

St. Gregory the Great Parish & School School Commission Monthly Meeting

Meeting Date: *May 15, 2018*

Attendance (*bolded names indicate presence at meeting*):

M. Gutierrez	J. Kovesky	Fr. T. Demse	J. Krostag
Y. Lasky	A. Schlegel	J. Senn	M. Wejrowski

1. Prayer: *Led by Amy*

2. April Meeting Minutes:

S.C. April meeting minutes were reviewed and approved

3. Commission Action Items:

A. Upcoming Events

- Confirmation will be celebrated Saturday and Sunday, 5/19 & 5/20.
- Awards Day will be held on Tuesday 5/22, 1:30 in the Church.
- June 6th, all school Mass 8:30am (school office will be closed for morning Mass) 8th Grade graduation breakfast after Mass. 8th Grade Graduation Service 6:30pm, reception to follow in Hall

4. Principal's Report:

A. *Enrollment Update:* Enrollment for 2018-2019 is at 238. 5K is closed at 25 students. Grades 1 - 5 are capped at 30 students (as of 5/15, grade 4 has 30 enrolled). There are no waiting lists. It is projected that the school will be 82% choice for next school year.

B. *Staff Update:* Mrs. Miranda-Cruz (Spanish), will not be returning next year and no applications for Spanish have been received. 7 applications have been received for 7th & 8th grades. An interview occurred on 5/14 and another interview is scheduled for

5/17.

C. *Budget:* Amy distributed copies of the April Financial Summary. Questions and concerns were discussed regarding differences in April 2018 "YTD Budget" and "YTD Actual" in Allocated Property and Maintenance. Amy stated that this line includes both Parish and school. Teachers Materials/Classroom Expenses seems incorrect and under-expended. Amy indicated that she will discuss with Patti. It was suggested that "Bookends - Supplies/Utilities" should be in the "Bookends Program" account.

Amy clarified that the "Building Projects" line item amount includes the Bookends roof repair. Amy also stated that the school will be converting to Quick Books software to maintain the school's finances. The new system will be implemented starting July 1st, 2018.

5. Parish Pastoral Council Update:

- There is a potential plan to add a daytime maintenance employee next year.
- Our audit firm, Reilly, Penner & Benton indicated that the school is not required to carry the Choice Surplus in its coffers and the matter is resolved.

5. Parish Pastoral Council Update (continued):

- Cindy Bremeier will continue to administer Adult Confirmation/RCIA/Youth Confirmation and Michelle Zakula will continue to manage 1st Communion/Reconciliation.
- Purchase of the playground equipment was approved .
- The “Elevator Speech” was requested of Amy.

6. New Business:

- The School Commission Year-End Self-Evaluation Questionnaire was collected by Jeff Senn. It will be discussed at next month’s SC meeting.

7. Old Business:

- Amy will be submitting the “elevator speech” to SC members via email. Amy will be placing it in the next school newsletter. Yolande will distribute to the Parish Pastoral Council.
- Jeff stated that the Officer & membership development document is still proceeding.
- Solicitation of volunteers is also ongoing.

8. Open Discussion/Additional Items:

- Yolande attended an “Active Shooter” seminar. Amy indicated that the school will receive training in “Run/Hide/Deniability/Fight.” Discussion in Building Security and DPI school safety funding will continue in the upcoming school year.

The meeting concluded at 7:12 PM. These minutes are not verbatim. School Commission members are encouraged to make any corrections and email back to Mike Gutierrez for updating.

NEXT MEETING: June 19, 2018 – 6:00 PM

Respectfully Submitted,

Mike Gutierrez

School Commission