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### **DSCS Advisory Commission Meeting Minutes**

September 9, 2025 – 6:30 PM

In attendance: Vicki Malueg, Hal Steffen, Janine Morano, Carli Reuteler, Angie Leider, Lora Schroeder, Hannah Shiningier, Tim Dubey, Amanda Watry, Terri Schueller, Deb Hamm, Lynn Sauer

Absent: None.

Opening Prayer read by all at 6:35 PM.

Mission Statement read together.

### **Principal Report- Advisory Commission September 9th, 2025**

#### **WCSA Goals Update**

- Domain A- 2.5 – Faculty uses the lenses of Scripture and the Catholic intellectual tradition in all subjects to help students think critically and ethically about the world around them.
- Domain B- 5.6-The governing body engages in formation and on-going training and self-evaluation for itself and the leadership team to ensure the faithful execution of their respective responsibilities.
- Domain C-7.3 (Grounded in Gospel values,) Curriculum and instruction for 21st century learning provide students with the knowledge, understanding and skills to become creative, reflective, literate, critical, and moral evaluators, problem solvers, decision makers, and socially responsible global citizens. 9.2 Guidance services, wellness programs, behavior management programs, and ancillary services provide the necessary support for students to successfully complete the school program.
- Domain D- 12.1-The school's facilities, equipment, and technology management plan includes objectives to support the delivery of the educational program of the school and accessibility for all students.

#### **Academics**

- Our leadership team and staff are working with the assessment program i-Ready. This program will replace AIMS. We are prepared to see a drop in scores with the first round of testing. This is a new testing tool and it works differently than AIMS. It will give us better information and will equip our teachers with what they need to help fill in gaps students may have on particular skills. **Lynn noted that per Archdiocese rules, the Iowa Basics testing is not required with the i-Ready program.**
- Our classroom 4k-3rd grade classrooms have implemented the *Foundations* Reading/Phonics Program. We are committed to ensuring that our students get the very best reading foundation skills as possible.

- I submitted a Love One Another grant for new Bibles in all of our classrooms. I am happy to report that we did receive the grant. The items are in the process of being ordered. **Lynn noted that the bibles arrived today. The teachers were able to select bibles that were appropriate for their grade levels.**

#### **Staff Professional Learning Community (PLC):**

- During our staff inservice training this August we covered more information about the Science of Reading and the implementation of *Foundations*. We also did some i-Ready training, school safety training, a review of our EOP and reflected on our mission.
- This school year we will continue with our implementation of Conscious Discipline and social emotional awareness, learn more about i-Ready and the implementation of more principles of the Science of Reading.

#### **Building & Grounds**

- Tim Dubey has been managing the small projects around the building and keeping things in good order. He has installed a new sink in the 5k room, replaced several ceiling tiles, replaced coat hooks by 4k and so much more!
- The office doors have been installed and both doors now have a buzz-in system.
- The parish is working on getting the last phase of our playground remodel completed. The fence has been ordered and will be installed shortly.
- Carla Schommer is in the process of working on her gardening grant. Plans include raised garden beds, a greenhouse and more.

#### **Personnel**

- Amanda Longden is working out very well in 4th grade. She is an excellent fit for our school community.
- We are looking for help in our extended day and cleaning as well.
- I am currently in the process of updating all of our teacher job descriptions. These will be presented to the teachers for signature by the end of the month. **Mostly just involves updating the descriptions to replace any mentions of AIMS testing with i-Ready.**

#### **School Safety**

- School Resource Officer Santino visited with our teachers about school safety and we practiced barricading the 2nd grade classroom door.
- School Resource Officer Santino met with our bikers and walkers to go over traffic safety.
- Our School Safety Team will meet soon to go over our EOP updates, review the safety of our church building and work more on our reunification plan. **Discussion followed regarding safety protocols of the school mass following the shooting at Annunciation Catholic Church in Minnesota recently.**
- Several new cameras have been installed and other cameras have been replaced. Eric Masengarb has done a great job with this.
- Mrs. Pierson and I submitted a Bruce Krier Grant for a Health & Safety Grant. This grant will cover stop the bleed kits, an AED for the 3rd floor, new flooring in our rooms with old tile and new lunch tables in the cafeteria. The focus of the grant was on the pillars of health and school safety. We are in the process of purchasing all of the materials. Our new floors were installed this summer and they look amazing! The new tables should ship September 24th.

#### **Mission & Catholic Identity**

- Our theme this year is ***Let Your Light Shine***. Each month we will focus on a different virtue or trait that will help us to let the light of Christ shine in our lives, in our school and in the world.

During the month of September we will be letting our lights shine with: **Patience.** *(Be completely humble and gentle; be patient, bearing with one another in love. Ephesians 4:2)*

- On Tuesday, August 19th we had our annual staff faith formation retreat. This year we held our retreat in Port Washington. Each year we begin our work together with a retreat. It is an amazing way to start the year with a clear focus on our Catholic faith. We must focus on growing our faith lives before we can share our love of Christ with those we teach and work with.
- We are sad to say good-bye to Father Pat. He will no longer be our school priest. He is struggling with some health issues. We are all praying for Father Pat! The students and staff are making cards for him and we have added him to our prayers. Father Don will now be assigned as our school priest. When he is not available, Father Steve will be covering.
- Our first few Masses of the year have been very successful! Our teachers were in charge of the first Mass of the year. It is always a good way to model for our students and to show them that everyone is called upon to offer our talents.
- Our first food collection will be on September 25th. We are collecting breakfast items like cereal, granola bars, oatmeal packets & peanut butter. All donations will go to the Port Washington Food Pantry.
- We had a good turn-out of students and staff at our first Donut Sunday. It is wonderful to see so many school families at Mass.

### Marketing

Month	Birthday Cards Sent	Baptism Folders Sent	Marketing Purchases
July	10 Cards- \$7.30 postage (\$0.73 each)	3 Folders- \$8.05 1 Folder- \$2.72	
August	11 Cards- \$8.03 postage (\$0.73)		8 yard signs delivered to new families on 8/20/2025 <b>Balloons</b> - \$16.88
September	8 Cards- \$5.84 postage (\$0.73)		

### Enrollment for 2025-2026 School Year:

Returning/New Student Aug. - 98 Dec- 99 Jan- 100	100	
Not Returning	24	
New Families	7	
New Siblings	10	
Families	64	
DS Parish Students	OLL Parish Students	Non-Parish Students
27	36	37

**Topics:**

- **Cover School Budget**

<u>Divine Savior Catholic School</u>		
BUDGET (school Only)		
07/1/2025 - 06/30/2026		
	<i>2024-2025 Prior Year Budget</i>	<b>2025-2026 Current Year Budget</b>
Income		
<b>Donation Income:</b> school donations	<i>50,000.00</i>	<b>65,000.00</b>
<b>Tuition/Program Fees:</b> tuition, catholic school support, extended, morning, summer care, PTA contribution, technology fees	<i>495,945.00</i>	<b>535,945.00</b>
<b>Other Income:</b> interest income, event income, scrip net account, PTA-net account	<i>1,500.00</i>	<b>3,000.00</b>
Total Income	<i>547,445.00</i>	<b>603,945.00</b>
Expenses		
<b>Employee Compensation &amp; Benefits:</b> staff salaries, insurance, pension, professional development	<i>685,811.00</i>	<b>745,773.00</b>
<b>Supplies:</b> school supplies, classroom supplies	<i>10,950.00</i>	<b>15,100.00</b>
<b>Books/Consumables:</b> books, consumables	<i>4,000.00</i>	<b>8,000.00</b>
<b>Professional Services:</b> playground, fieldtrip, busing, enrichment, school resource officer	<i>4,775.00</i>	<b>6,250.00</b>
<b>Misc Expenses:</b> marketing, event expense	<i>2,500.00</i>	<b>2,500.00</b>
<b>Utilities:</b> telephone, heat, electric, water, sewer	<i>24,500.00</i>	<b>25,000.00</b>
<b>Maintenance/Repair:</b> school maint., mops, cleaning supplies	<i>5,000.00</i>	<b>5,000.00</b>
<b>Assessments:</b> Archdiocesan assessment	<i>800.00</i>	<b>1,148.00</b>

Total Expenses	738,336.00	808,771.00
Net Profit/(Loss)	(190,891.00)	(204,826.00)
	Parish Subsidy	Parish Subsidy
	26%	25%

Terri Schuller, business manager for Divine Savior/Our Lady of the Lakes, spoke about the school's budget for 2025-2026. She noted that the school typically runs at a loss, which is not uncommon with a parish-sponsored school such as Divine Savior. The budget is discussed at the parish finance council meetings, with the budget being due by June 15th to the Archdiocese. The Archdiocese will let Terri know by August if the budget is accepted or not. Terri also noted that the teachers do have input into their budgets. Terri mentioned that the \$60,000 contributed by the PTA each year (which comes from the school's fundraisers) goes towards keeping the tuition costs down. She also mentioned that when she first started as the parish business manager about 13 years ago, the parish was picking up 60% of the costs, whereas now it is more like 25%.

- **Mission Reflection**

The commission reflected on the mission statement.

- **Review of Advisory Commission Responsibilities**

The commission read through and reviewed the Roles and Responsibilities of the Advisory Commission document.

- **Topics for next meeting - October 14th, 2025**

- **PTA Fundraising Reports:** The budget was quickly reviewed, and some changes were discussed that could be made prior to the October 14th meeting. Angie mentioned publishing the goals of the school somewhere just for the general knowledge of all parents. Lynn will add this to a future meeting. Some topics that could be discussed are tech goals and facilities goals.
- **PTA Committee Needs**
- **Discuss PTA transitioning of roles if needed**

- **Closing prayer.**

Meeting adjourned at 8:29 PM.

Submitted by:  
Amanda Watry

