pam Pyzyk will remain with SJV through August 31st to assist with the onboarding and transition to the new principal and pastor.

Principal's Report –

- Spring Map Testing- View this as an opportunity to showcase learning. To motivate students to do their best:
 - Notes of encouragement were written
 - Music was played every morning to energize students
 - Teachers created a motivational video for the students
- Safety Drill- All school evacuation drill to Brookfield Central will occur on April 27th. Police will be present to assist. Brookfield Central will evacuate to SJV in May.
- VBRD- Fourth Quarter assembly on the virtue of respect. Teachers will be conducting role playing scenarios, sharing strategies to show respect and how to avoid situations where disrespect could be a temptation. Eighth graders will also be leading virtue circles with their families in May.

Teacher's Reports

- Junior Achievement Program: Susan Drees, second grade teacher, highlighted the Junior Achievement program as well as the activities that the second graders have been participating in leading up to First Communion in May.
- CPR Training: Physical Education teacher, Will Jackson, explained that all 7th and 8th graders participated in CPR training which is now required by the State of Wisconsin.

Home and School

- Looking for a chair and vice chair for the 2018-2019 school year

Subcommittee Overview- Strategic Plan

- Each subcommittee chair used the strategic plan to talk about primary responsibilities and activities of their committee. The strategic plan highlights the work of the School Committee.

Calendar

- Pam reviewed the proposed calendar for the 2018-19 School Committee and subcommittee meetings.

What Worked/What Didn't Work Exercise

- Summary:
 - Worked Well:
 - Sending meeting documents in advance of the meetings allowing for time to pre-read and come prepared with any questions.
 - Open House dates moving to two night time sessions and eliminating the poorly attended daytime offering. Monday and Thursday evening worked well.
 - Long Range Planning updating the alumni database
 - 60th Anniversary Celebration
 - Table at PIN night to promote School Committee discernment.
 - Didn't Worked Well/Needs Improvement:
 - Reading School Committee Guidelines at April meeting with nominees. Recommended sending these in advance as a pre-read.
 - School DVD is outdated and will now need to be updated with new pastor and new school administrative team. Revenue is included in the budget to accomplish this.
 - Finding ways to build community so families want to be part of SJV.
 - Participation in Catholic Schools Week Open House was down. It was overshadowed by the 60th anniversary celebration this year. Many did not participate as they anticipated a large crowd for the blessing of the facilities and luncheon.

2. Decisions Made

3. Follow-up Work – Person (s) Responsible

Committee members will follow up with those nominees present to see if they have any further questions and to invite them to return to the May 14th meeting to discern for the School Committee for the 2018-2019 school year.

School Committee Guidelines will need to be edited and updated to reflect the discontinuation of the President/Principal model and to include the new leadership model when it is determined.

4. Next Meeting: Date/Major Agenda Items

May 14th, 2018 Discernment of new school committee members.

To: Pastoral Council

- **FYI. No action needed at this time**
- **Please put us on your next agenda. See attachment.**
- **We need direction, please. See attachment.**
- **Other:**