

# Parish Council Reports

## October 2016

### CHRISTIAN FORMATION:

Christian Formation Report

September 19, 2016

Attendees: Lynn Filak (NOTL), Brett Gelinsky (SA), Helen Bugni (SHJ), Ken Pfohl (St. P), Ann Tylenda (SV), Rebecca Scholz (Y/AM)

Absent: Vivian Roe (SHJ), Karen Bushman (ELEM), No Rep (IC)

A. Introductions - welcomed new members

B. Christian Formation Location for 2016-2017 at Sacred Heart of Jesus. Next Meeting will be October 24th at 6:00 PM

C. Agenda items should be emailed to Rebecca no later than the Friday prior to our meeting so a printed agenda can be created.

D. Nativity of the Lord Report

1. NOTL is redoing their “crying” room into a more welcoming family room. They are looking for Confirmation candidates or high school youth that are artistic to help paint. Youth will draw their idea and present it to parish council to be approved.

2. Parish Council is looking for youth to go out into the neighborhoods to hand out flyers for events and new mass times.

This unfortunately cannot happen as described because of Safe Environment issues along with insurance problems. Mary Jo Hallfeld who handles insurance questions has recommended against youth participation.

E. Sacred Heart of Jesus

1. STAA & Southeast Parish Cluster events sheets were distributed and discussed.

2. October 9th is all the first STAA mass at a parish. It will be at Sacred Heart

3. New Mass schedule at Sacred Heart will be 5:30 PM and 10:00 AM

F. St. Paul

1. Has Movie Nights every other Friday. These movies will be held in the church.

G. Saint Augustine

1. Combining Parish offices of IC and Saint Augustine into one which will be located at St. Augustine. Date for the move has not yet been announced.

2. Weekend Mass schedule has not been released. There has been some consideration that IC may host a Sunday evening mass.

H. Youth Ministry & Young Adult (Rebecca)

1. Middle School Movie Night

Success- 17 youth attended

Next movie night will be at Nativity of the Lord same night as Karen’s family night, October 14 6 – 7:30pm and is *Big Hero 6*.

2. High School

Working on a Mission Trip for this Summer 2017 to Nashville TN

Mission trip date is July 2-8

There are only 10 spots available for this first trip

### 3. Youth Ministry Count

- 65 youth. Count is up from last year
- Registrations have still been arriving in the office

### Young Adult

- I will be meeting with another young adult group that would like to become a part of Southeast catholic and work with us on events.
- In desperate need of money to fund Brewing the Faith. There are usually 70 young adults that attend. There are plenty of young adults that attend within the 6 parishes that go to Brewing the Faith.
- Fundraising will occur but other ideas for money are appreciated.

### 5. Website [www.southeastcatholic.org](http://www.southeastcatholic.org)

- Feedback received from parents has been extremely positive.

### I. Overall

1. Everyone agreed that there needs to be more organization and communication between all six parishes.
2. Secretaries should be communicating between each other on events that are taking place so that there is no conflict.
3. Suggested that Southshore cluster should have a monthly newspaper with all events to hand out to parishioners.

All Staff meeting between the parishes has been rescheduled. These ideas will be brought up at the meeting when it is rescheduled.

### Note from Karen

*Sorry I could not attend this first meeting due to a Safe Environment session at St. Jude. We had over 80 adults present. Here are my comments on the area of communication that had been brought up at the meeting.*

*1. In speaking with the parish secretary from St. Veronica, she reminded me that the cluster secretaries actually have a schedule of activities which is kept updated by Gerry Cofta and is accessible to every secretary. If a parish is holding an activity they are asked to have the secretary notify Gerry and it will be placed on this constantly updated document.*

*2. Conflicts of fish fry's, movies, and other events should not usually occur if the parish secretary receives the proper information from the committees and then relates that to Gerry and then it gets back to all of the parishes again. Of course, none of the parishes determines the date they want to hold an event based upon the other parishes so occasionally, there may still be overlap.*

*3. A copy of the current schedule that every secretary has available is attached to this email.*

Don't Forget – Trivia Night October 8; 7 – 9pm St. Veronica Johnson Hall. All proceeds support Southeast Catholic & STAA. Bring a team of 10 or join a team when you arrive. Hope we can have some lively “parish” rivalry!

Next meeting: **Oct. 24; 6PM, SHJ Office area.**

**Respectfully Submitted**

**Rebecca**

### **HUMAN CONCERNS:**

No written report provided.

## **FINANCE:**

Saint Veronica Congregation

Parish Finance Council

Meeting Agenda for Thursday, August 18, 2016

at 7:00 P.M. in the Parish Office Meeting Room

Attendees: Jeff Dereszynski, Don Schaewe, Jim Klajbor, Ken Widenski, Charles Short, Marie LePine

Excused: Sue Hills, Fr. Carmelo

I. Opening Prayer (Jim)

II. Approval of the Previous Meeting's Minutes – Minutes were approved as is.

III. Parish Accountant's Report

A. 2015-2016 Fiscal Year Overview - The financial report was completed. Charles met with Archdiocese today and they approved the report. Charles will pull all reports and go over the numbers and it will be ready to send. Ken questioned the placement of the restricted funds on the report. It makes it look like we lost money we didn't lose. If it were not for the two bequests, our budget would have been in the red for the year. The report will be sent to the parish council which meets on the second Wednesday of the month.

Fr. Carmelo will need to determine how he would like to share with the parishioners.

B. Overview of Monthly Financial Report – We did not reach our goals on envelopes – attendance is down this year. Discussion ensued regarding financials for the month. Need clarification on how expenses will be shared between parishes. May not match with how the budget was planned.

IV. Parish Administrator's Report – no report

V. STAA Report

A. School Budget Update - School owes money for June – uncollected monies on the budget.

B. Use of Endowment to Purchase Chromebooks – Discussion about use of endowment funds to purchase Chromebooks. It was determined this is an operating expense and consideration should be given for money to be taken from tuition or be taken from school operating funds. The council unanimously recommended that the Chromebooks not be purchased using endowment funds.

VI. Old Business

A. Update on church and school facility and security projects – no update

B. Update on repair of icicle damage – no update

C. Update on church vestibule speaker – no update

VII. New Business

A. Installation of Cell Tower on Parish Property – US Cellular asked about building a cell tower on St Veronica's property. Discussion ensued – it was determined we are receptive to investigating the potential placement of a tower; however, we will need a proposal with more details, including where the tower would be located on the property, and total indemnification against all potential issues pertaining to any liability that could be incurred due to the tower. It was determined we would not agree to have anything attached to any of our buildings.

B. Church Sound System – Issues have been raised about the sound system as some people have expressed concerns about being able to hear clearly. Due to the church architecture, we may not be able to improve upon our current set up without great expense. It was suggested that some of the echoing may be due to the sound being turned up too loud.

C. Payroll account on balance sheet – There was a payroll account on the balance sheet and payroll was moved. Need to be able to close this account. The Committee agreed to close the account with the stipulation that we need a paper trail of how we accomplished this.

D. CD Rollover – Agreed to rollover – it will go until 11/11/2017. A question was raised about whether the interest was being applied appropriately – this will be investigated.

VIII. Closing Prayer (Jim)

## **WORSHIP:**

## **STEWARDSHIP:**

Stewardship Meeting Minutes

September 22, 2016

PRESENT: Fr. Carmelo, Judith Schenk, Eric Schmidt, Lillian Ciske ABSENT: Kathy Kaiser and Robin Decker

- 1) Meeting opened with a prayer at 6:40 PM provided by Eric Schmidt
- 2) Judith Schenk added “Procedure for Website updates” under “New Business”
- 3) Old Business:

Goals and Objectives for 2016-2017 – (based on South Shore Parishes – Profile and Possibilities - *Stewardship*):

Observations: (Page 12):

RE: #2 – “...1/3 of the parish households do not contribute financially to the parish.”

#3 – “There are identifiable transition of risk times among parishioners which can present the occasion to end active involvement or membership itself:...”

#5 – “Studies have indicated that parish bulletins still reach 2/3 of the parish population.”

#7 - “Based on Mass attendance numbers, some parishes have already reviewed parish Census of registered parishioners and others have not done so for some time.”

Affirmations: (Page 12):

RE: #2 – “Several parishes have welcoming processes for new parishioners.”

#3 – “Sacred Heart has developed and is working on a stewardship plan.”

## **GOALS AND OBJECTIVES:**

- 1) *Propose to make a better use of the Parish Website as follows --- suggestions by all*
  - A. *Update more frequently*
  - B. *Put Bulletin link back on the Home Page*
  - C. *Use as Communication tool*
  - D. *To get a Parish Census*
- 2) *Develop a new structured Welcoming Program for welcoming all, not just new Parishioners.*

*(Suggested by Judith Schenk)*

- A. *Explained the present Welcoming Program on 5<sup>th</sup> Sunday of the Month to Fr Carmelo.*
- B. *Ministry Catalog is available in place of the former Parish Directory – suggestion a link Be placed on the Website.*
- C. *A Card with important numbers, who or where to go for answers to Parish questions.*  
*(Suggested by Eric Schmidt)*
- D. *A refrigerator magnet with info and Mass times. (Suggested by Judith Schenk)*

3) *Develop a Stewardship Plan (Judith Schenk)*

- A. *Look at the Archdiocese directions on Time & Talent Form*
- B. *Give names of potential Volunteers to Liaison of Commission to take to Ministry Head.*
- C. *Next Time & Talent Campaign in Spring at Easter and Treasure Campaign in Fall.*

4) *(Mid-range Goal)*

- A. *Attend Archmil Seminars built around financial campaigns*
- B. *Suggested - Pulpit Announcement thanking people for filling out the FORM*
- C. *Offertory collection from St Veronica Parishioners attending another Church in Cluster- Envelopes go to Parish of designation and loose money to Parish attended.*

5) *(Long Term Goal) Planned Giving Program (Living Trust or after death donation)*

4) *New Business:*

Parish Cluster Meeting

- 1) *Bulletin Announcements & Pew Sheets are all ready for Oct 1<sup>st</sup> weekend.*
- 2) *Judith will give talking points to Fr Carmelo for Pulpit Announcement*

Financial Renewal Fall, 2016

- 1) *Father suggested a separate meeting with Finance Committee – 1<sup>st</sup> week of Nov.*
- 2) *Proposed new form to include breakdown of money divisions – Eric will send copy of Fr Mark's letter and old form to Fr Carmelo.*

Reports from sub-committees – not addressed

“Internship” for Social Media - Eric explained his proposed plan to Fr Carmelo – will take it Under advisement.

Procedure for Website Up-dates – We explained to Fr Carmelo the difficulties with Office Staff on timeliness. He will address the issue with them.

5) Closed with a Prayer at 7:50 PM

**STAA:**

**STAA Advisory Board Meeting Minutes**

**Date: September 21, 2016**

Present: Dan Heding, Principal Kristine Fleis

Rachel Arndt, Chair Jessica Sierszen

Matt Kuspa, Vice Chair Juan Hernandez

Brian McManus, Secretary Kathy Butch

Fr. Carmelo Guiffre Patti Szymanski

Vivian Roe

Absent: Fr. Arul Ponnaiyan Fr. Philip Schumaker

### **1. Opening Prayer**

- a. Meeting called to order by Rachel Arndt, Chair.
- b. Meeting was opened with a prayer led by Dan Heding.

### **2. Approval of Minutes**

- a. Minutes were approved electronically from prior meeting (and provided previously).

### **3. Guests**

- a. Vivian Roe attended as representative of the Communications Committee. The only other committee representatives were the Board members of the standing committees.

#### **b. Parent Forum:**

- i. A suggestion was brought to the Board regarding recitation of prayers before Athletic events. The primary focus here was for prayer before STAA-hosted Athletic Tournaments (Prayer for Athletics). Discussion was also about encouraging coaches to host prayer for our team before all athletic events, not just the hosted tournaments. Decision was made to recommend this topic to the Athletic Committee.

### **4. Pastor Report – Fr. Carmelo**

- a. Fr. Carmelo met with the Chancellor for the Archdiocese to discuss and better understand the bylaws for the endowment fund. Specifically, the focus was on clarification as to what exactly the funds could be used for. It was clarified that the funds were only able to be used for educational purposes (and not such things as capital improvements, etc).

- b. Additionally, Fr. Carmelo met with Don Dreis of Seton. A focus of this discussion was the allocation of payments for maintenance projects at the school. Currently, the school does not have a maintenance fund. At this point, Seton stated they are prepared to be helpful for emergency needs and that they will be working on putting together a maintenance plan for the schools.

- c. The approval was provided to release the money required for the Chromebooks. The first half is now being ordered.

- d. Pet Blessing was set up for October 3rd at 3:15.

### **5. Principal's Report – Dan Heding**

- a. See Principal's report previously submitted to the Board by Mr. Heding (attached)

- b. Chromebooks have not been ordered for the middle school students as a result of the funds provided by the Endowment Committee.

- c. Audit being finalized, however, it appears that after the final audit expenses, the school will show a \$35M surplus from last year. Question arose about who is in control of this money, the school or Seton? However, as this surplus arose directly from the schools and prior to Seton transition, this money appears to be staying with STAA (some of the proceeds likely to be used to fund the rest of the Chromebooks cost).

- d. The budgeted enrollment number was hit for the year, however, the number of Choice students was below budget. The budget included a projection of 135 Choice students and only 126 were enrolled.

### **6. Old Business**

- a. N/A

### **7. New Business**

- a. As noted above (under Parent Forum), a motion was made to recommend the Athletic Committee take up the request for prayer before STAA athletic events. Motion moved by Matt Kuspa and 2nd by Juan Hernandez; vote was unanimous

- b. Dan Heding presented a topic regarding presentation of DIG magazine. There was a recommendation to continue to present this magazine in the school library (which the children

read regularly). However, a particular issue with Olympic coverage included some pictures that may not be fully age appropriate for the entire student body. Continued discussion on censorship vs. appropriateness was had on this topic. No specific vote for recommendation to present/withdraw was held on this topic.

c. Juan Hernandez brought up the topic of an official form of communication between the school and families.

i. With the move away from SchoolSpeak there has been much confusion amongst the families with regards on how to communicate with the school. This situation is still being finalized but PowerSchool communication module is about ready to get rolled out.

ii. Additionally, there was discussion about the STAA Parent's Facebook page. Many families are using this as the de facto communication to/from the school. That was not and is not the intent. Clarification will be made on the page to direct families to the school website and that this website is not the official communication from the school.

See further discussion below under Communication Committee.

d. Juan Hernandez also suggested that the Board consider a future sub-committee for IT. This committee would be used to review (or create) suggestions for potential IT requests for the school as well as the fundraisers to pay for these requests. It was suggested that this could be a collaborative team between committee volunteers and student volunteers who could then have a voice as well.

e. A discussion on Capital Improvements was presented by Dan Heding. Each of the Seton Schools received some sort of enhancement/improvement. STAA requested, and was approved, to receive a new intercom system.

i. There are currently bids being received and reviewed for the installation of this system. The new system will be a VoIP system that allows for better (and remote) communication options. There was an initial bid for a system that the school had obtained, however, Seton was more interested in getting additional bids from a larger, professional contractor to do the install. Final ETA for completion was not yet determined.

ii. A question was also asked about a list of all needed capital improvements for the school. There is an older list, which will be presented, however, all the related costs are not yet included. This will be provided to the Board for review. Discussion about potential participation in the PACE program was presented by Brian McManus and will be discussed further once the capital improvement list is finalized.

**8. Standing Committee Report** – *prior to beginning of committee presentations, it was noted that the purpose is to work to get standard reports from each of the committees and to get a feel for the committee's makeup. The Board would also assist in finding ways to encourage additional volunteer participation with the committees.*

a. Communication

i. Report presented is attached

ii. Committee is headed by Sheri Reichert and Vivian Roe (in attendance).

iii. The primary issue presented by the committee is issues and confusion around the various communication portals since the Seton transition. The primary issues being encountered were the following:

1. There has been a struggle in finding a consistent medium to communicate with all the school families (current and new families). The transition to Seton and the step away from SchoolSpeak caused numerous issues.

2. New email addresses for staff. There was confusion around this topic and minimal communication to the parents on this. Families were confused on how to correspond with the faculty. Follow up: Mr. Heding issued a complete list of

the faculty/staff email addresses to the school families on September 22nd.

3. Continued confusion around lunch payments. These were previously paid online through SchoolSpeak, which is no longer an option. While the staff has done a good job communicating/providing envelopes/etc, families were struggling to understand their current balances.

4. Tuition payments were also a point of frustration. Some parents were making payments in the spring for the upcoming year and were unable to see this activity reflected on statements, which was causing nervousness and frustration.

5. Facebook parents' page has presented an issue to families. While it is a great communication tool that is utilized, too many families are mistaking this for the official communication from the school.

a. Discussion was had on potentially shutting down this page. The consensus seemed to be that the page seemed to be beneficial, but a renewed emphasis will need to be made to clearly articulate that this is NOT an official school page.

6. Questions abound from families as to the status and readiness of this Seton transition.

iv. Suggestions provided by the Communications Committee included:

1. Clarification that the Facebook Parent's page is NOT the official school page and that families looking for school communication be directed to the STAA website and official emails from the school.

2. Committee has requested a list of all the new families. Given the early breakdown in communication with the transition, the committee wanted to directly reach out to the new families to help to answer any questions about the school.

3. Reminder of the importance of the weekly school newsletter. While the first issue went out, there was a 2 week period without a newsletter. Reminder that it is important that this is consistently delivered on a weekly basis.

v. All Communication Committee meetings will be held in the school library. The dates are accurate as listed in the attached report.

b. Development

i. Report is attached and presentation by Rachel Arndt

ii. Discussion focused on clarifying the role for this committee.

1. The importance of this committee has waned as the school's fundraisers have been driven by the Soles 4 Schools and Auction events, each with their own committees.

2. The Board feels at this time that it does not make sense to dissolve this committee, but rather to refocus the various events/fundraising activities under this committee.

iii. It was discussed that the committee should still be involved in all fundraising activities for STAA.

1. Further discussion centered on whether to formally move the above event committees under the direction of the Development Committee. It was suggested that the committee itself should discuss this topic at its next meeting.

2. Additionally, it was suggested that the committee also look at potentially new sub-committees for untapped financing sources. Potential opportunities included an Alumni Appeal and Capital Campaign.



c. Endowment

- i. Report notes compiled by Patrick Fleis.
- ii. There was discussion about potentially making this a special committee, rather than a standing committee of the Board. At this time, the consensus was to maintain this committee as a standing committee, however, this would only meet “as needed”. At minimum, there would be an annual report to the Board with the investment results.
- iii. Potential change in by-laws may be required as a result of this change – to be reviewed
- iv. Matt Kuspa volunteered to serve as Board representative to this committee.

d. Policy

- i. No report presented
- ii. Still working on adding to this committee. At this time, it includes only 3 members (Jessica Sierszen is the Board representative on the committee).
- iii. The group focuses on the handling and updates of the school handbook, the committee by-laws, and other policy questions or changes as requested by the school principal.

## **9. Special Committees**

a. Athletics

- i. See attached report provided and presented by Kristine Fleis.
- ii. Kristine acknowledged the work and roles provided by the coaches and volunteers for these programs. There is a lot of time and effort that goes into the athletic program at the school.

iii. Important Note: Volunteers

1. As can be seen in the attached report, there are significant and numerous tasks taken on by each of the committee members (not counting the actual coaches and volunteers). Athletics is a volunteer-heavy program as there are constant activities every single week (and often more than once per week) through the entire school year.

2. There is a continued challenge to getting more members onto the Athletic Committee. With turnover of students, nearly 30% of the committee will be leaving next year and without fresh turnover on the committee, the availability of these programs could be in jeopardy.

3. Further, while all families of student-athletes are required to complete volunteer shifts, this continues to be a constant struggle. This is a topic that needs to be addressed as many people don't complete the shifts and the burden falls on the same core set of volunteers/committee members. Message needs to be consistent that without volunteers, there is no athletic program.

iv. Student / Parent accountability

1. Also, it was discussed that maybe there would need to be a student contract in place for all student-athletes. Further discussion on this will take place going forward with examples being presented before any decisions on this are made.

v. Discussion around a standard enrollment period for sports/uniform pick-up/etc.

1. It appears that the trend is to be overly accommodating to family schedules. The result is additional stress on the volunteers. Parents miss enrollment dates, uniform pick-ups, volunteer shifts, etc.

2. School may consider going towards a website-based enrollment for sports and that the students must be enrolled by a certain date. Additionally, if families miss the pick-up times for uniforms, etc, they will be required to set up a time to pick that up at the school. There have been instances of our committee volunteers doing drop-offs when the families missed the scheduled times.

Need to move to a more standardized process as this is taxing our volunteers.

b. Home & School

i. Presentation by Jessica Sierszen.

ii. H&S Committee has now laid out its programming for the whole year.

iii. Volunteer response has been strong for the committee, however, help is always needed for the actual events.

iv. One issue is that there has been limited access to the school for these events due to no key. Note in Announcements below that the chairs of the committees have now been presented with key fob access to the school.

v. One other situation is that there is a very tight budget (\$1,000 annually). Committee was looking for ways to supplement this as it appears that the committee members have been subsidizing a number of these events personally.

1. Mr. Heding made note and mentioned that this will be discussed before finalizing the budget next year. There is likely ability to increase the budget, but the committee needs to recommend a level prior to finalization of the budget.

c. Teacher's Report

i. See attached report provided to the Board by Joan Roth.

d. Motion to approve moving on without reports by Juan Hernandez; 2nd by Kathy Butch. Unanimous approval.

**10. Announcements / Special Presentation**

a. The Board was informed that the chairpersons from each committee should now have been presented with a keyfob for access to the school for meetings.

b. Kristine informed the Board that the 8th Grade Girls Volleyball Tournament at STAA was a fundraiser for breast cancer and that all the proceeds were being donated for this cause.

c. Dan Heding announced that the school theme for this year is "Seek God in All Things".

**11. Closing Prayer**

a. Group prayer – Our Father

**12. Adjournment**

a. Motion to adjourn by Matt Kuspa; 2nd by Kathy Butch.

Presented by: Reviewed by:

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Brian McManus, Secretary Rachel Arndt, Chair

STAA Advisory Board

September 21, 2016, 7:00 pm, Assisi Center, St. Veronica

**Agenda**

1. Opening Prayer (1 min.)

2. Approval of Minutes (0 min.) Electronic approval

3. Guests (10 min.) Information Item/Action Item

a. Round-table introduction (Committee Chairs will speak during Reports)

b. Parent Forum Topic(s):

i. Prayer before Athletic s Tournaments hosted at STAA.

4. Pastor Report (5 min.) Information Item

5. Principal's Report (5 min.) Information Item, Attached

i.

6. Old Business (5 min.) Information Item/Action Item

7. New Business (10 min.) Action Item

8. Standing Committee Reports (30 min) Action Items

a. Communication\* *No Report*

- i. Chair Sheri Reichert
  - b. Development\* Attached
  - i. Chair Rachel Arndt
  - c. Endowment\* *No Report*
  - d. Finance\* *No Report*
  - e. Policy\* *No Report*
  - i. Chair Patrick Fleis (*excused*), notes will be sent.
  - 9. Special Committees (20 min.) Action Items
    - a. Athletics\* *No Report*
      - i. Athletic Director Terry Kirby
      - b. Home & School\* *No Report*
        - i. Chair Angela Sobek (*excused*) Jessica Sierszen will represent.
        - c. Teacher's Report\* Attached
          - i. Representative Joan Roth
  - 10. Announcements/special information
  - 11. Closing Prayer (1 min.)
  - 12. Adjourn (1 min.) Action Item
- \*Committee Chairs who are not Advisory Board members are not required to attend Advisory Board meetings unless requested, but should submit a report in their absence.

**Athletic Committee:**

**\*\*Kristine Fleis will be our representative this year for the Athletic Association.**

\*\*Current Roster of committee members is:

- Terry Kirby - Athletic Director
  - o Oversees the committee and duties of the committee members.
  - o Religious Educations - Liaison between the committee, coaches, and the Religious Education Director and the Families.
  - o Concessions - Buys all concessions for the Concessions stand.
- Melody Kawczynski - Assistant Athletic Director –
  - o Oversees the committee and duties of the committee members in the Athletics Directors absence.
  - o Soccer Coordinator - Coordinates all soccer related items including teams K4 - 8th grade. Insuring adequate information is related to all coaches regarding games and practices.
  - o Volunteer Coordinator - Tracks all parents/guardian volunteer shifts completed for the sport season. Set up Sign up Genius on line for parents/guardians to sign up for their gym shifts . Sends out reminders of their upcoming shifts.
  - o Score Keeper Coordinator - Sets up Sign up Genuis on line for kids to work the scoring table at home games. Sends out reminders on line of their upcoming gym scoring duties.
- Alan Johnson – Finances
  - o Handles all money related items. Deposits money, withdrawals money when needed and writes checks,
- Lori Lindholm - Fundraiser Coordinator –
  - o Set up and organizes Fund Raisers in our area so we can purchase new uniforms and equipment for our Athletic Teams.
- Kristine Fleis - Volleyball Coordinator and Tournament Coordinator
  - o Organizes the Volleyball teams. Is the Liaison between the Parkview Parochial League and the Volleyball Coaches. Organizes volleyball tournaments and communicates between the Athletic Committee and coaches.
- Robbie Lloyd - Basketball Coordinator –

o Organizes the Basketball Teams at STAA. Liaison between the Parkview Parochial League and the STAA Basketball Coaches. Organizes Basketball Tournaments held at STAA.

Melanie Kwasniewski - Secretary –

o Writes minutes during our meetings. Communicates on School Speak regarding any Athletic events, time of games, practices, upcoming schedules, etc...

Kayla Klug - Uniform Coordinator –

o Organizes uniform pick up. Keeps track of whom borrowed the uniform and when it was returned.

Ryan Kwasniewski

Jon Greenberg

Audra Finnegan

Patrick Fleis

\*\*The Athletic Committee meets every Third Monday of the month at 5:30 in the STAA Library.

Meetings

usually last 1 to 1 1/2 hours in length.

\*\*Since our last meeting in July we have completed the following:

Organized Volleyball teams and practices for participation in games with the Parkview Parochial League for 6th and 7th grade girls.

Established volleyball tournaments dates and times for 5th - 8th grade. Including our annual 8th grade Breast Cancer Tournament in which a portion of our profits is donated to a local Breast Cancer Charity or someone in need.

Ordered and received new Soccer and basketball uniforms for both girls and boys.

Organized Soccer teams and practices for participation in games with the Bayview Parochial League for grades K4-8th.

\*\*Planned Events for the Upcoming Year include:

Organizing Basketball teams for both boys and girls in grades 5-8th.

Organizing Basketball tournaments for each grade level for boys and girls.

No real Big events planned as of yet for the school year.

\*\* A huge challenge is trying to have parents/guardians join the Athletic Committee. This has been an ongoing issue for years now. We need more parents on this committee to run more effectively without burn out of the handful of members we have.

\*\* Another Huge Challenge is trying to get out parents to complete their volunteer shifts in the gym, concession area or admissions at games. Currently 3 parents on the committee of 11 will be leaving next year. That leaves on 9 committee members left. We need to recruit parents now in preparation of this.

Thank you!! If you need anything else please let me know.

Terry Kirby

Athletic Member

414-617-5404

Communications Committee:

Good evening,

Please see responses below -

A current status update of committee's work since the June 2016:

Since June of 2016 we have participated in the St. Paul's Parish Festival; Humboldt Park's 4th of July Parade; South Shore Farmers Market; Chill on the Hill; Bay View Bash

A current roster of all committee members:

Vivian Roe, Sheri Reichert, Laura DeStefanis, Renee Anderson, Jenny

Foyer

A brief outline of the roles & responsibilities of a committee member and the skills you are seeking in new committee members:

participation in the events that the Committee plans for the school year and Summer;

someone who is outgoing and willing to be an advocate for the school in the community

List of upcoming meetings (date, time, location):

meetings are held the second Tuesday of the month from 6:30pm-8pm in the school library

(the meeting for this month, September, is being held the third Tuesday due to scheduling conflicts)

9/20/16, 10/11/16, 11/8/16, 12/13/16

List of planned events/activities for 2016-2017 school year:

we are in the process of confirming dates of All School Masses and Give Back to the Parish Events; St. Francis Christmas Parade

Outline of challenges and/or assistance needed:

getting new members to join the committee;

getting STAA families to participate in All School Masses

If you have any questions, please let me know.

Thank you,

Sheri

### *Principal's Report*

#### *Advisory Board 9/21/16*

*STAA is now fully operating under Seton Catholic Schools and things are beginning to smooth out quite a bit. Business operations and finance managers at Seton have trained Janine and we have already made our first major deposit. Seton will be utilizing a courier service to transport funds to and from the school.*

*Our teachers continue to make extraordinary progress in their work with instruction and curriculum. Students have shown progress already in their participation and engagement in the classroom.*

*MAP testing has concluded and we will begin the process and reading and analyzing the data. We are also working to complete the Fountas and Pinnell evaluations to then see where all students are instructionally. We will then prepare an evening of data analysis for parents.*

*We are making progress in acquiring Chromebooks for our middle school students. The Endowment Committee, primarily Patrick Fleis, has worked to resolve the issue with the trustees at St. Veronica and has made great progress. We are also awaiting the finalization of the July Choice Audit report to see what surplus amount may be usable as well.*

*We are nearing completion of the PowerSchool system. I will be testing the communication module next week which puts us another step closer to laying it out.*

Dan

### STAA Development Committee Report

August/September 2016

A small-group meeting regarding the Catholic School Soles walk scheduled for September 2, 2016 was cancelled and has not been rescheduled.

Per request from STAA Board, please note the following:

**Current Status Update:** There has been no activity since 2016.

**Current Roster of Committee Members:**

Rachel Arndt, Chris Plamann, auction committee, Soles Walk chair/committee

**Brief outline of roles and responsibilities:**

Plan and execute parent/volunteer directed fundraisers, such as the Soles Walk and Auction, in addition to one-time, small-scale projects on an as-needed basis.

Volunteers on this committee often have experience or skill in: event planning, marketing, budgeting/accounting, small business operations, networking, sales, may have community connections, and or non-profit management.

Skills that are valuable: party planning, ability to recruit volunteers, able to ask for support, graphic design, web-design, photography, decorating, creativity.

**List of upcoming meetings:** None scheduled at this time due to high engagement with ad hoc Auction committee and Soles Walk being a single chair. This will need to be addressed. If Auction Committee is a function of this larger Board Committee, then regular meetings should begin soon.

**List of planned events/activities for 2016/2017:** If included in Development, Soles Walk on 10/15/16.

Auction: Spring 2017 TBD

**Challenges Faced:**

How can Development Committee be more cohesive now that STAA has moved to fundraising model that includes only two large events per year?

How to engage Soles Walk and Auction as functions of Development Committee so there is better reporting to Board and Finance, better oversight

Recruiting new members can be challenging because of the time commitment and special skills needed.

How to engage more “special projects” like: grants, one-time funding or sponsorship opportunities, small projects like box tops or social media campaigns?

How Soles Walk and Auction chairs/co-chairs are chosen, by committee or by appointment?

Teachers’ Report – September 21, 2016

The teachers attended the Seton Academy at the Archdiocese during the week of August 15th. It was quite an intensive 3 days in which we learned many strategies to engage our students as well as ideas on how we can better meet the needs of students at all levels. Our professional development continued the following week in our own school.

Parent Night was held on Wednesday, September 7. There was a great turn-out. All of the parents first met in the church to hear a presentation by Mr. Heding. He gave an overview of the changes that will be happening at STAA. Afterwards, the parents proceeded to classrooms to hear information and learn expectations from their children’s teachers.

MAP testing for grades 1-8 has just been completed. This assessment will be given 3 times a year. The scores give an indication of the levels of the students in math and reading as well as a break-down of specific strengths and weaknesses students may have. Instruction will be designed around the results, and goals will be set for student growth.

We have started the Fountas and Pinnell assessment. This system will help us to determine student’s independent and instructional reading levels. The Fountas and Pinnell Benchmark Assessment System will help teachers plan meaningful instruction at each student’s level.

Our first Generous Jean Day will be held on September 27th.

Grandparents’ Day will be held on Wednesday, October 12th.

□ October 13 and 14 will be professional development days for the teachers. October 13 will be a Seton Day at the Archdiocese, and October 14 will be Teachers' Convention held downtown.

Submitted by: Joan Roth, STAA fifth grade teacher

**ARCHDIOCESE PARISH COUNCIL:**

**District 15 APC**