

ST. MONICA SCHOOL COMMISSION
Meeting Minutes, October 19, 2022

A meeting of the St. Monica School Commission (the "Commission") was held in Donovan Hall at 7:03p.m. local time on October 19, 2022. The following voting Commission members participated: Beth Cherveney, Bill Nurthen, Brian Wolf, Dan Cary, Ryan Van Den Elzen, Susan Eoloff, Allissa Prater, Jeanine Boudreau. The following ex-officio non-voting Commission members participated: Fr. Mark Payne, pastor of St. Monica & St. Eugene Parishes; Mrs. Emily Friday, interim principal of St. Monica School (also referred to as the "School"); Mr. Tim Kasprzak, interim assistant principal; Chris Ott, St. Monica Pastoral Council liaison, Home & School Committee liaison, Victoria Underwood.

Preliminary Matters:

1. Opening of Meeting. Mr. Van Den Elzen opened the meeting and acted as Chair of the meeting. Mrs. Cherveney acted as Secretary of the meeting. Mr. Van Den Elzen directed that the minutes of the meeting reflect that all members were properly notified of the meeting and that the meeting was properly called and convened and ready to conduct business. Fr. Mark Payne led an opening prayer.
2. Approval of Minutes. Mr. Van Den Elzen next asked for any comments or corrections to the minutes of the Commission's September 7, 2022 meeting that was previously distributed to the members. Upon a motion duly made, seconded and unanimously passed, the Commission approved the minutes of the Commission meeting held on such date.

Business Matters:

3. Principal's Report, Mrs. Emily Friday
 - All open roles have been filled and SMS is fully staffed.
 - K5 has additional support needs with the administration looking at reposting aide positions for this.
 - Stated that the structuring of teacher compensation continues to be a focus. Questions were asked and discussion had regarding this matter.
 - Herda Scholars Fund has been depleted as of this school year. Staff continues to leverage higher learning funds at a faster rate than seen in the past. Mrs. Friday has requested to replenish w/ \$15k from the Priority Account. (Previously replenished Feb. 2020 with \$15k). Questions were asked and discussion had regarding this matter.
 - School House Reserve Project – Recently the sketches were shared with the school community.
 - Milk Program Update – All details have been submitted for the Federal subsidy program. Waiting for approval of funds.
 - The following teacher committees have been formed to support the administration:
 - Catholic Identity – Continue to focus on service projects for the students
 - Math Review Team – Focused on philosophy of math instruction
 - Safety Committee – Santa Monica Blvd drop-off/pick-up continues to be of serious concern.
 - Behavior Committee – Focused on behavior management "Raider Way" Shared feedback the administration has received thus far has been positive within the school. Questions were asked and discussion had.

- Standards based learning – Administration is actively working on finalizing the policies for this.
- Family Handbook – Updates are in progress.

Questions were asked and discussion had regarding Mrs. Friday's Principals' Report.

4. Committee Reports. Finance Council, Bill Nurthen.

- Financials are coming in ahead of plan. Mainly due to lower costs from open headcount.
- Sketch completed for school remodeling project. Will soon be getting bids to complete the project.
- Questions for the School Commission.
 - Textbook purchases are significantly under budget per latest report. -Mrs. Friday stated that this is due to timing. Textbook purchases have been made but invoices have not been received/processed.
 - Request to share any parishioners we know/recommend to bid on the school project.
 - Are there any school projects where funds were raised but work not completed? Discussion was had
 - Next years budget. Targeting a prelim budget by Feb 15, 2023

Questions were asked and discussion had regarding the Parish Finance Council Report.

5. Updates from Prior Meeting.

- Mr. Van Den Elzen shared an updated Commission roster. Commission members asked to review roster for accuracy prior to next meeting.
- Unpaid Tuition / Financial Aid. Mrs. Friday reported out that there are 4 families who have yet to sign tuition agreements. Questions were asked and discussion had regarding this update.
- Annual Fund Update. Mrs. Cherveney provided an update that the Annual Fund letter campaign has been kicked off. Letters sent to non-parent parishioners and alumni/alumni parents where address information has been confirmed. While the alumni list represents all alumni of St Monica, the list needs some data cleansing before the confidence level is met to communicate with the alumni.

6. Priority Fund Requests.

- Mrs. Friday requested \$15k from the Priority Account to replenish the Herda Scholars Fund. Due to the request being over \$5k, the Commission will vote on this request at the November meeting.
- Mrs. Friday also requested \$10,100 from the Priority Account to cover the costs of painting done in the School over the summer. Due to the request being over \$5k, the Commission will vote on this request at the November meeting.

7. Parish Town Hall Meetings, Chris Ott & Fr. Mark.

- There was a good turnout for the parish town hall meetings. Many ideas were shared, and the parish is currently reviewing common themes.

Questions were asked and discussion had regarding this update.

8. Future School Commission Leadership Discussion.

- We continue to have an open role on our commission for Vice Chair. All members are asked to discern this leadership position.

9. Home and School, Victoria Underwood.

- Auction planning is well underway. All are encouraged to attend.

10. Open Forum, All.

- Request for an update on the grading system.
 - Mrs. Friday stated that Option C will continue through 2022-23 school year. The new vendor implementation has had delays and additional planning is needed before the transition can occur. Questions were asked and discussion had regarding this update.
- The painting of the church is planned to be complete by the end of October. Church tours will begin after all masses the weekend of Nov. 5th for 3 weeks. All Commission members are encouraged to participate and/or discern becoming a tour guide.

There being no further business, the meeting of the Commission was adjourned at approximately 8:30 p.m. (local time).

Respectfully submitted,

Beth Cherveney, Secretary