



305 Fredonia Ave
P.O. Box 250
Fredonia, WI 53021
(262) 692-2141

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

DSCS Advisory Commission Meeting Minutes

September 12, 2023 – 6:30 p.m.

Opening Prayer read by all at 6:34

Mission Statement

Accounting of Members Present – Lynn Sauer, Vicki Malueg, Lora Schroeder, Lisa Fellenz, Kent Schueller, Hal Steffen, Cathy Cuppan, Janine Morano, Nicole Klintner, Tim Dubey

Approval of May 2023 minutes (email sent in May)

Principal Report- Advisory Commission – September 12, 2023

WCSA Goals Update

- 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.

Accreditation Self-Study

- Our Visit will happen October 11th & 12th, 2023
- Mrs. Malueg continues to add our evidence to the website for accreditation. It is coming along nicely.
- We will need to schedule times for some members of the Advisory Commission & Parish Council members to be interviewed.

Academics

- We received the Bruce Krier Math and Science grant. We have ordered and received almost all of our materials.
- 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 is happening now. Any student who scores in yellow or orange will have an RTI plan written and will be requested to stay for MASH.
- Summer tutoring went well for those who came on a regular basis. This extra support has helped those students to keep growing as learners.

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 training on our new Bridges math program this summer. Mrs. Dubey also took a class this summer to help her earn her Math Specialist certification.



305 Fredonia Ave
P.O. Box 250
Fredonia, WI 53021
(262) 692-2141

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

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.
- The playground committee agreed that we needed more money to do the playground updates the correct way. We have made a few minor changes for now and we will be writing for the Bruce Krier Grant to make other improvements. The parking lot was resurfaced & the lines for activities were repainted. We will be adding a "road" for the new riding toys and some other activities this fall.
- 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 got the grant and were able to raise the remaining funds for the sign. We have signed a contract with the Lemburg company.

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 one fire drill this month
- DSCS has received a DOJ grant for \$8,000 to have our school digitally mapped. The work has been completed and local law enforcement have our digital map access now.
- 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. I have applied for a Catholic Community Foundation Grant to help cover the cost of this program.

Marketing

- Birthday Cards: July - September : 24 cards - cost: \$14.40
- Baptism Folders: August: 2 folders- cost: \$4.00
- Purchase of 50 yard signs (\$282.44) & 10 balloons (\$13.05) for our new families

Mission & Catholic Identity

- We held our annual staff retreat at Kohler- Andrae State Park. Our retreat is always a great way for our teachers and staff to reconnect and to focus on our faith and the mission of the school. We certainly need to take time to develop our own faith so that we are able to share that faith with our students, families and community.
- Our teachers presented the first Mass of the school year. They did a wonderful job modeling how to properly lector.
- This year we will be focused on our theme: God Fills Our Hearts. Each month we will highlight a new way that God does this for us. During the month of September we will focus on the LOVE that God fills our hearts with. We are looking forward to a busy & loving month at DSCS.
- On August 30th we celebrated the 2nd grade Saint with a wonderful prayer service. We learned a lot about St. Fiacre and had a great snack as well!



305 Fredonia Ave
P.O. Box 250
Fredonia, WI 53021
(262) 692-2141

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

- The Middle School students shared facts about St. Rose during the first 2 weeks of school. We also prayed a St. Rose prayer and the 6th & 7th graders planted a rose bush in the school flower garden.
- Mrs. Pierson did an amazing job at our first prayer service of the school year! She reminded all of our students how we can share our love with others and help to fill their hearts as well. Be sure to ask your child what was in the box that Mrs. Pierson sent to each classroom.
- The Middle School students have been placed on their Student Council Committees. They will be in charge of planning many of our school activities during the year.
- I was able to send out our first Faith in the Family newsletter of the school year. It focused on back to school topics.

Enrollment for 2023-2024:

Returning/New Student 118
Number of Families 73
OLL Families 38
DS Families 39
Non-Parish 41

Committee Reports:

Committee: Scrip
Date: Sept
Summary of Events/Subcommittee Meetings: first meeting on the 12 th
Topics Needing to be Discussed at Advisory Commission Meeting: Who will be doing what. Do more advertising. Sell at church and in back hall again
Financial Report: August Sales - \$18,925 PO - \$6067.91 Profit - \$573.09 Inventory - \$10,449.96 Checkbook - \$8,499 (As of July 3rd)
Upcoming Plans/Committee focus: Branching out

Committee: R & R
Date: Sept. 8th, 2023
Summary of Events/Subcommittee Meetings: None Yet - I will be reaching out to the members who have been a part of this committee to find a meeting time that works
Topics Needing to be Discussed at Advisory Commission Meeting: Making the ask for additional members
Financial Report: <ul style="list-style-type: none"> • Birthday Cards: July - September : 24 cards - cost: \$14.40 • Baptism Folders: August: 2 folders- cost: \$4.00 • Purchase of 50 yard signs (\$282.44) & 10 balloons (\$13.05) for our new families
Upcoming Plans/Committee focus: <ul style="list-style-type: none"> • Set meeting time & schedule • Create the marketing plans for the school year • Execute the plan

Committee: Fall Event
Date:
Summary of Events/Subcommittee Meetings: <ol style="list-style-type: none"> 1. Some of the beer has been purchased for the event and has been delivered. Another order has been placed. Jennifer Paulus is getting the beer with her employee discount from Miller-Coors. (She can get 10 cases every 10 day; however, stock is low right now so there are limits on certain types of beer) 2. Holly has applied for the beer and wine license 3. The MC & Trivia master have been confirmed 4. Jessi & Sarah will be doing food- We have Texas Roadhouse buns donated 5. Angie Kellar will run the bar- I have ordered beer from Jennifer Paulus 6. Nicole Kliner is helping with classroom projects 7. Sarah Jante - Donations Cathy Cuppan-live auction/desserts
Topics Needing to be Discussed at Advisory Commission Meeting:



305 Fredonia Ave
P.O. Box 250
Fredonia, WI 53021
(262) 692-2141

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

Financial Report:

\$10.00 for Beer & Wine License
\$ 84.00 Beer

Upcoming Plans/Committee focus:

Working on promoting the event, finding donations to cover the calendar cost, promoting games

Committee: Fish Fry

Date: 9/7/23

Summary of Events/Subcommittee Meetings:

Topics Needing to be Discussed at Advisory Commission Meeting:

Drive thru or dine in

Tartar sauce did not sell. We will be close on dates that we could use at the next fish fry.

Financial Report:

Upcoming Plans/Committee focus:

Committee: Mandatory Fundraiser- Calendar of Cash

Date: 9/10/23

Summary of Events/Subcommittee Meetings: Ordering tickets this week.
Families will be asked to sell 15 tickets this year, last year's ask was 12.

Topics Needing to be Discussed at Advisory Commission Meeting:

Finding donations to cover the cost of the raffle prize money

Financial Report: The last 2 years printing price has been \$440. This year's printing price will be \$490. Although still early donation numbers are down from previous years.

Upcoming Plans/Committee focus:
Getting tickets printed and delivered to families

Committee: **DS Parish Council**

Date: 9/10/23

Summary of Events/Subcommittee Meetings:

New parish council members-

We replaced Mark Shinninger with Hannah Shinninger who will finish out his two years.

Mary Navis and Barb Duenk will continue on for three more years.

Joyce Buechler will continue to stay on for the vacancy on council that she was filling, for another year.

Jo Ann Karpin has been elected to the Parish Council for three years.

Topics Needing to be Discussed at Advisory Commission Meeting:
NONE

Financial Report:
None

Upcoming Plans/Committee focus:

Our parish directory has a committee formed and they will be working on developing a plan to redo the directory this fall.

We are going to discuss the book *A Biblical Walk Through the Mass* and encourage others to read it as well. There will be discussion groups forming.

Committee: **OLL Finance Committee Representative**

Date: 9/11/23

Summary of Events/Subcommittee Meetings:

Discussion of the potential update to the heating system

at the Dacada Chapel and reviewed some initial quotes. The project will also need to be approved by the Arch.

Other misc chapel improvement projects discussed including updates to the sound systems at both parishes.

Topics Needing to be Discussed at Advisory Commission Meeting:
None

Financial Report:
None

Upcoming Plans/Committee focus:
Will be using some of the love another campaign funds to update the sound systems at both churches (Holy Cross and St. Marys) and overflow areas/gathering spaces. A survey has gone out to those who regularly use the audio at these facilities. The same type of sound system will be used at both parishes to make things easier for everyone including the priests.

Committee: **PtA**

Date:

Summary of Events/Subcommittee Meetings:
Meeting coming up 9/19 will review this year's fundraisers and confirm chairs. Fall Trivia Night coming up;

Topics Needing to be Discussed at Advisory Commission Meeting:

- We are in need of a chairperson for games on the night of the event
- We need to discuss adding a fundraiser this year. November fish fry, summer events/booths at local festivals? Yes, November 10

Financial Report:
Checkbook balance according to document shared: \$12, 529.75



305 Fredonia Ave
P.O. Box 250
Fredonia, WI 53021
(262) 692-2141

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

Upcoming Plans/Committee focus:

Committee: **Technology**

Date:

Summary of Events/Subcommittee Meetings:

Summer summary of work done is attached. Below are large projects completed

- All teacher and admin desktop computers replaced - Eric Masengarb in charge of this project
- ECF funding was approved - Chromebooks ordered
- Due to the Krier grant approval new science and math login for teachers
- Eric Masengarb completed auto monitoring of all technology systems we use - check out the Parish center TV, It is continuously displayed on the TV.
- Contract was up on Toshiba copiers. Two new copiers installed

Working document:

Done	Item	Note
X X X X X X X	End of year process on Option C	<ul style="list-style-type: none"> • New student and staff updates • create new school year and terms/calendar • enter school year days off • disable any users - students/teachers • advance all students • Add new students and staff (Holly added new students) • confirm grades, classes, and sections

		<ul style="list-style-type: none"> associate teachers to correct classes based on classes they will be teaching this year
XXXXXXXX	<p>Toshiba copier -</p> <ul style="list-style-type: none"> contract on the current copier is up on 6/2023 Clean up codes (delete old staff codes and codes not being used). Add new staff with codes Reset totals 7/1/22 get totals to Terri S - Total to Terri quarterly 	<ul style="list-style-type: none"> 5/25 Terri Schueller and myself met with Susan from James Imaging to review our options. Replacements picked, contract taken to be reviewed and signed by administration 6/12/23 Contract signed and accepted. Tech and delivery paperwork emailed for us to fill out 6/19/23 7 pages of tech and delivery questions faxed to James Imaging 7/3/23 Email sent checking status Installed 8/11/2023
X	Create/Update Technology plan	Plan created
XXXXXX	<p>Color printers -check, clean and order ink cartridges as needed</p> <p>Color copier in Lynn's room needs to be replaced</p>	<ul style="list-style-type: none"> Cartridges ordered for all printers Self Cleaning run Review options for replacement of the color copier Researched copiers and purchased a Canon color printer Installed
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	<p>All tech turned in:</p> <ul style="list-style-type: none"> Inventory, check condition, clean Power wash all Chromebooks Redistribute chromebooks and carts per student counts 	<p>Carts</p> <ul style="list-style-type: none"> Check in and evaluate 6/12/23 all carts cleaned inside and out Redistribute carts according to student numbers

	<ul style="list-style-type: none"> • Redistribute iPads clearing any iPads moving from room to room • Headphones -clean, check condition, relabel as needed • Clean carts • Check that last years new label system for power cords and devices held up • Carts:clean, redistribute as needed per classroom student numbers • Vibe Boards: label, clean, do updates, collect info on each for inventory 	<ul style="list-style-type: none"> • Relabel carts with current device numbers <p>Headphones</p> <ul style="list-style-type: none"> • Check in and evaluate all headphones • Send emails to teachers with missing headphones • Clean and relabel those needed • Bag and label all current students. • Bag and label all new students • sent order request to Terri L for needed headphones. Out of stock. Gave another link...out of stock...gave 3rd link...ordered <p>Chromebooks</p> <ul style="list-style-type: none"> • Check in and evaluate • all Chromebooks cleaned • all Chromebooks power washed • Redistribute carts according to student numbers <p>iPads</p> <ul style="list-style-type: none"> • Check in and evaluate • Remove passcodes on any devices • Download updates • all iPads cleaned • Redistribute carts according to student numbers <p>Cords</p> <ul style="list-style-type: none"> • Check in and evaluate
--	--	---

		<p>Labeling of cords - review last years solution</p> <ul style="list-style-type: none"> Both iPad and Chromebook cord labels have continued to hold up. Repaired 4 total labels.
XXXXXXXXXXXXXX	<p>Tech needing to be ordered</p> <ul style="list-style-type: none"> Chromebook - <ul style="list-style-type: none"> Teacher - Student - Licenses - iPads -- None needed this year Headphones - 10 egghead, 10 larger 15 over the ear - trial for middle school students WiFi Access points- NO 	<p>Chromebooks</p> <ul style="list-style-type: none"> - request quote from Brian at ACP to be able to submit ECF grant approval Chromebooks ordered and received 8/25/2023 Paperwork submitted to get ECf payment. John Huges emailed that payment process has been initiated Waiting for payment <p>Headphones</p> <ul style="list-style-type: none"> Check in and evaluate all headphones to see what can be reused. (10 headphones damaged beyond repair) <p>WiFi Access points</p> <ul style="list-style-type: none"> No action this year
X	<p>Computer issues</p> <ul style="list-style-type: none"> 4th - desk moving- rerun cords where needed K5 - replace 2 student computer 	<ul style="list-style-type: none"> 7/2023 - wires pulled from both desks to the switch in the copier room Eric Masengarb terminated the plugs and wall plates
X	<p>Update calendar onto Dispatch (shared Google calendar with all staff)</p>	<p>All events put onto shared Google calendar for the staff</p>
X	<p>Technology closet - cleaned out and organized</p>	<p>All computers can be recycled for free - Vicki</p>

		Any Monitors and printers have a cost to discard - none Large wooden cart emptied and placed downstairs in woods room
XXXXXXXXXXXXXXXXXX	update technology inventory forms to help with maintenance and replacement - include computer name, Computer Id number, location, problems/fixes	<ul style="list-style-type: none"> ✓ Desktops ✓ lab - 18 devices ✓ 1st floor - 9 devices ✓ 2nd floor - 7 devices ✓ Basement - 2 devices ✓ Chromebooks - ✓ Ipads ✓ Vibe Boards TVs ✓ printers/copiers (included on computer form for each level) ✓ Headphones WiFi Access points Switches
XX	Terri S computer <ul style="list-style-type: none"> • Update office • Trouble shoot - computer locks up- must hard shut down to get it to work again - 1-2 times per week 	New computer installed with the most recent installation.
X	Computer Lab -	<ul style="list-style-type: none"> • Adria updated CAD on all lab computers. • Rosemary marked computers that needed attention.
	Desktop computers: <ul style="list-style-type: none"> • Vacuum fan and back area of all desktops (11 teacher, 18 lab, 3 office, 2 extended, 6 student in classrooms) 	Vacuum computer and projector fans <ul style="list-style-type: none"> • 2nd floor 8/1/22 all fans vacuumed • 1st floor • Basement • Computer lab 8/3/22 all fans vacuumed
	Projectors:	



305 Fredonia Ave
P.O. Box 250
Fredonia, WI 53021
(262) 692-2141

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

X	Clean all remaining projector filters and reset lamp hours	• Clean: Cafeteria B100 Extended B K3 1st 3rd Upper 208 Upper 209
X	Replace the projector in extended day room	
	HDMI cords removed from rooms where projectors removed	7/1/23 - wires removed from 210 and 212 7/21/23 - wires removed from 103, 107, 109 (109 left wires due to location behind large cabinet and desk) Projector in extended day room replaced
x	New staff *emails *copier info and codes *Computer/chromebooks Remove/collect tech from exiting staff — Molly Preston	Anna Sauer married name, Adria maiden name ✓ emails ✓ copier info and codes ✓ Computer/chromebooks ✓ Option C
x	New teachers and students • profiles on the server • Add to all programs • Headphones • chromebook/iPad • emails	
XXXXXXXXXXXXXXXXXX	Promote students *Option C *Google for education *Mobymax *Aimsweb *ESGI *Seesaw *Ed Journey(science)-Delete 2023 *Mystery Science *Generations Math *Go Math -Delete 2023	✓ Option C ✓ Google for education/emails and organizational Units ✓ User updates on server ✓ Mobymax ✓ Aimsweb ✓ ESGI ✓ Seesaw ✓ Ed Journey (science) - Go Math ✓ Bridges Math

	<ul style="list-style-type: none"> *Bridges - *Social studies (Carla/Lindsay) 	<ul style="list-style-type: none"> ✓ Foss science - Think Link ✓ Mystery Science ✓ Generation Genius
XXXXXXXXXX	<p>New school year items-update and add new students/staff to new class</p> <ul style="list-style-type: none"> *Option C - trimesters *Aimsweb *ESGI *Seesaw *All school data collection: <ul style="list-style-type: none"> *F/P chart *Writing prompt charts *Moby math chart 	<ul style="list-style-type: none"> ✓ Option C - June 2022 Aimsweb - 8/1/2022 ESGI - October 2022 ✓ Seesaw - 8/5/22 ✓ F/P chart -7/5/22 ✓ Writing prompt -7/5/22 ✓ Moby Math -7/5/22
XXXXXXXXXXXXX	<p>Subscriptions/programs - renew/manage</p> <ul style="list-style-type: none"> *Go Guardian *Seesaw *ESGI - *Aimsweb *Moby math *Option C *Microsoft office *Synology *Mystery Science *Bridges *Generations 	<p>Go Guardian-Renewed w/ Terri 7/14/22</p> <p>Seesaw-Renewed early for free training</p> <p>ESGI -Renewed 5 extra students for prorated cost. Renewal needed in September</p> <p>Aimsweb-Renewed 7/18/22 invoice being sent</p> <p>Moby math-Auto renew with Vicki and Amy</p> <p>Option C</p> <p>Microsoft office</p> <p>Synology</p>
XXXXXX	<p>New student emails for 3rd grade no mail allowed only login access) and any new 4-8 grade students - update google form for all teachers with addressed and password of students</p> <p>** suspend emails from exiting students</p>	<p>7/30/22</p> <ul style="list-style-type: none"> • New emails created for 3rd graders • New 4-8 students • Google form updated
XXXXX	<p>Any staff/student leaving the school</p> <ul style="list-style-type: none"> *emails *Option C (check with Holly) 	<ul style="list-style-type: none"> ✓ emails ✓ Option C (check with Holly) ✓ tech turned in ✓ birthday list

	*tech turned in *birthday list	*Molly Preston *Anna anhalt *Adria Batista
X	Create Tech power point and get info ready for Tech part of the back to school inservice	
X	Fill in master sheet of login and password info and tech resources for teachers	<ul style="list-style-type: none"> • Handed out at inservice
X	clean up wires around the building	<ul style="list-style-type: none"> • New wall clips on copier in Parish center • Surge protector in upstairs switch cabinet • 4th grade room. New wires pulled to switch
X	Fix any problems listed on the technology staff end of year check off list	
	Camera's Current cameras are: 4 - 1st floor: north, south, south east, west 2 - 2nd floor: north, south 4 - basement: west hall, 3 to cover lunchroom 4 - Entrances: parish center door2, church door4, south door8, northeast door1 Added 2 - outside to cover playground 9/2020	Evaluate where cameras needed: Outside, hallways, kitchen, gym, hall by elevator Price needed supplies- order - install - ** We have 8 cameras in the Tech store room Eric Masengarb

Old Business:

- Fundraisers – Discuss at PtA. Could add a fundraiser. (Footballmania, Pizza Sale)
- 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



305 Fredonia Ave
P.O. Box 250
Fredonia, WI 53021
(262) 692-2141

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

New Business:

- October 11 and 12 interviews for accreditation. If anyone in advisory commission is available, let Lynn know.
- Fundraisers for 2023-2024: Calendar of Cash, Trivia Night, Fall Fish Fry, Spring Fish Fries, Flower Sale, Scrip. Each family going need to sell 15 tickets for Calendar of Cash, 1 fall volunteer slot, 3 spring fish fry shifts and 1 Miscellaneous volunteer opportunity
- Budgets for 2023-24 filled on sheet – update Staff Appreciation?
- Operational Norms will be gone through at the next in-person meeting
- Mission Statement Reflection was handed out and talked about
- Findings of accreditation will be sent out to Advisory Commission once included. New website will also be shown to committee.

Closing Prayer read by all at 8:07pm

Motion to Adjourn: Nicole Klintner 1st and Janine Morano 2nd

Current Terms for 2023-2024 year:

Lynn Sauer – Principal

Vicki Malueg – Staff

Jessica Eischen – OLL & School Representative – Term 2018-2021 (1st term) – 2nd term July 2021 - 2024

Tim Dubey – School Representative- Advisory President – Term 2018-2021 (1st term) – 2nd term 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), 2nd term July 2023-2026

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 PtA Treasurer 2022-2025

Janine Morano- PtA President 2023-2025 (1st term)

Nicole Klintner – PtA Secretary Term 2023-2025 (1st term)

Lora Schroeder- Divine Savior Pastoral Council- Term 2022-2025



305 Fredonia Ave
P.O. Box 250
Fredonia, WI 53021
(262) 692-2141

Email: dscs.schooloffice@gmail.com

Website: www.divinesavior.weconnect.com

Jacob Bierenbaum – OLL Representative – Term 2021-2024