

## School Board Meeting – May 22, 2018

**Attendees:** Barb Haase, Jennifer Nampel, Jill Kaufmann, Deb Hankes, Tracy Gundert, Tricia Cargen, Jennifer Wendorf, Greg Steil (Parish Liaison)

**Meeting was called to order at 7:03pm.**

**Introduction of Guests:** Jackie Lockwood, Megan Meyer, Dona Turner, Loreli Jenkins, Susan Pokey, Tina Ellefson, Peggy Scott, Barb Kalscheur, Joe Seufzer, Jenny Merrill, Jennifer Crombie

**Review and Approval of April 2018 Minutes:** Jennifer Wendorf's name was omitted from the April minutes. Revised minutes were approved by Jennifer Nampel and seconded by Jennifer Wendorf.

**Audience Comments/Eyes & Ears & Correspondence:**

No correspondence

Joe Seufzer commented on the SKDS alumni he sees while at the Beaver Dam High School. He can pick out a SKDS student because they distinguish themselves so well.

Mrs. Kalscheur commented on what St. Katharine Drexel School has continued to be since her kids attended and through her teaching at our school. 1. Faith – why we send our kids here, greatest gift a parent can give a child. 2. Liturgy practices. 3. Teachers who care about their students and go above and beyond every day. 4. Families who love their kids and work with the school. 5. Ongoing formation for teachers. 6. Ms. Haase's servant leadership; never gives up on students; open door policy. Prayer is to continue for the unity between parents, students, faculty, parish.

**Pastor's Report**

Father Mike will be meeting with Home & School and Band regarding the plans for the gymnasium and lobby with the renovations. The architectural aspects of the project will be worked on this summer. The project will be put out for bid by next December if enough money has been raised. We did very well in the capital campaign. \$3 million is needed for the renovations and we currently have \$3.2 million pledged. \$1.5 million needs to be in the bank before the project can begin. The fire department will be using two of the parish owned houses on James St. for training exercises. The houses will be burned down the Monday after school is done for the year. We are trying to avoid distracting school/students. The fire department has been conducting training exercises in the houses. There may be some inconvenience with the teachers' parking lot.

Unfortunately, the golf outing will not be taking place this year.

The Milwaukee Archdiocese will be holding the Amazing Parish Conference October 17-19. Each congregation's pastor will be bringing a team from their parish. The conference is designed to experience how a leadership team operates and how it can best service its parishioners.

### **Administrator's Report**

8<sup>th</sup> grade graduation is Thursday, May 31 at 7pm. Pictures will be taken at 6:30pm. A reception will take place immediately after church/ceremony.

Field Day/last day of school is June 1.

The final awards ceremony will be held on Friday, May 25, immediately after Mass.

**Family Communication:** Pages 11 and 12 in the family hand book discuss the lines of family communication. To facilitate matters and to prevent confusion as much as possible, any time a parent/guardian has a question/concern, please address the matter as follows:

1. Be sure the information you have received is accurate. There is usually more than one point of view. Ask for clarification.
2. FIRST, approach the individual (teacher, coach, counselor, etc.) with whom the question/concern lies.
3. At times, several contacts may be necessary to ensure a complete understanding of the matter.
4. If after you have followed the above, and no action is undertaken, contact the principal.
5. Your final contact, in the event you are experiencing difficulty coming to a resolution, is to contact the pastor.

Ms. Haase passed out examples of the routine communication that our teachers distribute to parents/students. Parents should inform their child's teacher how they prefer to communicate. Examples of communication are texts, phone calls, emails, face-to-face conferences, sit down meetings.

A question was raised concerning if you don't know what to ask for. If you are not sure how your student is doing. Fr. Mike gave examples of ways to present questions to teachers if you do not know if you are on the same page. A second set of eyes may also help. Speak with a teacher from a previous year or a teacher your child will have in the future; it does not just have to be the current teacher. Sometimes it takes more than one sit down meeting to find out what is absolutely going on.

Policy concerns should be brought to the school committee (official name of the school board). From there, the principal brings the items back to the teachers. Archdiocese resources can also be brought in. Mrs. Kalscheur commented that parents should come to the teacher right away and sit down to meet. It is hard to hear that someone is not happy from someone else and not straight from that person.

An issue with communication was brought up again regarding the size of the current 4<sup>th</sup> grade class which has 26 students. How are they progressing based on the class size? The consensus is this class is doing

just fine. If there would be problem, the class could be split up into two groups for art class (as an example). These would then leave smaller groups for a different subject. This class has retired teachers and in-house teachers that work with smaller groups in this class on a regular schedule. One concern may be hands on science when this class is in the middle school grades. In the past there was a class of 29 students and the science class was separated in to two groups for certain subjects. It has been done. With a year of looking into the future, problems can be solved before a class gets to a certain grade.

**Review of Hiring Process:** Ms. Haase handed out a brief outline of the process.

1. Position posted on the Arch website and WeCan (statewide access)
2. Position is listed in the bulletin
3. Review materials that come in: transcripts, resume, letters of reference, licensure, experience
4. Committee including teachers and principal interview
5. Check references
6. Hire best possible candidate
7. Criminal background check completed through Catholic Mutual

We are very blessed with the number and quality of substitute teachers at SKDS. We have been blessed with the length of service of our teachers and teachers who have returned.

**Review of Board Responsibilities** – this information was distributed at the beginning of the year. Jill Kaufmann also emailed it to school board members with tonight's agenda.

Ethics Code: School board members must be able to abide by and uphold the final majority decision of the board regardless of how they voted. School board members must keep in mind that while the primary function of the board is to establish the policies that will give direction to the school, the administration of these policies is the function of the principal and the school staff. School board members, if approached with a problem that is on an administrative nature, must refer the person to the proper administrative officer, the principal, and must never attempt to perform functions that belong to the principal.

## **Committee Reports**

Scrip: none

Finance: Ms. Haase handed out the most recent finance report. Question as to why the Glitz numbers are not listed. Ms. Haase will inquire with the parish office.

Advancement: none

Home & School: The Fun Run was a success and raised over \$8,000!!

## **Parish Council Liaison Report/Update**

Rotary River Bike/Walking Path: The Rotary Club would like to look at extending the path along the river and down to the Cooper St./city owned land. They are talking to all land owners along that path. General feeling with Pastoral Council is they would like to look at this further. No guarantee this would happen.

Sr. Muriel is leaving Beaver Dam shortly and moving to Elm Grove. Parish Council is currently brainstorming ideas as to what to do with the house. After each Mass this weekend there is an opportunity to thank Sr. Muriel and Sr. Toni. A reception will be held in the back of church.

**New business:** none

A motion to adjourn was made by Jennifer Nampel at 8:22pm and seconded by Greg Steil.

Next meeting is scheduled for Tuesday, June 19, 2018 at 7:00pm.