



305 Fredonia Ave
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Email: dscs.schooloffice@gmail.com
Website: www.divinesavior.weconnect.com

DSCS Advisory Commission Meeting Minutes

January 9, 2023 – 6:30 p.m.

Opening Prayer read by all at 6:35

Mission Statement

Accounting of Members Present – Lynn Sauer, Lisa Fellenz, Vicki Malueg,

Approval of October 2022 minutes – by email

January 9th, 2023- Principal Report- Advisory Commission

WCSA Goals Update

- 3.2 (current goal) Through the accreditation process it became clear that we offer numerous spiritual experiences for our students; however, we do not offer organized retreats. It is a goal of DSCS to offer planned and organized religious retreats for students. 3.2 was a benchmark that was met, but we would like to improve upon this to better enhance the spiritual experiences offered to our students.
- 4.2 (Current goal) We have noted that only a small number of our school families attend Sunday Mass on a regular basis. 4.2 was a benchmark that was met, but we would like to improve upon this to better support our parents as the primary educators of their children in faith.
- 5.6 - (Current goal) We have an established Education Committee, a supportive Parish Council, and a well organized Learning Support Team. Improvements can be made in training, formation, and self-evaluation of committee members.
- 7.3 (current goal) Through the Accreditation process it became clear that we do not have a formal curriculum review process that includes 21st century learning skills and what they look like in each grade level and subject.
- 8.4 (current goal) It has become clear that we need to provide regular opportunities for faculty to validate assessments for reliability and provide professional development for faculty and professional staff on how to differentiate assessments to measure learning.
- 13.2 - (Current goal) We do not have a formal enrollment management plan.

Accreditation Self-Study

- We have begun our self-study year. Our Leadership Team attended 3 zoom meetings with the Archdiocese so far we will have our mid-year check-in meeting on Thursday, January 12th.
- On January 4th the entire staff met to work on collecting evidence for standards 1,2,3,4 & to begin reading through standards 7,8,9.
- We have an inservice day on January 20th which we will use for accreditation.

Academics

- We currently have two teams of teachers reviewing new materials for Math and for Science. A decision on both curriculums will be made shortly. We are considering a staggered implementation of the two curriculums. K-2 would start with math next year & 3-8 would implement science. In the following year 3-8 would implement math and K-2 would implement the new science.
- Aims testing starts January 9th -27th
- Iowa Basic testing will be March 1st-18th



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Staff Professional Learning Community (PLC):

- Our current staff initiatives are: Mindfulness for students and staff, standards based grading and aligning assessments to the standards, curriculum work, providing varied faith and prayer experiences for all of our students, Emergency Operations Plan work and Community Connections

Building & Grounds

- Tim Dubey has been managing the small projects around the building and keeping things in good order. There are no major projects right now.
- Over Christmas break Jessi Eischen waxed the lunchroom floor.

Personnel

- We are in need of a part-time staff member for our 3k room & extended day program.
- We are looking for a part-time cleaner.
- We have found a long-term substitute for Mrs. Schommer's maternity leave. Payton Hurley will be starting later this month.

School Safety

- We were unable to get a fire drill in during December. We will work to do two this month.
- DSCS has received a DOJ grant for \$8,000 to have our school digitally mapped. This will allow for critical incident mapping data to help enhance the security of our school building as well as our reunification site. These digital maps will be able to increase situational awareness for first responders in the event of an emergency at our school.
- We had a school safety assessment done by the Ozaukee County Sheriff's Office. I will share some bright spots and some suggested improvements at our January meeting.

Marketing

- Birthday Cards: 6 Cards- \$5.32 Postage
- Baptism Folders: 2 folders- \$4.80
- Facebook postings

Mission & Catholic Identity

- Our DSCS school family will be helping to support one of our 4k students who has been diagnosed with Leukemia. We are all praying for Cole Janke and his family. Classrooms will also be putting together baskets for Cole to keep him busy. Each of our classrooms will be reaching out to let families know how they can help. On February 25th there will be a fundraiser here at Divine Savior Catholic School to help raise money for the Janke family.
- As we start a new month at DSCS we are reminded that our school theme is "God Can Move Mountains". Each month we will look at different ways God can move mountains and help to move us. This month we will move mountains by using Generosity. I can't wait to see how our DSCS students and staff are showing their generosity this month!
- Our December food pantry collection was delayed because of our unexpected day off before Christmas break. It was rescheduled for January 5th. Thank you to all who donated. The middle school service committee wrote some great announcements to remind students to bring food. We are looking for ways to increase our collection to help the food pantry.
- We hosted a baby Shower for Mary. We were able to collect tons of baby items that will be donated to the Random Lake & Port Washington Food Pantry.
- Catholic Schools Week starts at the end of the month. We will have our Catholic Schools Breakfast on Jan. 29th at Holy Cross and our students will sing at Mass, Our Open House will be Feb. 1st, Our students will sing at OLL on February 5th. We will also have lots of fun activities planned for the week- stay tuned!



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Enrollment for 2022-2023:

Returning/New Student 114
Divine Savior Parish Members 45
Our Lady of the Lakes Parish Members 38
NON-Members 31

Committee Reports:

DSCS Advisory Council Subcommittee Report
Month: January 2023

Committee: Scrip
Date: 01/07/2023
Summary of Events/Subcommittee Meetings: Rosemary and I will be working on a new system for the point between entering into the computer and filling the order. Orders were not getting filled properly and some of that was due to the online orders not being on paper. Hopefully our new system will work out.
Topics Needing to be Discussed at Advisory Commission Meeting:
Financial Report: Month of December Total Sales: \$27,015 Total Profit: \$1,350.76 Total PO: \$17,310.74 Inventory on hand: \$12,318.00 Total Sales This Period: \$5706.47
Upcoming Plans/Committee focus: Working on ways to make it easier on the committee

Committee: R & R
Date: January 4th, 2023
Summary of Events/Subcommittee Meetings: <ul style="list-style-type: none">• Discussed marketing survey questions to be added to the accreditation surveys coming out at the end of January.• Selected the Incentives for the Day of Giving: 100 extra recess, 500 popcorn & movie, 1,000 Pj Day & all School Breakfast, 2,500 Glow in the dark party, 5,000 Color Run Money from the Day of Giving will be used for playground improvements.• We will be doing Hoopsamania this year- Money will be used to help upgrade our sign in the front of school.



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- Busy month for R & R - Open House, Day of Giving, Sponsor a Classroom, CSW Breakfast, etc.
- We will be starting enrollment during CSW this year again.
- longer discussion about the sign for the building

Topics Needing to be Discussed at Advisory Commission Meeting:
None at this time

260 Candy Canes and 100 Plastic Baggies for Christmas Parade Handout.

Amazon- \$17.98

8 Indoor Vinyl Banners for hanging in Church.

Vistaprint- \$109.12

1000 copies State of the School Report.

Vistaprint- \$329.00

Saved 30% with code and free shipping

Birthday Cards: 9 cards Dec. & Jan. \$5.32

Baptism Folders: 2 - \$4.80

Committee: **Fall Event**

Date:

Summary of Events/Subcommittee Meetings:

Topics Needing to be Discussed at Advisory Commission Meeting:

Financial Report:

Upcoming Plans/Committee focus:

Committee: **Fish Fry**

Date: 1-5-23

Summary of Events/Subcommittee Meetings:

Topics Needing to be Discussed at Advisory Commission Meeting:

Number of shifts

Cost of fish fry

Garbage collection



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Alumni night Ordering supplies Desserts
Financial Report:
Upcoming Plans/Committee focus:

Committee: Mandatory Fundraiser- Calendar of Cash
Date: January 2-March 24
Summary of Events/Subcommittee Meetings: The 1st raffle winner was picked today!
Topics Needing to be Discussed at Advisory Commission Meeting:
Financial Report:
Income
Fundraiser Income: Ticket Sales as of 11/8/22 \$ 4,060.00
Fundraiser Income: Ticket Sales as of 12/2/22 \$ 4,180.00
Fundraiser Income: Ticket Sales as of 12/12/22 \$ 6,460.00
Fundraiser Income: Ticket Sales as of 12/20/22 \$ 6,280.00
Donation(s): \$1500 Platinum Sponsors: \$ 1,500.00
Donation(s): \$750 Gold Sponsors: \$ 1,500.00
Donation(s): \$500 Silver Sponsors: \$ 1,500.00
Donation(s): \$250 Bronze Sponsors: \$ 250.00
Donation(s): \$100 Sponsors: \$ 200.00
Donation(s): Other Sponsors: \$ -
Donation(s): Donation ticket printing \$ 220.00
AMOUNT BILLED FACTS (as of) \$ 1,120.00
Total Income \$ 27,330.00
Expense
Fundraiser Expense: Ticket Printing \$ 440.00
Fundraiser Expense: Scrip Incentive \$ -
Fundraiser Expense: Stamps \$ 34.20
Fundraiser Expense: Prize Money \$ 4,500.00
Fundraiser Expense: Prize Money (donated) \$ -
Other:



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Total Expense \$ 4,974.20
Total Profit/(Loss) \$ 22,295.80
Upcoming Plans/Committee focus:

Committee: DS Parish Council
Date: 1/6/23
Summary of Events/Subcommittee Meetings: Nothing new to report since last month
Topics Needing to be Discussed at Advisory Commission Meeting: Council is looking for another member if you know of any
Financial Report:
Upcoming Plans/Committee focus: Next Parish Council meeting is January 23rd, starting with committee meetings at 6pm followed by Holy Cross council meeting and then the joint council meeting

Committee: OLL Finance Committee Representative
Date: No meeting since the last Advisory meeting (December meeting was canceled due to the weather)
Summary of Events/Subcommittee Meetings:
Topics Needing to be Discussed at Advisory Commission Meeting:
Financial Report:
Upcoming Plans/Committee focus:

Committee: PtA
Date: January 12, 2023 @ 6:30 in the DSCS lunchroom
Summary of Events/Subcommittee Meetings: already summarized above
<p>Topics Needing to be Discussed at Advisory Commission Meeting:</p> <p>Approval of the PtA agenda for Thursday</p> <p>Madison Field Trip funding</p> <p>Next meeting Thursday. Snacks will be provided. Minutes need to be approved. Discussion about family volunteer commitments. Will be clarified at the PTa meeting. Discussion of agenda and any changes/additions needed. Madison field trip bus cost discussed and added to agenda for Thursday. It was decided to put it to a vote to ask for the extra needed funds for the bus, at the PTA meeting on Thursday.</p>
<p>Financial Report:</p> <p>a. Balance in Checkbook \$54,497.12</p> <p>i. Planned Expenses</p> <ol style="list-style-type: none"> Staff Appreciation Grandparent's Day Parish Commitment <p>b. YTD Raised:</p> <p>B. Checkbook balance needs to be changed in the Committee report to \$49,191.38</p>
<p>Upcoming Plans/Committee focus:</p> <p>a. Fish Fry: Lisa Fellenz and Andy Paulus</p> <p>i. Dates for 2023 will be: February 24th, March 10th, March 24th</p> <p>b. Beer and Wine Tasting: Lynn Sauer / R&R Committee</p> <p>c. Flower Sale: Julie Schueller & Meghan Buechler</p> <p>d. Grandparent's Day: Jen Stern</p>
Committee: Technology
Date:
<p>Summary of Events/Subcommittee Meetings:</p> <ul style="list-style-type: none"> 6 of the last 7 WiFi Access points installed. All have been adopted by the server and are working properly. 1 last Access point needs to be installed in the church. 8 New WiFi Access points installed (2 had to have new wires pulled) -4 hours (Zack) -5 hrs Thur 11/3 (Alex) -3 hours Sat 11/12 (Bree and Mike)—7 more to replace(church, gym, parish center, cafeteria, Lynda, Amy, Upstairs office hallway) Report cards run for all grades

- The color printer in the Parish office was somehow jammed and pieces of the jam were in places that were not easily reached. After taking apart the printer and clearing the jam, I was able to get it back together. Somehow the roller inside was damaged and as I ran a new page through to test it pieces of the roller started breaking off and falling onto the hot part of the printer (Fuser) this created smoke. The printer is not repairable. Currently comparing options to replace this printer.
- With the color printer out of commission, I am looking into options for the scrip people to print. Driver being loaded onto computer for use with Toshiba in Parish Center. Also they have the option to use the printer in the computer lab.
- Building website for Accreditation
- Weekly power point for TVs on each floor

Topics Needing to be Discussed at Advisory Commission Meeting:

Financial Report:

Upcoming Plans/Committee focus:

Old Business:

- Survey Question about Uniforms - wording Discussion.
 - Question - In an effort to align with our school mission would you as a parent support a more defined dress code at Divine Savior Catholic School.
 - Lynn will get a percentage of our deanery schools who wear school uniforms and add that to the question.
 - Discussion about where in the survey to place the uniform question.
- Any additions to goal setting - none at this time

New Business:

- School Safety Assessment- Survey filled out by Ozaukee County Sheriff's Department school resource officers with the last walk through. Lynn shared some of the points with the committee.
- January PtA agenda -Discussed above in PTA section
- Madison trip bus funding -Discussed above in PTA section
Discussion about the playground equipment and updates for the students playground

Motion to end the meeting: 1st Hal Steffen 2nd Lora Schroeder

Closing Prayer



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Current Terms for 2022-2023 year:

Lynn Sauer – Principal
Vicki Malueg – Staff
Jessica Eischen – OLL & School Representative – Term 2018-2021 (1st term) – 2nd term would begin July 2021 - 2024
Tim Dubey – School Representative – Term 2018-2021 (1st term) – 2nd term would begin July 2021 - 2024
Brady Bemis – OLL Finance Representative – Term 2021-2024 (1st term)
Kent Schueller – School Representative – Term 2019-2022 (1st term), 2nd term 2022-2025
Hal Steffen – School Representative – Term 2020-2023 (1st term)
Andy Paulus – Fish Fry Chair
Lisa Fellenz – Advisory Secretary/Fish Fry (1st term 2022-2025)
Cathy Cuppan – PtA Treasurer 2019-2022 (1st term) 2nd term would be 2022-2025
Sarah Speck – PtA Secretary Term (2021-2023)
Keri Koepke – PtA President 2022-2025 (1st term)
Lora Schroeder – Divine Savior Pastoral Council Term 2022-2025
Jacob Bierenbaum – OLL Representative – Term 2021-2024