



School Board Meeting November 8th Meeting Minutes

Members Present: Lynette Melin, Jen Rodgers, Manny Lara, Fr. Pat Wendt, Wayne Chrusciel, Kristi Klein, Julie Pannemann, Colleen Jengtes, Ed Muenta, Mike Linstroth, Mary Laux

Members Excused: Jeff Schmit

Home and School Representatives: Rachel Lorier, Patrice Bostwick

- I. Call to Order at 5:28 PM.

- II. Jenny Mendenhall, Catholic Schools Advancement Manager and Barb Vite, Director of Parish Stewardship
 - a. Reviewed the Best Practices in the Annual Fund
 - b. Shared information on developing an annual fund for the school.
 - c. The annual fund will connect your donors to the vision of the school.
 - d. Best example of an ideal annual fund is St. Roberts in Shorewood, WI.
 - e. Next step is to further develop a 3 and 5-year development plan and form a development committee.
 - f. Add the development plan and possible expansion of the annual fund to future agenda items.

- III. **Unfinished Businesses**
 - a. Compliance and Constitution
 - i. The by-laws draft is complete. Wayne will send it to the group for the board to approve.
 - b. Vision and Mission
 - i. There is a draft mission that was developed at the staff meeting.
 - ii. The document will be shared with the board for input and finalized at the next meeting.
 - c. School Safety
 - i. The students practiced the school safety plan.
 - ii. Kristi has the last draft of the Crisis Response Plan and will send to a few more people to review.
 - d. Strategic Plan

- i. Formed a leadership team to review the plan and will come back at the end of November.
- e. Handbooks:
 - i. All the other handbooks are completed, the only other handbook that needs major work is the athletic handbook.
- f. Accreditation-
 - i. Staff is working on the Mission, Vision and Catholic identity at early release.
 - ii. Staff will begin working on Self Study
 - iii. All requirements for accreditation will be done on-time.

IV. Committee Reports

- a. Pastoral Report
 - a. None
- b. Finance
 - a. The meeting will be next week.
- c. Marketing/Communication
 - a. Working on the annual report, it is finished and at the printer.
 - b. New website is on target with deadline to roll out in January.
 - c. Starting to begin the recruitment cycle for next year.
- d. Vision Committee
 - a. A draft mission statement is ready.
- e. Christian Formation
 - a. Mary Laux contacted the director of music and he provided dates that the school could manage the Mass.
 - b. Colleen attended the Christian worship committee and they would like to have student greeters at mass once per month. They would like to start small and kick it off on Thanksgiving weekend.
- f. Policy
 - a. None
- g. Home and School
 - a. Raffle calendars did go out
 - b. Handbook is in draft and will be completed in the next couple weeks. The draft will be presented to the board in the next few meetings.
- h. Athletics
 - a. We need volunteers.
 - b. The school would like to put together a 3rd and 4th grade intramurals to engage parents into the middle school athletics.

V. New Business

- a. None

VI. October 2016 meeting minutes approved by Wayne Chrusciel, seconded by Mary Laux.

VII. **Meeting ended at 7:05 PM**