

St. Gregory the Great Parish School
School Commission Meeting Minutes

Tuesday, October 15, 2013 – 6:30 p.m.

Present: Fr. Tom Demse, Yolande Lasky, John Farney, Jennifer Dunning, Susan Feider Kelly, Joey Kovnesky, Lisa Rohde, Jeff Senn, Mary Wejrowski

Excused: Lisa Rohde

1. Prayer

- Led by Fr. Tom

2. Pastor's Report

- Fr. Tom noted that the parish and school staff participated in a retreat on October 11
- Fr. Tom indicated that the school year is off to a good start and is impressed by the students' and staff's spirit and mutual respect

3. Recap and Update from September Meeting

- September meeting minutes were distributed and elements of meeting were reviewed for members absent at September meeting
- Yolande gave updates concerning major topics from September meeting:
 - MAP Testing
 1. Fall MAP testing is completed and many problems were experienced in using the necessary technology to administer the tests (which are computer-based)
 - a. The school's technology management firm helped with problems and is being consulted with to prepare for winter testing
 2. The basics of the test administration have been worked out and better implementation is expected for the winter testing
 3. Teachers are working on score analysis and goal setting
 - Parking Lot
 1. Parents are practicing parking lot routines better and parking lot procedures are doing well
 2. It was noted the main focus of these parking lot rules is to increase safety

4. Approval of September Minutes

- September meeting minutes were approved following recap and review

5. Principal's Report

- Enrollment is holding steady and the fourth grade instructional aide position is still to be hired
- Breakfast/Lunch Program numbers continue to grow
 - The possibility of a survey to families regarding the lunch program was discussed
- The Bookends program handbook is near completion by Patty Scheels (Bookends Coordinator). The handbook should be ready for Commission review by the November meeting and will be published following review.

- Yolande noted confusion regarding the Pastoral Council Organization Chart, and placement and governance of the Home and School Association (as Home and School is governed directly by Yolande; not by the School Commission). She confirmed that Home and School will be placed under School Commission as the chart is only and organizational chart; it does not indicate governance.
- Work on the database has continued and is improving. Discussion took place as to who provides support once the database is up and running.

6. Open House Planning

- Open House will be Tuesday, January 28, 2014, during Catholic Schools Week
- A hot dog dinner will again be served
- Commission members are asked to be present to help with running the event
- Pre-Open House Planning – How do we get the word out” (Ideas for marketing the event)
 - Fliers, Posters, Traditional Print Marketing
 - Post in/around gym & concession stand to market to those at basketball games/athletic events
 - Post on side doors and classrooms
 - Ads in the bulletin, Great News newsletter, and Our Lady of Lourdes bulletin
 - Possibility of a Facebook event setup through Alumni Facebook page
 - Flash mob-type event to draw attention of media
 - Outreach to media – community newspapers, Catholic Herald

7. SWOT Analysis

- Discussion around a SWOT analysis took place regarding the strengths, weaknesses, opportunities, and threats of the school and school commission
 - Lists were brainstormed by commission members for strengths, challenges, and opportunities
- Of the three goals of the School Commission (Budget, Policy, and Marketing and Recruitment), it was identified that marketing and recruitment is the weakest area of our commission
 - Discussion took place as to working on developing a marketing committee and marketing plan for the school, using this year to develop the vision and begin implementation in the next school year

8. Hospitality Sunday

- Mary reported that Pastoral Council has assigned the School Commission to host Hospitality Sunday on Sunday, January 19, 2014.
- The possibility of advertising beforehand that the School Commission is hosting was talked about and using the opportunity to invite people to come down and learn about the commission

Meeting adjourned at 8:10pm.

Next meeting Tuesday, November 19th at 6:30pm.

Meeting Focus: K3, Review of Bookends Handbook, & Open House Planning

2013-2014 School Commission Meeting Schedule

Tuesday, October 15, 2013	6:30pm	Tuesday, March 25, 2014	6:30pm
Tuesday, November 19, 2013	6:30pm	Tuesday, April 15, 2014	6:30pm
Monday, January 13, 2014	5:00pm	Tuesday, May 20, 2014	6:30pm
Tuesday, February 18, 2014	6:30pm	Tuesday, June 24, 2014	6:30pm