



305 Fredonia Ave
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Website: www.divinesavior.weconnect.com

DSCS Advisory Commission Meeting Minutes

May 8, 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, Rich Schwab, Tim Dubey, Cathy Cuppan, Sarah Speck, Kent Schueller, Brady Bemis

Approval of January 2023 minutes (see below) – read by Lisa Fellenz

Principal Report- Advisory Commission – May 8th, 2023

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 currently scored all of the standards. Our work continues collecting the evidence we need to support our scores. This evidence will be reviewed by the Accreditation visiting team.
- Our Visit will happen October 11th & 12th, 2023
- Mrs. Malueg continues to build the website that will hold all of our evidence for accreditation.

Academics

- We are waiting to hear back about our Math and Science grant. We should know later this month.
- Iowa Basic testing results are back. We will review them as a staff and results will be sent home with report cards.
- Our Aims testing window begins this week.



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- This summer we will be offering tutoring to students who have been identified by teachers as needing extra help and support.

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
- Several teachers attended the Wisconsin Mathematics Council Conference in Green Lake - We look forward to hearing what they learned.

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. We are working on our summer to-do list.
- We will be looking at what improvements we can make to the playground with the money that has been raised from the Day of Giving and from the Catholic Schools Walk. I am working on putting a committee together. We should have about \$10,000 to use to add some playground updates. We have a meeting on May 10th to discuss next steps.
- We wrote for a grant to help replace our sign in the front of school with a digital one. It is a GIFTS grant from the Archdiocese for \$10,000. We will know if we get the grant in June. More money will need to be raised.

Personnel

- We are in need of a part-time staff member for our extended day program.
- We are looking for a part-time cleaner.

School Safety

- We will be holding two fire drills this month.
- We had our tornado drill on April 21st. All went well.
- DSCS has received a DOJ grant for \$8,000 to have our school digitally mapped. We are in the final review process of the floor plans.
- We have partnered with Community Cares Programs to bring some support to our students. This partnership will help us meet the mental health needs of our students who may be struggling with big emotions. Our focus will be on addressing anxiety, stress & dealing effectively with anger. So far, it is going very well.

Marketing

- Birthday Cards: 6 cards- \$3.60 Postage

Mission & Catholic Identity

- 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. Last month we moved mountains with Joy. This month we will move mountains with HOPE!



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- Our April food collection was on the 27th. We collected a wonderful amount of food for the Port Washington Food Pantry. Thank you to all who donated!
- Our Rosary Club continues to meet once a month. The students have very thoughtful prayers and are excited to be Rosary Warriors!
- DSCS worked with the Parish Faith Formation classes to collect undies in our first ever Undie 500. Our goal was to collect 500 pairs of NEW underwear for the House of Peace in Milwaukee and we did just that!
- We were also able to raise \$217.80 from our can and soda tab collection to help Sister Jo. Thank you to all who donated.
- We enjoyed our time at Adoration on April 26th.
- The last week of April we celebrated Safe Environment Week at DSCS. Our theme this year was "Celebrating Healthy Families"
- Our 2nd grade class was invited to help the village of Fredonia plant a tree in honor of Arbor day. What an important way for us to show our love and care for God's creation.
- Our 2nd graders celebrated their First Communion this month & helped with May Crowning. What a beautiful way to celebrate Our Blessed Mother & the Blessed Eucharist!
- Our middle school students will be attending a retreat at Christpond this week. We are so excited to set aside a day this spring to fully focus on our faith journey.

Enrollment for 2023-2024:

Returning/New Student 118, Not Returning 16, New Families 11, Undecided/ No Response 3

Committee Reports:

Committee: Scrip
Date: May 8 th
Summary of Events/Subcommittee Meetings: Looks like we will be able to write a check for \$9,000 this year! I will know for sure May 24th when I do the close out.
Topics Needing to be Discussed at Advisory Commission Meeting:
Financial Report: April Inventory - \$13,353 Total Sales - \$27,260 Total PO - \$21,115.03 Total Profit - \$925.72
Upcoming Plans/Committee focus:



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Committee: R & R
Date: May 1st
Summary of Events/Subcommittee Meetings: We made the difficult decision to cancel the event due to lack of attendees. It was a very busy weekend and time of year.
Topics Needing to be Discussed at Advisory Commission Meeting: We will be transitioning to a new event for next year
Financial Report: Beer & Wine Revenue: Sponsors- \$400 Reservations (donated) - \$300 Donations- \$1,000 Online Auction- \$1,435 Total- \$3,135 6 Birthday cards- \$3.60 Postage
Upcoming Plans/Committee focus: Planning a new event for next year to help raise money for tuition assistance.

Committee: Fall Event
Date:
Summary of Events/Subcommittee Meetings:
Topics Needing to be Discussed at Advisory Commission Meeting: October 14 th Walk, October 21 st , 2023 Trivia Master will do again
Financial Report:
Upcoming Plans/Committee focus:



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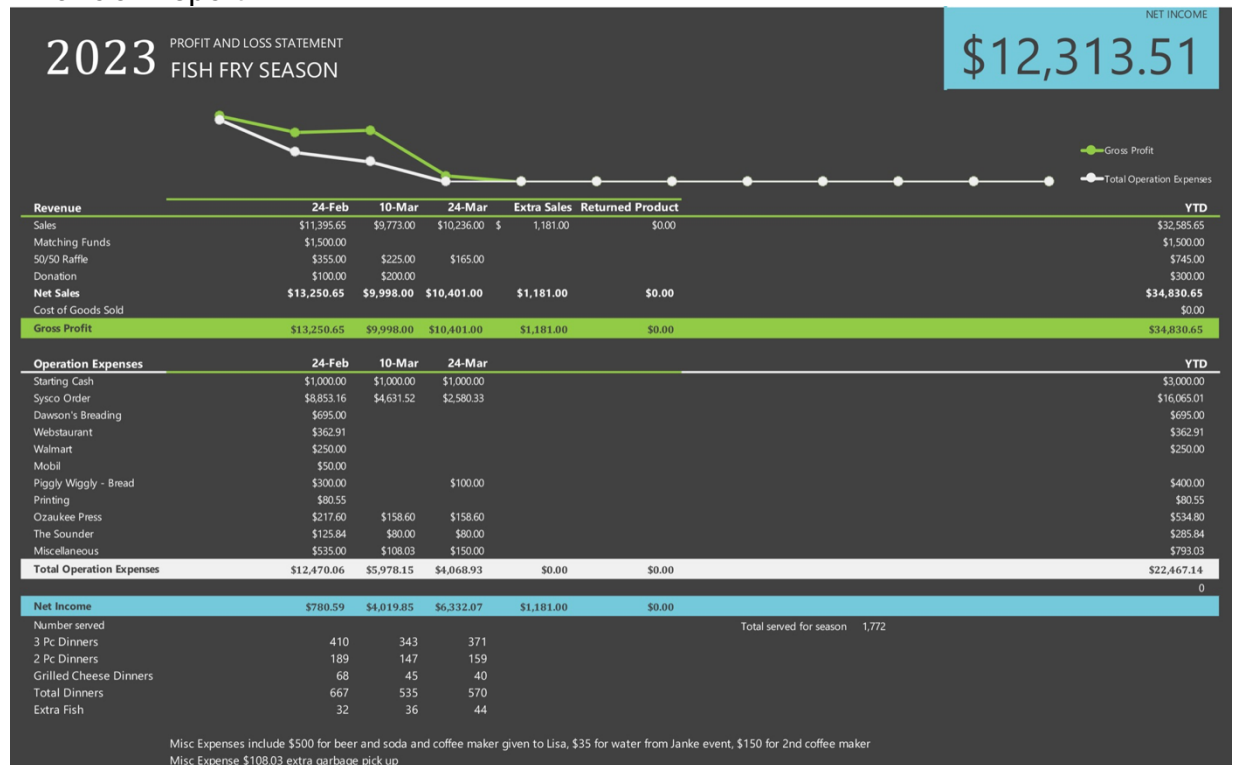
Committee: **Fish Fry**

Date: 5/3/23

Summary of Events/Subcommittee Meetings:
Sales were lower this year, attendance was lower and costs were higher

Topics Needing to be Discussed at Advisory Commission Meeting:
Reassess in September – Going back to drive thru was suggested

Financial Report:



Upcoming Plans/Committee focus:
Nothing for the rest of the year



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Committee: Mandatory Fundraiser- Calendar of Cash
Date:
Summary of Events/Subcommittee Meetings:
Topics Needing to be Discussed at Advisory Commission Meeting:
Financial Report:
Upcoming Plans/Committee focus:

Committee: DS Parish Council
Date: April 30, 2023
Summary of Events/Subcommittee Meetings: -June 17 Church Picnic at the Belgium Village park 4:30-8:30pm -Discernment for new parish council members occurring in May
Topics Needing to be Discussed at Advisory Commission Meeting:
Financial Report:
Upcoming Plans/Committee focus: Next Parish Council meeting is May 22 6/7pm at OLL

Committee: OLL Finance Committee Representative
Date: April 27, 2023
Summary of Events/Subcommittee Meetings: Approval of 2023-2024 Parish Budget. Budget includes \$94,860 for Catholic School Support. This is based off of 36 OLL students (3 year average of students enrolled) at \$2,635 per student
Topics Needing to be Discussed at Advisory Commission Meeting:



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Financial Report:

Upcoming Plans/Committee focus:

Committee: **PtA**

Date:

Summary of Events/Subcommittee Meetings:

Next meeting is May 9th at 6:30. We are currently accepting nominations for President and VP/Secretary.

Topics Needing to be Discussed at Advisory Commission Meeting:
Review and approval of PtA meeting agenda (and additions) Projection of checkbook

Financial Report:

a. Balance in Checkbook \$38,391.53

i. Profits

1. Fall Festival Profit: \$11,043.31
2. Calendar of Cash Profit: \$22,235.80
3. Fish Fry Profit: \$12,313.51
4. Flower Sale Profit: Roughly \$3,500 anticipated
5. Scrip Profit: Roughly \$9,000
6. YTD Raised: Approx. \$56,092.62

ii. Expenses

1. Staff Appreciation
2. Grandparent's Day

PtA Projection for End of 2023 School Year				
Revenues		Profit for 2023	Commitment	Difference
Event	Amount	\$ 47,512.62	\$ 60,000.00	\$ (12,487.38)
Fall Event	\$ 11,043.31			
Calendar of Cash	\$ 22,235.80			
Fish Fries	\$ 12,313.51			
Flower Sale	\$ 3,500.00 * estimated			
Scrip	\$ 7,000.00 * estimated			
	\$ 56,092.62			
Expenses	Amount			
Event				
Grandparents Day	\$ 1,000.00			
Staff Appreciation	\$ 1,800.00			
Teacher Wish List	\$ 4,000.00			
Field Trip	\$ 1,780.00			
Checking Account	Deposit	Withdrawal	Balance	
Starting Balance as of 5/3/23			\$ 38,391.53	
Deposit - Fish Fry	\$ 138.00		\$ 38,529.53	
Deposit - Fish Fry (Incoming)	\$ 290.00		\$ 38,819.53	
Flower Sale Expense		\$ 5,700.00	\$ 33,119.53	* estimated cost
Staff Appreciation		\$ 1,300.00	\$ 31,819.53	* estimated cost
Grandparents Day		\$ 1,000.00	\$ 30,819.53	* estimated cost
Deposit - Scrip	\$ 9,000.00		\$ 39,819.53	
Parish Commitment - June		\$ 5,000.00	\$ 34,819.53	
Parish Commitment - July		\$ 5,000.00	\$ 29,819.53	
Parish Commitment - August		\$ 5,000.00	\$ 24,819.53	
Parish Commitment - Sep		\$ 5,000.00	\$ 19,819.53	
Parish Commitment - Oct		\$ 5,000.00	\$ 14,819.53	* past balance
				Sep-22 \$ 43,900.00
				Sep-21 \$ 41,500.00
				Sep-20 \$ 34,000.00

Upcoming Plans/Committee focus: Fundraisers

Committee: **Technology**

Date:

Summary of Events/Subcommittee Meetings:

- Internet connection problems in 4th grade - fixed
- IOWA test scores compiled and copied
- AIMS testing - Spring session
- Weekly powerpoint that is displayed in 1st and 2nd floors
- Replaced 3 student headphones
- Working on issues with student computers in K5 room
- Budget numbers

Topics Needing to be Discussed at Advisory Commission Meeting:

Financial Report:

Technology fund purchases needed (1-3 year plan)

- Head phones \$200-this year
- Chromebooks — 29 student chromebooks (\$249 each plus license) and 9 teacher chrome (\$299 each plus license) books have an AU expiration date of 6/24...these will need to be replaced
- iPads — we should be ok for a few more years depending on enrollment

Budget purchases

- All desktops (student, computer lab, teacher) in the school will be unable to support Windows Operating system after Microsoft updates by next summer – A solution is being discussed
- Subscriptions for programs used in classrooms (Seesaw, MobyMax, Go Guardian)
- Testing used for students (ESGI, AIMS, IOWA)
- SIS program - Option C
- Products used for technology upkeep (Synology, Papercut, Microsoft. Domain name)

Upcoming Plans/Committee focus:

Old Business:

New Business:

- Fundraisers – Discuss at PtA. Could add a fundraiser. (Footballmania, Pizza Sale)
- Budgets for 2023-24 filled on sheet
- Went through terms of members, once new PtA Secretary and President get voted in they will fill those spots. If Hal comes on a second term, we are set for members next year.
- Meetings for 2023-24 will be held 2nd Tuesday of month at 6:30

Closing Prayer read by all at 9:15

Motion to Adjourn: Cathy 1st Keri 2nd



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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