

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

**Meeting Date:** *February 21<sup>st</sup>, 2017*

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

J. Ballard

M. Gutierrez

J. Kovnesky

J. Krostag

Y. Lasky

A. Schlegel

J. Senn

M. Wejrowski

**1. Prayer:** Led by Mary Wejrowski

**2. Past Minutes:** January meeting minutes will be emailed for approval

**3. Commission Action Items:**

A. Review/Update Bylaws: ***Changes made/approved by Commission:***

- i. Change name back to “School Commission”
- ii. **Article II:** Question re: Article II: What is the Parish Mission statement and Mission Statement/Philosophy? (JS)
  1. Parish Mission Statement – scrolls on website, and it’s in the school section of the website as well
    - a. “as Baptized members of the Roman Catholic church...we strive to serve Christ through our...” (YL)
    - b. Maybe state that “current mission statement located on school/parish website”?
    - c. AS – School improvement plan is on website (which states our goals as a school)
- iii. **Article 3.I:** Change the minimum number and verbage to: “Minimum of 5 with a maximum of 9 or as otherwise mutually allowed by the pastor and principal...” (JS)
- iv. Discernment process – will stay as a precaution (YL)
- v. Vacancy – minimum change to 5 from 7...where it says “pastor/principal,” we will change it to “pastor *and* principal”
- vi. **Article 4.2:** change “task force” to “liason” (ie. One person)
- vii. **4.2.c:** change to liason
- viii. **Article IV:** change to “school parents, guardians, parish members and school staff”
  1. Comment: If/when staff attend S.C. meetings, there *may* be subjects that need discussion that require staff NOT be present
  2. Add “school commission reserves the right to close portions of a meeting when dealing with personnel or other sensitive topics”
- ix. **Article V:** Discussion regarding having two chairs or having one chair and a vice chair...we will have **one** chairperson and change it to “officers of the school commission shall consist of one chairperson, one vice chairperson and one secretary”
  1. **MW:** question about writing up the job duties

2. **IA-C:** change to singulars (add **IB:** *for vice chair...that they will simply step in and lead the meeting in the absence of the chair*)
3. Add "**Section 2:** Selection of Officers....discussion and nomination as appropriate to select new officers by the school commission membership...officer selection for the next term will occur in the May meeting of each year"
4. Add "**Section 3:** Officers will hold their term for one year with the option to hold consecutive terms"
- x. **Article VI:** Change to having "75% of current school commission membership, including at least two officers be present for any voting/decision making"
- xi. **Article VII:** JS questioned the need for marketing subcommittee, etc...AS stated that the accreditation process *really* stresses the need for a marketing committee....YL pointed out the decrease in our enrollment (300 four years ago...now 266)...decided to leave original language as it stands

***\*Jeff will send out a newly revised copy of bylaws to us within a week, and we all should bring our final comments to the March meeting!***

B. Review Annual Self-Evaluation Process: will be addressed at supplementary S.C. meeting on March 14<sup>th</sup>!

C. Officer Positions: Filled following positions:

- a. Secretary – Jess Ballard
- b. Vice-Chairperson – Mary Wejrowski

#### **4. Principal's Report:**

A. Enrollment Update: (**handout:** Financial Summary (as of January))

- j. Concern from last meeting regarding the budget and spending and a possible reduction in our financial support for next year
  - a. Good news: the money that was supposedly going "into reserve" is *not* going into reserve, and Patty still needs to learn more about the whole situation, but "it's not as bad as it sounds"...we do not yet definitively know yet if the financial support given to us for next year will be reduced or not
    - i. "Supplies": they just put in a large paper order, which will most likely max out that amount
    - ii. "Faculty Tuition/Continuing Ed.": teachers get \$250 for any class they take that aligns with the school's improvement plan
    - iii. "Teacher Materials/Classroom Expenses": teachers were just given (last month) an additional \$300 for supplies/classroom needs
    - iv. "Marketing": Art Show is coming up (tape and hot dog costs)
    - v. "Technology: Equipment/Supplies/Materials": teachers are getting laptops! ☺

- vi. "SIS" – Powerschool
- vii. "Professional Services": it's high because of the Spanish interpreter that we've hired for open house
- viii. Amy has a meeting with Futura to discuss the future of continuing to have our Spanish teacher...but our interpreter is willing to work towards her Spanish teaching license, which would be a better financial solution!

B. Staff Update: none

C. Self-Accreditation Standards:

1. Visit Date: November 1-2, 2017

- a. AS: Concern with accreditation – there are boxes where *we* all need to write/respond
- b. ***March 14<sup>th</sup> 6:00-7:30PM at Parish Office – Accreditation Document Meeting (Mike, Jeff, Jess, Joey, Amy, John?)***

#### **5. Parish Council Update:**

- A. Nominations for the open Parish Council seat will go out in March (replacing Trisha)
- B. March 17<sup>th</sup> – Ordination of Two New Auxiliary Bishops
- C. Arch held a data event – looked at demographic data that will be available to all parishes, giving information regarding who's in their neighborhood, what their needs are, and it will help parishes determine what ministries would be most appropriate
- D. Stewardship meeting at Arch, discussed how to foster good stewardship
- E. Tax letters went out (donation letters) to everyone
- F. Staff is working on budget
- G. Will be a meeting with Our Lady of Lourdes (OLOL) at the end of March – discussing our collaboration

**6. Additional Items:** none

**NEXT MEETING:** March 21<sup>st</sup>, 2017 – 6:00 PM (Accreditation Prep Meeting 3/14/17)

Respectfully Submitted,  
Jess Ballard  
School Commission