

## ST. MONICA SCHOOL COMMITTEE

### MINUTES OF MEETING

August 6, 2019

A meeting of the St. Monica School Committee (the "Committee") was held at Donovan Hall at 7:00 p.m. local time on August 6, 2019. The following voting committee members participated in person: Beth Cherveney, Kate Began, Sarah McNally, Amy Lovejoy, and Ryan Van Den Elzen. Voting members Ed Mooney, Jim Place, Maureen Costello, and Bill Nurthen were unable to attend. The following ex-officio non-voting committee members participated in person: Fr. Paul Hartman, Pastor of St. Monica Parish; Mike Landgraf, Principal of St. Monica School (the "School"); and Jay Rabideaux, Pastoral Council Liaison. Also present by invitation of the Committee were Fr. Jordan Berghouse, Associate Pastor of St. Monica Parish; Amy Sarnowski, Chairman of the Parish Council; and John Schreiber, Trustee of St. Monica Parish.

#### **PRELIMINARY MATTERS**

1. Opening of Meeting. Mrs. Cherveney opened the meeting and acted as Chairman of the meeting. Mr. Van Den Elzen acted as Secretary of the meeting. Mrs. Cherveney 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.
2. Approval of Minutes. Mrs. Cherveney next asked Mr. Van Den Elzen to review the minutes from the Committee's June 4, 2019 Board meeting. Mr. Van Den Elzen reviewed the minutes and after discussion, upon a motion duly made, seconded and unanimously approved, the Board approved the minutes of the Board meeting held on such date.
3. New Ex-Officio Members. Mrs. Cherveney then informed the Committee that for this year the Pastoral Council Liaison will be Jay Rabideaux and that the Home and School Committee Liaisons will be Patty Weasler and Abby Auth.

#### **REPORTS**

4. Principal's Report. Mr. Landgraf then updated the Committee on various matters related to the operation of the School, including enrollment numbers and certain budgeting issues. Mr. Landgraf explained that enrollment is up due in part to the addition of a new 3K program, but also with increased enrollment in the 4K and 5K programs. Mr. Landgraf also discussed certain issues related to the School budget and the Annual Fund. The Committee asked questions and received answers. After discussion, Mr. Landgraf agreed to speak regarding the Annual Fund at the upcoming orientation nights and that he will work with the appropriate School staff to ensure that a written communication regarding the Annual Fund is sent promptly following such orientation nights.

#### **BUSINESS MATTERS**

5. Budget Review. Mrs. Began then provided a brief summary of the draft 2019-2020 budget for the School. Mrs. Began explained that the Annual Fund contribution to the 2019-2020 budget is

actually \$120,562 as opposed to the \$150,000 that was budgeted, leaving an approximate \$30,000 shortfall. Mrs. Began also explained that such shortfall would be made up by better than budgeted enrollment numbers as well as some savings incurred as a result in the change of school lunch providers. The Committee asked questions and received answers.

The Committee then engaged in a discussion regarding the School's fundraising and development efforts. Mr. Landgraf described that currently no person on the School's staff has responsibility for ensuring that the School's fundraising efforts are successful. The Committee asked Fr. Paul if it would be possible to hire a full time professional to serve as fundraising and development director for the School. Fr. Paul indicated that the School can hire additional staff if it is able to work the cost of such position into the Budget. Fr. Paul also explained that rather than hiring a full time person, he is in favor of the School Committee designating a development subcommittee of volunteers to assist in the fundraising efforts and for the School to potentially hire a part time staff person to assist and coordinate such efforts. The Committee agreed to further discuss this issue at the next Committee meeting.

6. Dominican Turf Field Proposal. The Committee then discussed its reactions to Dominican High School's proposal to build an artificial turf soccer and lacrosse field spanning the border of the School's and Dominican's property along Lake View Avenue. The Committee discussed its reactions to the presentation made by Dominican representatives the prior night. After discussion, the Committee agreed that further discussion and a broadening of the discussion group to ensure that all viewpoints are considered was in the best interests of the School. The Committee recommended that Fr. Paul organize a form of town hall meeting to discuss the proposal and the costs and benefits to the Parish and the School. The Committee also agreed to further discuss such proposal at the next Committee meeting.

There being no further business, the meeting of the Committee was adjourned at approximately 8:10 p.m. (local time).

Respectfully submitted,

Ryan L. Van Den Elzen, Secretary

## ST. MONICA SCHOOL COMMITTEE

### MINUTES OF MEETING

September 5, 2019

A meeting of the St. Monica School Committee (the “Committee”) was held at Donovan Hall at 6:30 p.m. local time on September, 2019. The following voting committee members participated in person: Beth Cherveney, Kate Began, Sarah McNally, Amy Lovejoy, Maureen Costello, Bill Nurthen, Ed Mooney, and Ryan Van Den Elzen. Voting member Jim Place was unable to attend. The following ex-officio non-voting committee members participated in person: Mike Landgraf, Principal of St. Monica School (the “School”); Patty Weasler and Abby Auth, Home and School Committee Liaisons; and Jay Rabideaux, Pastoral Council Liaison. Also present by invitation of the Committee were Lynn McIntyre, Dean of Students of St. Monica School; and Emily Bremmer of St. Monica School.

#### **PRELIMINARY MATTERS**

1. Opening of Meeting. Mrs. Cherveney opened the meeting and acted as Chairman of the meeting. Mr. Van Den Elzen acted as Secretary of the meeting. Mrs. Cherveney 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. Mrs. Cherveney then led the Committee in an opening prayer.
2. Approval of Minutes. Mrs. Cherveney next asked for any comments or corrections to the minutes of the Committee’s August 6, 2019 meeting that were previously distributed to the members. There being no comments or corrections, upon a motion duly made, seconded and unanimously approved, the Board approved the minutes of the Board meeting held on such date.
3. New Vice Chair. Mrs. Cherveney then informed the Committee that for this year the Vice Chair of the Committee will Ed Mooney and that for next year the Chairman and Vice Chair will be selected by discernment.

#### **REPORTS**

4. Principal’s Report. Mr. Landgraf then updated the Committee on various matters related to the operation of the School, including enrollment numbers and certain budgeting issues. As part of that discussion, Mr. Landgraf informed the Committee that the new Parish development person, Anne Rice, will also be assisting the school with fundraising efforts, including the Annual Fund. Mr. Landgraf also described that the new school lunch program has been well received and that the students are really enjoying the new playground equipment. Mr. Landgraf also explained that the School is working with the Parish Human Concerns Committee to see if there are opportunities to partner on service projects. The Committee asked questions and received answers.

#### **BUSINESS MATTERS**

5. Standards Based Learning Environment. Mrs. Bremmer then provided an overview of the Standards Based Learning Environment to which the School will transition next academic year. Mrs.

Bremmer described what standards based learning is, how it works, and how the grading system will be updated to apply standard based learning at the School. Mrs. Bremmer and Mrs. McIntyre reminded the Committee that the adoption of standards based learning is a best practice and that it is being mandated by the Archdiocese. The Committee engaged in a lengthy discussion of how standards based learning will work at the School, including concerns about how to ensure that the standards applied meet our School's high standards in addition to any other standards mandated by the Archdiocese, as well as methods to ensure that all students continue to be challenged and developed in the standards based learning environment. Mrs. Bremmer and Mrs. McIntyre explained that the School is committed to providing an excellent learning environment and that the updated system will enhance, not detract, from the learning of all children. The Committee asked questions and received answers. A parent orientation night for the new standards based learning environment will take place in October.

6. Strategic Initiatives. Mrs. McIntyre then discussed the School's strategic initiatives for the 2019-2020 year and the status of each initiative. Many of the initiatives described require additional funding to achieve, including increasing financial aid and faculty and staff compensation, as well as making capital improvements to the School building. The Board engaged in a lengthy discussion of School finances and the opportunities available to increase revenue to implement the strategic initiatives. The Board asked questions and received answers.

7. Transfer Student Initiative. Mrs. McIntyre then described that the School is engaging in an initiative to recruit new students to transfer into the School. As part of that discussion, she explained that there had already been several families who transferred into the School this year and that more are still considering a transfer.

8. Committee Mission Statement. Mrs. Cherveney then discussed with the Committee a desire to draft a mission statement for the Committee to help remind all Committee members and the School community of the role and mission of the Committee. Due to time constraints, the Committee agreed to discuss a mission statement at the next meeting.

9. Subcommittee Discussion. Mrs. Cherveney also discussed her vision for subcommittees for this year. The Committee asked questions, received answers, and agreed to further discuss the number and functions of the subcommittees as well as subcommittee assignments at the next Committee meeting.

There being no further business, the meeting of the Committee was adjourned at approximately 9:00 p.m. (local time).

Respectfully submitted,

Ryan L. Van Den Elzen, Secretary

## ST. MONICA SCHOOL COMMITTEE

### MINUTES OF MEETING

October 1, 2019

A meeting of the St. Monica School Committee (the “Committee”) was held at Donovan Hall at 6:00 p.m. local time on October 1, 2019. The following voting committee members participated in person: Beth Cherveney, Kate Began, Sarah McNally, Amy Lovejoy, Maureen Costello, Bill Nurthen, Ed Mooney, Jim Place, and Ryan Van Den Elzen. The following ex-officio non-voting committee members participated in person: Mike Landgraf, Principal of St. Monica School (the “School”) and Jay Rabideaux, Pastoral Council Liaison.

#### **PRELIMINARY MATTERS**

1. Opening of Meeting. Mrs. Cherveney opened the meeting and acted as Chairman of the meeting. Mr. Van Den Elzen acted as Secretary of the meeting. Mrs. Cherveney 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. Mrs. Cherveney led the Committee in an opening prayer. Mrs. Cherveney then explained that this meeting will be shorter than usual prior to the opening of the common leadership night and that following opening prayer for the common leadership night, the School Committee will join with the Pastoral Council and Finance Committee to discuss the Dominican Turf field proposal
2. Approval of Minutes. Mrs. Cherveney next asked for any comments or corrections to the minutes of the Committee’s September 5, 2019 meeting that were previously distributed to the members. There being no comments or corrections, upon a motion duly made, seconded and unanimously approved, the Committee approved the minutes of the Committee meeting held on such date.

#### **BUSINESS MATTERS**

3. Subcommittee Discussion. Mrs. Cherveney next discussed the proposed standing subcommittees that had been described in writing prior to the meeting and solicited suggestions for any additions or changes to the proposed subcommittees. As part of that discussion, Mrs. Cherveney explained that it was most urgent to form the Fundraising and Development Subcommittee. The Board asked questions and received answers. Mrs. Cherveney encouraged the Committee members to prayerfully consider chairing the Fundraising and Development Subcommittee and requested that any interested persons email her following the meeting.
4. Robotics Team Proposal. Mrs. Began and Mr. Mooney then discussed with the Committee a proposal they had submitted prior to the meeting on behalf of the robotics team requesting \$1,000 to fund the addition of a third team in the robotics program. They explained that the requested funds would be used to purchase a necessary laptop computer as well as to pay certain other startup costs for the new team. The Committee asked questions and received answers. After discussion, upon a motion duly made, seconded and unanimously approved (with Mrs. Began and Mr. Mooney abstaining), the Committee resolved as follows:

**RESOLVED**, that the expenditure of approximately \$1,000 from the Priority Account to fund the purchase of a laptop and other startup costs for the addition of a third robotics team as presented to the Committee is hereby approved.

### **COMMON LEADERSHIP NIGHT**

The Committee then joined the Common Leadership night for an opening prayer in the Church before reconvening in a joint session with the Pastoral Council and the Finance Committee in Donovan Hall. Additional attendees included Fr. Paul Hartmann, Pastor, along with members of the Pastoral Council and the Finance Committee

5. Dominican Turf Field Proposal. Fr. Paul began the discussion by asking the Chairs of the School Committee, Finance Committee, and Pastoral Council to share any feedback they have received regarding the Dominican turf field proposal. After the Chairs of those committees shared feedback they received to date, other members of those committees were invited to share additional feedback they have received. The combined committees engaged in a lengthy conversation of the positive and negative feedback received to date. Several members reported mostly positive feedback received, while several other members reported mixed feedback of roughly 50% positive feedback and 50% negative feedback.

The combined committees then discussed the pros and cons of the proposed turf field as well as certain issues that they would like to see included in any counterproposal to Dominican, should St. Monica continue the discussions. They also discussed whether or not a natural grass field would be a viable alternative to artificial turf. The combined committees next discussed the fact that the health concerns raised regarding turf fields should be taken seriously and that additional effort should be devoted to better understanding the potential health risks and possible mitigation efforts.

After extensive discussion, a straw poll was circulated to gauge the interest of the attendees in continuing to entertain discussions with Dominican regarding the proposed turf field. Fr. Paul made it clear that the straw poll was not a vote, but rather a mechanism to see if there was any consensus among the attendees. Three options were presented on the straw poll: (1) continue discussions with Dominican regarding the proposed turf field and form a committee to work on terms of a counterproposal; (2) tell Dominican that we are not interested in their proposal and end discussions on the matter; and (3) tell Dominican that we are not interested in their proposal to build an artificial turf field, but engage them in a discussion of whether there are other ways to collaborate. After the poll results had been tallied, Fr. Paul announced that all but one person in attendance indicated a preference to continue discussions with Dominican at this time and to work on a potential counterproposal while continuing to consider the pros and cons of the proposal, including any potential health risks.

There being no further business, the meeting of the Committee was adjourned at approximately 7:45 p.m. (local time).

Respectfully submitted,

Ryan L. Van Den Elzen, Secretary

## ST. MONICA SCHOOL COMMITTEE

### MINUTES OF MEETING

November 7, 2019

A meeting of the St. Monica School Committee (the "Committee") was held at Donovan Hall at 6:30 p.m. local time on November 7, 2019. The following voting committee members participated in person: Beth Cherveney, Kate Began, Sarah McNally, Amy Lovejoy, Maureen Costello, Ed Mooney, and Ryan Van Den Elzen. Bill Nurthen and Jim Place were unable to attend. The following ex-officio non-voting committee members participated in person: Mike Landgraf, Principal of St. Monica School (the "School"), Jay Rabideaux, Pastoral Council Liaison, and Abby Auth, Home and School Committee Liaison. Also present was school parent, Brian Wolf.

#### **PRELIMINARY MATTERS**

1. Opening of Meeting. Mrs. Cherveney opened the meeting and acted as Chairman of the meeting. Mr. Van Den Elzen acted as Secretary of the meeting. Mrs. Cherveney 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. Mrs. Cherveney led the Committee in an opening prayer.
2. Approval of Minutes. Mrs. Cherveney next asked for any comments or corrections to the minutes of the Committee's October 1, 2019 meeting that were previously distributed to the members. There being no comments or corrections, upon a motion duly made, seconded and unanimously approved, the Committee approved the minutes of the Committee meeting held on such date.

#### **REPORTS**

3. Principal's Report. Mr. Landgraf then updated the Committee on various matters related to the operation of the School, including the upcoming accreditation process, new family recruitment, service opportunities, and athletic opportunities. The Committee asked questions and received answers.
4. Home and School Report. Mrs. Auth reported on certain upcoming Home and School events, including the auction on November 16 and certain other events.
5. Finance Counsel Liaison Report. Mrs. McNally then reported on the most recent Parish Finance Counsel meeting, including the fact that donations to the Parish continue to be down from last year and that the Parish's obligation to share revenues with the Milwaukee Archdiocese is expected to increase soon. Ms. McNally explained that the Parish Finance Counsel was pleased with the increased School enrollment. The Committee asked questions and received answers.
6. Technology Subcommittee Report. Mrs. Lovejoy then explained that Mr. Reitman is working to update the School's technology inventory and needs, which will be reported on further at future meetings.

#### **BUSINESS MATTERS**

7. Dominican Turf Field Proposal Closure. Mrs. Cherveney next reminded the Committee of the Parish's decision not to move forward with Dominican's turf field proposal. Mrs. Cherveney expressed her appreciation for the Committee member's efforts to solicit feedback related to such proposal, as well as her appreciation for those members of the School and Parish community who participated in the survey and discussion.

8. Milwaukee Archdiocese Capital Campaign. Mrs. Cherveney then reviewed with the Committee the fact that the Milwaukee Archdiocese will soon be undertaking a capital campaign. The Committee discussed some of the details of the capital campaign that were previously distributed to Committee members by Fr. Paul, including the Parish's fundraising goal assigned by the Archdiocese, the 60/40 proceeds sharing with the Archdiocese, as well as the list of potential projects that could be undertaken with the Parish's 60% share of funds raised from Parish members. The Committee asked questions and received answers.

9. Fundraising and Development Plan. Mrs. Cherveney informed the Committee that Mr. Mooney had agreed to lead the efforts to form a task force to consider the issue of School fundraising and development and to work with the School and the Parish to implement a business plan for filling the development and fundraising role. Mrs. Costello and Mr. Mooney will represent the Committee on this task force. Mr. Wolf and Mr. Rabideaux both also volunteered to work with Mrs. Costello and Mr. Mooney on such efforts. The Committee asked questions and received answers.

10. Priority Account Review. Mrs. Began then provided a summary of the balance remaining in the Priority Account as well as anticipated expenses to be paid out of the account. The Committee asked questions and received answers.

11. Music Program Request. Mrs. Cherveney then introduced the School's music teacher, Mrs. Tiffany Wilson who provided additional information regarding her request for funding from the Priority Account to purchase Orff Xylophones for the School's music program, the details of which were previously submitted to the Committee in writing. The Committee asked questions, received answers, and engaged in a discussion of the preferred method to acquire the xylophones (purchase fully new instruments or purchase parts for existing bases). Mrs. Wilson explained that while she was gifted xylophone bases, that it was less expensive to purchase new instruments rather than to purchase new bars for the existing bases. After discussion, upon a motion duly made, seconded and unanimously approved, the Committee resolved as follows:

**RESOLVED**, that the expenditure of up to \$3,500 from the Priority Account to fund the purchase a set of new Orff xylophones and glockenspiels, and related shipping and handling charges, as presented to the Committee is hereby approved.



There being no further business, the meeting of the Committee was adjourned at approximately 8:20 p.m. (local time).

Respectfully submitted,

Ryan L. Van Den Elzen, Secretary

## ST. MONICA SCHOOL COMMITTEE

### MINUTES OF MEETING

December 2, 2019

A meeting of the St. Monica School Committee (the “Committee”) was held at Donovan Hall at 7:00 p.m. local time on December 2, 2019 immediately following the opening prayer and introductory remarks from Fr. Paul for common leadership night in the church. The following voting committee members participated in person: Kate Began, Sarah McNally, Amy Lovejoy, Maureen Costello, Ed Mooney, Bill Nurthen, Jim Place, and Ryan Van Den Elzen. Beth Cherveney was unable to attend. The following ex-officio non-voting committee members participated in person: Fr. Paul Hartman, Pastor of St. Monica Parish, Mike Landgraf, Principal of St. Monica School (the “School”), Jay Rabideaux, Pastoral Council Liaison, and Patty Weasler, Home and School Committee Liaison.

#### **PRELIMINARY MATTERS**

1. Opening of Meeting. Mr. Mooney opened the meeting and acted as Chairman of the meeting. Mr. Van Den Elzen acted as Secretary of the meeting. Mr. Mooney 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.
2. Approval of Minutes. Mr. Mooney next asked for any comments or corrections to the minutes of the Committee’s November 7, 2019 meeting that were previously distributed to the members. There being no comments or corrections, upon a motion duly made, seconded and unanimously passed, the Committee approved the minutes of the Committee meeting held on such date.

#### **REPORTS**

3. Principal’s Report. Mr. Landgraf then updated the Committee on various matters related to the operation of the School, including the recently completed accreditation process, service opportunities, new family recruitment, faculty and staff training, and upcoming Advent and Christmas events. The Committee asked questions and received answers.
4. Home and School Report. Mrs. Weasler reported on certain Home and School events, including the recently completed auction, the upcoming Advent breakfast, and certain other events.
5. Development Taskforce Update. Mr. Mooney then updated the Committee on the status of the of development taskforce’s efforts to determine what a development job for the School might entail, including considerations as to whether such position would be full time or part time, the scope of responsibilities, and the funding mechanism to pay for such a position. The Committee asked questions and received answers.

## **BUSINESS MATTERS**

6. Parish Strategic Planning. Mr. Mooney then explained that the Parish is undergoing a strategic planning effort and that each Parish committee, including the School Committee was being asked to participate in such process. As a step in the strategic planning process, Mr. Mooney explained that Fr. Paul would like each committee to consider and analyze the strengths, weakness, opportunities, and threats related to the area of ministry of such committee. A form for individual consideration was distributed and the Committee agreed to discuss in additional detail in a future meeting.

7. Parish Fellowship. Next, Mr. Mooney discussed the Parish's efforts to increase community and fellowship, including by providing refreshments following Sunday masses. Mr. Mooney explained that the School Committee had been tasked with organizing the refreshments for the December 15 and February 23 masses. The Committee asked questions and received answers.

There being no further business, the meeting of the Committee was adjourned at approximately 7:40 p.m. (local time).

Respectfully submitted,

Ryan L. Van Den Elzen, Secretary

## ST. MONICA SCHOOL COMMITTEE

### MINUTES OF MEETING

January 9, 2020

A meeting of the St. Monica School Committee (the "Committee") was held at Donovan Hall at 6:30 p.m. local time on January 9, 2020. The following voting committee members participated in person: Beth Cherveney, Sarah McNally, Amy Lovejoy, Maureen Costello, Ed Mooney, Bill Nurthen, Jim Place, and Ryan Van Den Elzen. Kate Began was able to attend for a portion of the meeting as noted below. The following ex-officio non-voting committee members participated in person: Mike Landgraf, Principal of St. Monica School (the "School") and Patty Weasler, Home and School Committee Liaison.

#### **PRELIMINARY MATTERS**

1. Opening of Meeting. Mrs. Cherveney opened the meeting and acted as Chairman of the meeting. Mr. Van Den Elzen acted as Secretary of the meeting. Mrs. Cherveney 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.
2. Approval of Minutes. Mrs. Cherveney next asked for any comments or corrections to the minutes of the Committee's December 2, 2019 meeting that were previously distributed to the members. There being no comments or corrections, upon a motion duly made, seconded and unanimously passed, the Committee approved the minutes of the Committee meeting held on such date.

#### **REPORTS**

3. Principal's Report. Mr. Landgraf then updated the Committee on various matters related to the operation of the School, including service opportunities and a summary of upcoming events, including security and safety training, Martin Luther King Day activities, and Catholic Schools Week. The Committee asked questions and received answers.
4. Finance Council Liaison Report. Mrs. Cherveney then updated the Committee on the activities of the Parish Finance Council. The Committee asked questions and received answers.
5. Technology Subcommittee Report. Mrs. Lovejoy then explained that the Technology Subcommittee continues to work with the School and Mr. Reitman to plan for technology needs, including new items and replacements for old or obsolete devices. The Committee asked questions and received answers.
6. Planning Subcommittee Report. Mr. Place reported on the efforts of the Planning Subcommittee, which has the goal of ensuring that the Committee is planning for both the short and long term needs of the School. The Committee asked questions and received answers.
7. Development Taskforce Update. Mr. Mooney and Mrs. Costello then updated the Committee on the status of the of development taskforce's efforts. They explained that the taskforce is in the process

of gathering and formatting data and will soon put forth a proposal to fund the development director for the School. The Committee asked questions and received answers.

### **BUSINESS MATTERS**

8. Parish Strategic Planning. Mrs. Cherveney then led the Committee in a discussion and SWOT analysis on the strengths, weaknesses, opportunities and threats facing the Committee. The Committee engaged in an extensive discussion on the topic, using the form provided at the prior meeting as a guide. Mrs. Cherveney agreed to provide a summary of the discussion and results to the Parish for purposes of the Parish's strategic planning.

9. Compensation Matters. The Committee then discussed certain issues and concerns regarding the compensation of School faculty. Mrs. Began was able to participate in this discussion. Mr. Landgraf shared a summary of the School's current pay scale compared with the pay scales of other nearby Catholic and public schools. The Committee reiterated its desire to see the School increase the compensation of teachers to be more competitive with other schools in our area and engaged in a discussion of how the expense of increased compensation could be funded. The Committee agreed to continue the discussion at future meetings.

10. Herda Scholars Proposal. Next, Mr. Landgraf discussed a proposal that had been circulated prior to the meeting to fund an additional \$15,000 into the Herda Scholars fund. Mr. Landgraf reminded the Committee that the Herda Scholars program was created with donations to the fund-a-need at the School auction several years ago and the purpose of the fund is to allow School faculty to receive reimbursement for certain professional development and enrichment activities. Mr. Landgraf explained that he would like to continue to provide reimbursement for such activities, but that the current balance of the fund was \$2,800 and that the additional \$15,000 requested would likely allow the School to continue the program for an additional two to three years. The Committee asked questions and received answers. After discussion, it was agreed that the proposal would be submitted for a vote at the next Committee meeting in accordance with the Committee's Bylaws.

There being no further business, the meeting of the Committee was adjourned at approximately 8:55 p.m. (local time).

Respectfully submitted,

Ryan L. Van Den Elzen, Secretary

## ST. MONICA SCHOOL COMMITTEE

### MINUTES OF MEETING

February 4, 2020

A meeting of the St. Monica School Committee (the “Committee”) was held at Donovan Hall at 6:45 p.m. local time on February 4, 2020 immediately following the opening prayer and introductory remarks from Fr. Paul for common leadership night in the church. The following voting committee members participated in person: Beth Cherveney, Sarah McNally, Amy Lovejoy, Kate Began, Ed Mooney, Bill Nurthen, Jim Place, and Ryan Van Den Elzen. Maureen Costello was unable to attend. The following ex-officio non-voting committee members participated in person: Fr. Paul Hartman, Pastor of St. Monica Parish; Mike Landgraf, Principal of St. Monica School (the “School”); Amy Sarnowski, Pastoral Council liaison; and Abby Auth, Home and School Committee liaison. Also present was John Schreiber, Parish Trustee.

#### **PRELIMINARY MATTERS**

1. Opening of Meeting. Mrs. Cherveney opened the meeting and acted as Chair of the meeting. Mr. Van Den Elzen acted as Secretary of the meeting. Mrs. Cherveney 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.
2. Approval of Minutes. Mrs. Cherveney next asked for any comments or corrections to the minutes of the Committee’s January 9, 2020 meeting that were previously distributed to the members. There being no comments or corrections, upon a motion duly made, seconded and unanimously passed, the Committee approved the minutes of the Committee meeting held on such date.

#### **REPORTS**

3. Principal’s Report. Mr. Landgraf updated the Committee on various matters related to the operation of the School, including the accreditation process and service opportunities Mr. Landgraf also reviewed some past activities, including safety training, Martin Luther King Day activities, and Catholic Schools Week. Mr. Landgraf then reported on his efforts to coordinate a program with the Global Youth Leadership Institute to provide leadership opportunities for 7th and 8th graders. Finally, Mr. Landgraf discussed the timing of spring break for next year given the relatively early Easter and reported that the exact dates for spring break are still under consideration. The Committee asked questions and received answers.
4. Home and School Report. Mrs. Auth and Mrs. Began provided a summary of the school auction. They reported that while the financial results are not final because of some on-going party related items, that the net proceeds were in excess of \$290,000.
5. Planning Subcommittee Report. Mr. Place reported on the efforts of the Planning Subcommittee, including a summary of areas in which the Committee might be able to provide greater assistance to the School. The Committee asked questions and received answers.

6. Development Taskforce Update. Mr. Mooney then updated the Committee on the status of the of development taskforce's efforts. Mr. Mooney explained that the taskforce has progressed on its planning for a part-time person to be focused on fundraising, and that they are in the process of recruiting that person while also seeking to raise funds to pay for such position for one year. The Committee asked questions and received answers.

### **BUSINESS MATTERS**

7. Discernment Process. Mrs. Cherveney then informed the Committee of the upcoming discernment process, including the fact that more information regarding open positions and the discernment process will be provided at a future date. As part of the discussion, the Committee also discussed potential changes to how the Chair of the Committee is selected, and the term of such Chair.

8. Herda Scholars Proposal. Next, Mrs. Cherveney reviewed the proposal that had been discussed at the January meeting to fund an additional \$15,000 into the Herda Scholars fund, which provides funds to support teacher professional development activities. After discussion, upon a motion duly made, seconded and unanimously approved, the Committee resolved as follows:

**RESOLVED**, that the contribution of \$15,000 from the Priority Account to replenish the Herda Scholars fund is hereby approved.

There being no further business, the meeting of the Committee was adjourned at approximately 7:55 p.m. (local time).

Respectfully submitted,

Ryan L. Van Den Elzen, Secretary

## ST. MONICA SCHOOL COMMITTEE

### MINUTES OF MEETING

March 12, 2020

A meeting of the St. Monica School Committee (the “Committee”) was held at Donovan Hall at 6:36 p.m. local time on March 12, 2020. The following voting committee members participated in person: Beth Cherveney, Sarah McNally, Amy Lovejoy, Kate Began, Ed Mooney, Jim Place and Maureen Costello. Bill Nurthen and Ryan Van Den Elzen were unable to attend. The following ex-officio non-voting committee members participated in person: Mike Landgraf, Principal of St. Monica School (the “School”); Jay Rabideaux, Pastoral Council liaison; and Abby Auth, Home and School Committee liaison.

#### **PRELIMINARY MATTERS**

1. Opening of Meeting. Mrs. Cherveney opened the meeting and acted as Chair of the meeting. Ms. McNally acted as Secretary of the meeting (substituting for Mr. Van Den Elzen). Mrs. Cherveney 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. Mrs. Cherveney led an opening prayer
2. Approval of Minutes. Mrs. Cherveney next asked for any comments or corrections to the minutes of the Committee’s February 4, 2020 meeting that were previously distributed to the members. There being no comments or corrections, upon a motion duly made, seconded and unanimously passed, the Committee approved the minutes of the Committee meeting held on such date.

#### **REPORTS**

0. Principal’s Report. Mr. Landgraf updated the Committee on various matters related to the operation of the School, including the coronavirus response, the annual fund (with current fiscal year fundraising at approximately \$60,000), and the hiring of a long-term substitute technology teacher. Mr. Landgraf then reviewed several items related to the 2020-2021 school year including the budget and projected enrollment, classroom supply and improvement requests, potential for adding an additional 3K classroom, and after-care programming. Mr. Landgraf also reviewed prior safety training. Mr. Landgraf then reported on his efforts to coordinate a program with the Milwaukee Jewish Day School addressing anti-Semitism and a program addressing Passover traditions. The Committee asked questions and received answers.

0. Home and School Report. Mrs. Auth reported that Auction positions are being filled for next year. Mrs. Auth also reported on the possibility of moving “Forms & Fees Day” from the Thursday immediately preceding the start of the 2020-2021 school year to the Saturday immediately preceding the start of the 2020-2021 school year to coincide with the Parish Feast Day and Fair. The Committee asked questions and received answers.



0. Parish Finance Council Report. Mrs. McNally provided an update from the February 5, 2020 meeting of the Parish Finance Council including current fiscal year results, the budget planning process, the priority account balance, and capital campaign efforts. The Committee asked questions and received answers.

0. Development Taskforce Update. Mr. Mooney then updated the Committee on the status of the development taskforce's efforts. Mr. Mooney explained that the taskforce has progressed on its planning for a part-time person to be focused on fundraising, and that they are in the process of recruiting that person. Mr. Mooney stated that commitments have been obtained to fund the position for one year. The Committee asked questions and received answers.

1. Committee Mission Statement. Mrs. Lovejoy then reported on the proposed re-draft of the Committee's mission statement and purpose. Mrs. Lovejoy also discussed the proposal for a joint town-hall style annual meeting of the Committee and School representatives. The Committee asked questions and received answers.

### **BUSINESS MATTERS**

0. Discernment Process. Mrs. Cherveney then informed the Committee of the upcoming discernment process. As part of the discussion, the Committee also discussed potential changes to how the Chair of the Committee is selected, and the term of such Chair.

0. School Committee Communication. Mrs. Cherveney next discussed a proposed school-wide communication regarding the Committee's function and current representatives.

There being no further business, the meeting of the Committee was adjourned at approximately 8:17 p.m. (local time).

Respectfully submitted,

Sarah McNally, School Committee Member  
(as substitute for Ryan Van Den Elzen,  
Secretary)

## ST. MONICA SCHOOL COMMITTEE

### MINUTES OF MEETING

April 16, 2020

A meeting of the St. Monica School Committee (the “Committee”) was held via video conference at 6:30 p.m. local time on April 16, 2020. The following voting committee members participated: Beth Cherveney, Ed Mooney, Sarah McNally, Amy Lovejoy, Kate Began, Maureen Costello, Bill Nurthen, Jim Place, and Ryan Van Den Elzen. The following ex-officio non-voting committee members participated in person: Fr. Paul Hartman, Pastor of St. Monica Parish; Mike Landgraf, Principal of St. Monica School (the “School”); and Jay Rabideaux, Pastoral Council liaison.

#### PRELIMINARY MATTERS

1. Opening of Meeting. Mrs. Cherveney opened the meeting and acted as Chair of the meeting. Mr. Van Den Elzen acted as Secretary of the meeting. Mrs. Cherveney 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. Paul then led the Committee in an opening prayer.
2. Approval of Minutes. Mrs. Cherveney next asked for any comments or corrections to the minutes of the Committee’s March 12, 2020 meeting that were previously distributed to the members. There being no comments or corrections, upon a motion duly made, seconded and unanimously passed, the Committee approved the minutes of the Committee meeting held on such date.

#### REPORTS

3. Pastor’s Report. Fr. Paul then updated the Committee on the various issues related to Parish and School operations. As part of the discussion, Fr. Paul and the Committee expressed gratitude to Mr. Landgraf for his years of service as the School’s principal and wished him well in his future endeavors. Fr. Paul described the process for identifying and recruiting a new principal for the School, and explained that a search committee was being formed to help guide the process. Fr. Paul also discussed Parish financial issues in light of the COVID-19 pandemic and declining Parish collections. The Committee asked questions and received answers.
4. Principal’s Report. Next, Mr. Landgraf updated the Committee on various matters related to the operation of the School, with a focus on School operations in light of the closure of the School building and the necessity to deliver instruction remotely. Mr. Landgraf commended the School teachers for their extraordinary efforts to continue to educate the students during the COVID-19 pandemic. As part of the Principal’s Report, Mrs. Costello and Mr. Rabideaux provided an update on the status of the Annual Fund and described their plans for the end-of year push to make this year’s Annual Fund a success. The Committee engaged in a discussion of School finances, budgeting issues, and the sources and uses of funds for School operations. The Committee asked questions and received answers. At this time, Fr. Paul left the meeting.

5. Home and School Report. Mrs. Cherveney then informed the Committee that Home & School has been active in planning for next school year, including forms and fees day.

**BUSINESS MATTERS**

6. School Committee Communications. Mrs. Cherveney engaged the Committee in a discussion of the School Committee Update document that is intended to be used as a communication tool with the broader School and Parish Community. The Committee provided thoughts and suggestions on the draft document.

7. School Community Profile. Next, Mrs. Cherveney explained that Fr. Paul would like to include a profile of the School and our community in the materials related to the new principal search. Mrs. Cherveney reviewed materials related to such profile that were previously distributed to the Committee and engaged the Committee in a discussion of the project. The Committee agreed to break into smaller groups to provide suggested content following the meeting.

There being no further business, the meeting of the Committee was adjourned at approximately 8:00 p.m. (local time).

Respectfully submitted,

Ryan L. Van Den Elzen, Secretary

## ST. MONICA SCHOOL COMMITTEE

### MINUTES OF MEETING

May 7, 2020

A meeting of the St. Monica School Committee (the “Committee”) was held via video conference at 6:30 p.m. local time on May 7, 2020. The following voting committee members participated: Beth Cherveney, Ed Mooney, Sarah McNally, Amy Lovejoy, Kate Began, Maureen Costello, Bill Nurthen, Jim Place, and Ryan Van Den Elzen. The following ex-officio non-voting committee members participated in person: Mike Landgraf, Principal of St. Monica School (the “School”); and Jay Rabideaux, Pastoral Council liaison.

#### PRELIMINARY MATTERS

1. Opening of Meeting. Mrs. Cherveney opened the meeting and acted as Chair of the meeting. Mr. Van Den Elzen acted as Secretary of the meeting. Mrs. Cherveney 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. Paul then led the Committee in an opening prayer.
2. Approval of Minutes. Mrs. Cherveney next asked for any comments or corrections to the minutes of the Committee’s April 16, 2020 meeting that were previously distributed to the members. There being no comments or corrections, upon a motion duly made, seconded and unanimously passed, the Committee approved the minutes of the Committee meeting held on such date.

#### REPORTS

3. Principal’s Report. Mr. Landgraf updated the Committee on various matters related to the operation of the School, with a focus on School operations in light of the COVID-19 pandemic. Mr. Landgraf explained that there has been a lot of discussion about what next school year might look like, but that no definitive guidance has yet been issued and that no final decisions have been made. Mr. Landgraf informed the Committee that the School’s preferred plan is to resume normal operations in the fall, but that alternative plans might be needed if the Archdiocese and/or health authorities impose restrictions on operations. The Committee expressed a strong consensus opinion that the best outcome is to resume full operations in the fall consistent with prior years and that the School should take all appropriate and required health precautions to make this possible.

Mr. Landgraf also informed the Committee that the School is actively working to organize an appropriate alternative ceremony to honor this year’s graduating 8th graders and that more details will be provided once the plan is finalized. Finally, Mr. Landgraf informed the Committee that the Archdiocese is not currently permitting large First Communion Masses and that the School’s First Communion activities are on hold until the Archdiocese provides additional guidance. The Committee asked questions and received answers.

4. Principal Search Committee Report. Mr. Place then informed the Committee of the progress the principal search committee has made in identifying and interviewing candidates for the role of Principal

of the School. Mr. Place explained that the process is ongoing that no final decision has been made at this time.

### **BUSINESS MATTERS**

5. School Finances. Mrs. Cherveney then engaged the Committee in a discussion of the School's budget and finances, including the previously disclosed Parish-wide salary freeze. The Committee engaged in a broad discussion of School finances and fund raising. As part of the discussion, Mr. Rabideaux and Mrs. Costello updated the Committee on the status of the Annual Fund and the plan to successfully close this year's campaign.

6. Financial Aid Request. Next, Mrs. Cherveney and Mr. Landgraf explained that Fr. Paul had requested a contribution of \$40,000 from the Priority Account for financial aid for next year, a written copy of which was previously provided to the Committee. The Committee engaged in a discussion of the current economic environment and whether or not \$40,000 would be sufficient for financial aid and reached consensus that it was desirable to informally reserve a portion of the Priority Account for potential additional financial aid. After discussion, upon a motion duly made, seconded and unanimously approved, the Committee resolved as follows:

**RESOLVED**, that the proposal to allocate \$40,000 from the Priority Account to financial aid for the 2020-2021 school year will be presented for a vote at the next Committee meeting in accordance with the Committee's bylaws.

7. Discernment. Mrs. Cherveney then explained that due to COVID-19 and the inability to meet in person, the discernment process for new Committee members was postponed to the fall and that Mrs. Began and Mr. Mooney had agreed to continue serving on the Committee until such time as discernment can occur and new Committee members can be selected.

There being no further business, the meeting of the Committee was adjourned at approximately 8:20 p.m. (local time).

Respectfully submitted,

Ryan L. Van Den Elzen, Secretary

## ST. MONICA SCHOOL COMMITTEE

### MINUTES OF MEETING

June 2, 2020

A meeting of the St. Monica School Committee (the “Committee”) was held via video conference at 6:30 p.m. local time on June 2, 2020. The following voting committee members participated: Beth Cherveney, Ed Mooney, Sarah McNally, Amy Lovejoy, Kate Began, Maureen Costello, Bill Nurthen, Jim Place, and Ryan Van Den Elzen. The following ex-officio non-voting committee member participated in person: Mike Landgraf, Principal of St. Monica School (the “School”). Also present by invitation was Mrs. Jordan Last, the newly hired new Principal of the School. Fr. Paul Hartmann, Pastor of St. Monica Parish, participated for portions of the meeting as noted below.

#### **PRELIMINARY MATTERS**

1. Opening of Meeting. Mrs. Cherveney opened the meeting and acted as Chair of the meeting. Mr. Van Den Elzen acted as Secretary of the meeting. Mrs. Cherveney 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. Mrs. Cherveney then led the Committee in an opening prayer.
2. Approval of Minutes. Mrs. Cherveney next asked for any comments or corrections to the minutes of the Committee’s May 7, 2020 meeting that were previously distributed to the members. The committee discussed one clarification to the minutes and upon a motion duly made, seconded and unanimously passed, the Committee approved the minutes of the Committee meeting held on such date, with such clarification.

#### **REPORTS**

3. Principal’s Report. Mr. Landgraf welcomed Mrs. Last to the School and thanked the School community for all it has done over the years. Mr. Landgraf then updated the Committee on various matters related to the operation of the School, including the 8th Grade diploma ceremony, and the materials drop-off and locker cleanout process. As part of the discussion, the Committee discussed what happens to the funds raised by the outgoing 8th Grade class that could not get used on a class trip this year. Mr. Landgraf and Mrs. Began (who is also the 8th Grade class treasurer) explained that the class is considering alternatives on how those funds can be productively used, and that the School intends to allow the outgoing 8th Grade class to have a material say in how those funds are used. The Committee asked questions and received answers.
4. Annual Fund Update. Mrs. Costello updated the Committee on the status of the Annual Fund for this year, including amounts raised as well as policies and procedures related to the Annual Fund. The Committee discussed certain process improvements that can be made in future years to streamline the process and help ensure successful campaigns.

5. School Finances. Mrs. Began then engaged the Committee in a discussion of the School's budget and finances. Fr. Paul joined the meeting during this discussion. Fr. Paul informed the Committee that Phil La Rosa had recently resigned from his role as CFO of the Parish and that the remaining staff were working hard to fill the gap, particularly on budgeting matters. Mrs. Began explained that a large portion of the funds raised during the raise the paddle portion of this year's auction are indeed budgeted for teacher salary increases and that the remaining portion is used in the budget to fund other operating costs. Fr. Paul explained that the budget is still being finalized and that exactly how the funds get deployed (e.g., base salary vs bonus) is still to be determined. The Committee asked questions and received answers.

6. Pastor Update. Fr. Paul next provided the Committee with an update on Parish operations, including the return to public Masses following the COVID-19 related closures. Fr. Paul also welcomed Mrs. Last to the community. The Committee asked questions and received answers.

### **BUSINESS MATTERS**

7. Financial Aid Request. Next, Mrs. Cherveney reminded the Committee of the proposal from the prior meeting to approve a contribution of \$40,000 from the Priority Account for financial aid for the 2020-2021 School year. After discussion, upon a motion duly made, seconded and unanimously approved, the Committee resolved as follows:

**RESOLVED**, that the contribution of \$40,000 from the Priority Account for financial aid for the 2020-2021 School year as presented to the Committee is hereby approved.

There being no further business, the meeting of the Committee was adjourned at approximately 8:00 p.m. (local time).

Respectfully submitted,

Ryan L. Van Den Elzen, Secretary

## ST. MONICA SCHOOL COMMITTEE

### MINUTES OF MEETING

July 17, 2020

A special meeting of the St. Monica School Committee (the “Committee”) was held at the School at 10:00 a.m. local time on July 17, 2020. The following voting committee members participated: Beth Cherveney, Sarah McNally, Kate Began, Maureen Costello, and Ryan Van Den Elzen. Ed Mooney, Amy Lovejoy, Bill Nurthen, and Jim Place were not able to attend. The following ex-officio non-voting committee members participated in person: Jordan Last, Principal of St. Monica School (the “School”); and Fr. Paul Hartman, Pastor of St. Monica Parish. Also present by invitation was Lynn McIntyre, Dean of Students of the School.

#### **PRELIMINARY MATTERS**

1. Opening of Meeting. Mrs. Cherveney opened the meeting and acted as Chair of the meeting. Mr. Van Den Elzen acted as Secretary of the meeting. Mrs. Cherveney 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.

#### **BUSINESS MATTERS**

2. COVID-19 Related Funding Requests. Mrs. Cherveney explained that the purpose of the meeting was to discuss and consider the Priority Fund funding requests that had previously been distributed to the Committee in writing, all of which relate to expenditures necessary to facilitate the reopening of the School for in person education in the fall. Mrs. Last then provided more detail on funding request and the rationale for each. As part of the discussion, Mrs. Last explained that the funding requests relate to two general categories, (1) health and safety, and (2) technology. Among the health and safety requests were: (a) portable air conditioners and air filters for classrooms (est. \$16,800), (b) hand sanitizer pumps for classrooms (est. \$1,600) , and (3) personal protective equipment and certain other materials needed to create isolation rooms for any students who may become sick at school (est. \$1,000). Among the technology requests were: (a) Swivl technology and related accessories to more effectively allow teachers to livestream their classrooms (est. \$42,500), (b) increased internet bandwidth to support increased technology use and livestreaming (est. \$2,000), (c) additional Chromebooks and charging stations/racks for grades 1 through 5 to allow those classrooms to have one Chromebooks for each student (est. \$61,655). The Committee engaged in an extensive discussion of the funding requests, their necessity and effectiveness, and whether any less costly alternatives were available. Mrs. Last answered questions and explained that she did consider other less costly alternatives, but that she believes after consultation with the School’s faculty and staff, that the items requested are necessary in order to safely return to school. Mrs. Last also explained that many of the requested items are in high demand with long lead times, so time is of the essence in order to receive the new items as soon as possible, understanding that some still may not arrive until September even if they are ordered today. After discussion, upon a motion duly made, seconded and unanimously approved, the Committee resolved as follows:

**RESOLVED**, that the proposal to spend approximately \$1,600 from the Priority Account to purchase hand sanitizer pumps for the classrooms is hereby approved.



**RESOLVED**, that the proposal to spend approximately \$1,000 from the Priority Account to purchase personal protective equipment and other materials to create isolation rooms as described to the Committee is hereby approved.

**RESOLVED**, that the proposal to spend approximately \$16,800 from the Priority Account to purchase portable air conditioners for the classrooms will be presented for a vote at the next Committee meeting in accordance with the Committee's bylaws.

**RESOLVED**, that the proposal to spend approximately \$2,000 from the Priority Account to upgrade the School's internet bandwidth is hereby approved.

**RESOLVED**, that the proposal to spend approximately \$104,155 from the Priority Account to purchase Swivl technology and related components as well as additional Chromebooks and charging stations/racks as presented to the Committee will be presented for a vote at the next Committee meeting in accordance with the Committee's bylaws.

There being no further business, the meeting of the Committee was adjourned at approximately 11:00 a.m. (local time).

Respectfully submitted,

Ryan L. Van Den Elzen, Secretary