

St. Monica School Commission
Meeting Minutes, September 7, 2022

Opening Prayer.
Call to order at 7:04 pm

Attendees:

- SMSC: Beth Cheverny, Bill Nurthen, Brian Wolf, Dan Cary, Ryan Van Den Elzen, Susan Eloff, Sarah Rolfs
- New SMSC Members: Allissa Prater, Jeanine Boudreau, Meghan Dean
- Pastoral Council Liaison: Chris Ott
- Home & School Committee Liaisons: Maureen Costello and Victoria Underwood
- Mrs. Friday, Interim Principal, and Mr. Kasprzak, Assistant Principal
- Fr. Mark Payne

Preliminary Matters:

Approval of prior meeting minutes.

Business Matters:

Principal's Report, Mrs. Emily Friday

- Forms and fees days worked well and the school has significantly reduced the number of unsigned tuition agreements
- Successful first week of school for students and teachers; 423 total enrollment; onboarding of new teachers is going well; *Make Me a Channel of Your Peace* is the theme for the school year
- 2022-2023 school year is focused on building excellence with current academic and spiritual focus areas (no new rollouts for teachers this school year)
- Mrs. Friday requested feedback on Standards Based Grading and shared her desire to hear from parents
 - Goal is to foster a "Standards Based Learning Environment"
 - Mrs. Friday will revisit the topic at back to school night and create a new manual that outlines SMS's approach and policy
 - Questions from SMSC: How will parents know if students struggled along the way, how students are performing over time - standards vs. testing
 - Request from SMSC - What schools are using this and how does it translate to high school?

Milk Update, Maureen Costello

- Maureen is investigating bringing a milk program back to SMS and requested a quote
- There is a Federal subsidy program that we can use
- Est. \$10/student for milk - total cost of \$4K per year; Parent volunteers will have to track use support from SMSC to proceed
 - Intend to update hot lunch programs for next year

Priority Fund, All

- Exists to support requests not in budget; requests require explanation and those over \$5K must be discussed at two meetings

Home and School, Maureen Costello and Victoria Underwood

- Kindergarten and junior high parties are scheduled
 - Parents considering after school programming for students
 - Build calendar of ways to contribute - review full year and be strategic in fundraising efforts and spread timing throughout the year
 - Outline roles and responsibilities - Emily, Tim, Bobby (Mgr. of Comms and Marketing), include Katie Foy/Jen
- Beth - Annual Fund - taking a trimester approach - target non-parent parishioners and alumni this fall, parents and grandparents in December and then third trimester hit all as final push

Goals and Priorities, Mrs. Friday and Fr. Payne

1. Communication - Clearly communicate with parents and staff. Ask for and share feedback in a constructive way.
2. Search for a permanent Principal - Search is national; targeting teacher associations; will move someone to the area if needed; search will reconvene in January; current interim leadership may express interest by year-end
3. Staffing and recruiting - consider offering a referral bonus? Use website, cold calls, arch, posted on niche job boards, social post; doing research and analysis of public school salary structure (80% of pay); how are we evaluating teacher performance?
4. Curriculum (especially in the middle school) - Public schools helping to identify needs and provide consistent perspectives and plan (curriculum map for parents)
5. Assistance/guidance on reserve project - Contractor drawings, then take it to bid, then start project (ideally start in June 2023 and it will take 4-6 months to complete); school will communicate that we are moving ahead and remain focused on security (new church doors and limit access to Donovan Hall)
6. Develop policies and procedures - Adjust process for tuition payments (admissions and recruitment), make invoicing possible once agreement is signed in TADS

SMSC Committee Leadership, Ryan Van Den Elzen

- Terms:
 - Vice Chair - 1 year
 - Chair 2 - years; that person is past chair for 1 year
 - Asking for volunteer for Vice Chair position

Discernment, Fr. Mark

- Welcome to new Members!

Open Forum, All

- No parking on Santa Monica at drop off

Adjourned at 8:34 pm