

## ST. MONICA SCHOOL COMMITTEE

### MINUTES OF MEETING

July 20, 2020

A special meeting of the St. Monica School Committee (the “Committee”) was held via video conference at 9:00 a.m. local time on July 20, 2020. The following voting committee members participated: Beth Cherveney, Sarah McNally, Kate Began, Maureen Costello, Bill Nurthen, Jim Place, and Ryan Van Den Elzen. Ed Mooney was not able to attend. The following ex-officio non-voting committee members participated in person: Jordan Last, Principal of St. Monica School (the “School. 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 and were discussed at last week’s Committee meeting and recommended to be put to a vote at this meeting. Mrs. Last reminded the Committee that the remaining funding requests include: (1) portable air conditioners and air filters for classrooms, (2) Swivl technology and related accessories to more effectively allow teachers to livestream their classrooms, and (3) additional Chromebooks and charging stations/racks for grades 1 through 5 to allow those classrooms to have one Chromebooks for each student. The Committee engaged in a discussion of those requests and asked questions and received answers. After discussion, upon a motion duly made, seconded and unanimously approved, the Committee resolved as follows:

**RESOLVED**, that the proposal to spend approximately \$16,800 from the Priority Account to purchase portable air conditioners for the classrooms is hereby approved.

**RESOLVED**, that the proposal to spend approximately \$105,000 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 is hereby approved.

3. School Reopening Plans. Mrs. Last then summarized the Schools plans for reopening with the Committee and the Committee engaged in an extensive discussion of those plans. After discussion, the Committee expressed its gratitude to Mrs. Last for developing the reopening plan.

There being no further business, the meeting of the Committee was adjourned at approximately 9:40 a.m. (local time).

Respectfully submitted,

Ryan L. Van Den Elzen, Secretary

## ST. MONICA SCHOOL COMMITTEE

### MINUTES OF MEETING

September 3, 2020

A meeting of the St. Monica School Committee (the “Committee”) was held via video-conference at 7:08 p.m. local time on September 3, 2020. The following voting committee members participated: Kate Began, Beth Cherveney, Maureen Costello, Amy Lovejoy, Sarah McNally, Ed Mooney, Bill Nurthen, Jim Place and Ryan Van Den Elzen. The following ex-officio non-voting committee members participated: Jordan Last, Principal of St. Monica School (the “School”); and Jay Rabideaux, Pastoral Council liaison. Also present by invitation was Patrick Monahan, teacher at St. Monica School.

#### **PRELIMINARY MATTERS**

1. Opening of Meeting. Ms. Cherveney opened the meeting and acted as Chair of the meeting. Ms. McNally acted as Secretary of the meeting. Ms. 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. Ms. Cherveney led an opening prayer.
2. Approval of Minutes. Ms. Cherveney next asked for any comments or corrections to the minutes of the Committee’s July 17, 2020 and July 20, 2020 special meetings 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 meetings held on such dates.

#### **REPORTS**

3. Principal’s Report. Ms. Last updated the Committee on various matters related to the operation of the School. First, Ms. Last reviewed the status of previously-approved purchases from the Priority Fund relating to the coronavirus response, including (a) Swivl technology and related accessories (expected mid-September), (b) Chromebooks for grades 1 through 6 and related accessories (expected late October), (c) touchless soap dispensers (installed), (d) personal protective equipment and certain other materials for teachers and staff (on-hand), (e) portable air conditioners and air filters for classrooms (installed with minimal issues), and (f) cleaning and sanitizing products (on-hand). Ms. Last also reported that she approved an allocation of School budget funds to purchase touchless faucets for the School’s bathrooms; installation has occurred. Ms. Last then reported that the School continues to search for a permanent 5<sup>th</sup> grade teacher; Ms. Lynn McIntyre is currently serving as the interim 5<sup>th</sup> grade teacher. Ms. Last also outlined that following the hiring of a 5<sup>th</sup> grade teacher, Ms. McIntyre will transition into a new role with the School primarily focusing on School-wide development and marketing (including, but not limited to spearheading the Annual Fund and cultivating donor lists), which obviates the Committee’s ongoing efforts to separately fund and identify a marketing and development coordinator for the School. Ms. Last then reported that the School has enrolled approximately 35 new families, which has resulted in a total student count of 380 just short of the School budgeted amount of 385. Questions were asked and discussion had regarding the School’s remaining capacity for late enrollees and the number of current virtual learners. Ms. Last did not know off-hand the number of families deciding not to re-enroll for the current school year.

## **BUSINESS MATTERS**

4. Milwaukee Archdiocese Accreditation Assessment. Ms. Last reviewed with the Committee the accreditation report recently received by the School from the Milwaukee Archdiocese via the Wisconsin Religious and Independent Schools Accreditation process. The School submitted accreditation materials during the 2019-2020 school year. Overall, the School met the accreditation criteria. Two long-term goals were identified in the report as drafted by the School's former principal, Mr. Mike Landgraf: (a) develop effective strategy for Annual Fund to position for long-term sustainability and growth, and (b) provide professional development opportunities to staff in the area of character, leadership and service. Ms. Last confirmed that the re-alignment of Ms. McIntyre's role would fulfill the first long-term goal. With regard to the second long-term goal, Ms. Last would like to broaden the scope of the goal and develop an overall strategic plan for the School (see next discussion item). Questions were asked and discussion had regarding the accreditation report.

5. Strategic Plan. Ms. Last described to the Committee her goal to lead the implementation of a written strategic plan for the School. Ms. Last reported that she would like to prioritize a full-scale strategic plan with all interested stakeholders. Previous attempts to draft a strategic plan by the School and other advisors have not been implemented at a School level. Ms. Last would like to involve the Committee and School parents, teachers and staff, Father Paul, and potentially students of the School to develop a comprehensive strategic plan. Development of the strategic plan would include an analysis of the School's strengths, weaknesses, opportunities, and threats (i.e., "SWOT" analysis) relating to (a) Catholic identity, (b) academic excellence, (c) School climate including safety, teacher sustainability, and culture, and (d) finance and budgeting. Ms. Last expects that the development of a School strategic plan will be a years-long process. Ms. Last requested that each Committee member reflect on what particular category of the strategic plan he or she would be willing to coordinate efforts with Committee members, School representatives, and other designated individuals. Given time sensitivity and importance, a sub-committee will be created and tasked with analyzing teacher compensation levels on an expediated basis. Questions were asked and discussion had regarding the strategic plan goal.

6. Miscellaneous. Ms. Last and the Committee briefly discussed various issues relating to the Annual Fund, School auction, and the junior high math program.

There being no further business, the meeting of the Committee was adjourned at approximately 8:27 p.m. (local time).

Respectfully submitted,

Sarah McNally, Secretary

## ST. MONICA SCHOOL COMMISSION

### MINUTES OF MEETING

October 1, 2020

A meeting of the St. Monica School Commission (formerly referred to as the St. Monica School Committee) (the “Commission”) was held via video-conference at 7:03 p.m. local time on October 1, 2020. The following voting Commission members participated: Kate Began, Beth Cherveney, Maureen Costello, Amy Lovejoy, Sarah McNally, Ed Mooney, Bill Nurthen, Jim Place and Ryan Van Den Elzen. The following ex-officio non-voting Commission members participated: Jordan Last, Principal of St. Monica School (the “School”). Mrs. Lovejoy also participated as the Home and School Committee liaison. Also present by invitation was Patrick Monahan, teacher at St. Monica School.

#### PRELIMINARY MATTERS

1. Opening of Meeting. Mrs. Cherveney opened the meeting and acted as Chair of the meeting. Mrs. McNally 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 an opening prayer.
2. Approval of Minutes. Mrs. Cherveney next asked for any comments or corrections to the minutes of the Commission’s September 3, 2020 meeting that was previously distributed to the members. There being no comments or corrections, upon a motion duly made, seconded and unanimously passed, the Commission approved the minutes of the Commission meeting held on such date.

#### REPORTS

3. Principal’s Report. Mrs. Last updated the Commission on various matters related to the operation of the School. First, Mrs. Last reported that the School has enrolled 86 new students representing 46 new families, which has resulted in a total student count of 386 exceeding the School budgeted amount of 385.

Second, Mrs. Last reported that the School’s daily student absences for this school year have significantly exceeded the daily averages from the same time last school year attributing much of this increase in absences to the School’s stringent stay-at-home policy for siblings of students with potential COVID-19 symptom(s). Mrs. Last discussed the recommendations she has received from her Principal Advisory team (comprised of various School personnel), her medical advisory team (comprised of several School parents working in the medical field), and the results of the parent surveys sent out to all School parents earlier in the week.

In the context of discussion of changes to the School’s COVID-19 sibling absence policy, Mrs. Last also discussed the status of previously-approved purchases from the Priority Fund relating to the School’s COVID-19 re-opening plan, including (a) Swivl technology and related accessories (arrived today; teacher training planned for October 7, 2020; classroom use expected for recording lessons and other limited capacities beginning October 19, 2020), and (b) Chromebooks for grades 1 through 6 and related accessories (expected November).

Questions were asked and discussion had regarding proposed changes to the School's COVID-19 sibling absence policy. Mrs. Last will provide her decision to the School community on October 2, 2020 on whether any potential changes will be made to the sibling absence policy.

Mrs. Last then reported that the School has retained a permanent 5<sup>th</sup> grade teacher thus allowing Mrs. McIntyre to transition into her new role with the School primarily focusing on School-wide development and marketing (including, but not limited to spearheading the Annual Fund and cultivating donor lists)

### **BUSINESS MATTERS**

4. Check-In on Teachers. The Commission reviewed ongoing outreach efforts with the School's teachers and staff.
5. Fire Drill, Tornado Drill, and Active Shooter Drill Plan. Going forward, the Commission will need to acknowledge the occurrence of School fire drills (unannounced and done at least monthly at different times of the day), tornado drills (one announced and two unannounced during the school year), and active shooter drills (three to occur during the school year).
6. Strategic Plan and Initial Focus. Mrs. Last described to the Commission her goal to lead the implementation of a written strategic plan for the School. Mrs. Last discussed that she would work with other School personnel to formulate a strategic plan in most areas of focus. However, Mrs. Last would like to involve the Commission in the formulation of strategic plan goals in the areas of development, marketing, and financial sustainability. Questions were asked and discussion had regarding the Commission's role in supporting the formulation of the strategic plan.
7. Miscellaneous. Mrs. Last and the Commission briefly discussed the junior high math program.
8. Old Business (via submission of written updates).
  - a. Home and School Report. Mrs. Lovejoy provided a Home & School update detailing that fundraising is off to a slow start this year. Further, Home & School is pursuing virtual enrichment opportunities.
  - b. Parish Finance Council Report. Mr. Nurthen and Mr. Van Den Elzen provided an update from the September 2020 Parish Finance Committee meeting including current fiscal year results, reserve balances, potential parking lot repairs, and other capital improvements.

There being no further business, the meeting of the Commission was adjourned at approximately 8:37 p.m. (local time).

Respectfully submitted,

Sarah McNally, Secretary

## ST. MONICA SCHOOL COMMISSION

### MINUTES OF MEETING

November 5, 2020

A meeting of the St. Monica School Commission (the “Commission”) was held via video conference at 7:03 p.m. local time on November 5, 2020. The following voting Commission members participated: Beth Cherveney, Maureen Costello, Amy Lovejoy, Sarah McNally, Bill Nurthen, Jim Place, Sarah Rolfs, and Ryan Van Den Elzen; Commission member, Brian Wolf was unable to attend. The following ex-officio non-voting Commission members participated: Fr. Paul Hartmann, Jordan Last, principal of St. Monica School (also referred to as the “School”); and Chris Ott, St. Monica Pastoral Council liaison. Also present by invitation was Lynn McIntyre, communications and operations coordinator at St. Monica School, Patrick Monahan and Tonia Wallner, teachers at St. Monica School, and Katie Foy and Amy Hawley, administrative staff at St. Monica School. St. Monica School parent, Erin Cary, also participated.

#### **PRELIMINARY MATTERS**

1. Opening of Meeting. Mrs. Cherveney opened the meeting and acted as Chair of the meeting. Mrs. McNally 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 Hartmann led an opening prayer.
2. Approval of Minutes. Mrs. Cherveney next asked for any comments or corrections to the minutes of the Commission’s October 1, 2020 meeting that was previously distributed to the members. There being no comments or corrections, upon a motion duly made, seconded and unanimously passed, the Commission approved the minutes of the Commission meeting held on such date.

#### **REPORTS**

3. Pastor’s Report. Fr. Paul Hartmann reported that St. Monica parish is planning for additional Christmas Eve masses to accommodate COVID-19 spacing requirements. Fr. Paul Hartmann also reported on the budgeting process and other related financial matters.
4. Principal’s Report. Mrs. Last updated the Commission on various matters related to the operation of the School. First, Mrs. Last reported that the School will follow the School’s Reopening Plan during the two weeks of planned virtual learning in December 2020 using Google classrooms for classroom assignments and Zoom for virtual meetings. Mrs. Last reported that virtual learning may be made available for school families, upon request, during the first two weeks of January 2021 to mitigate potential COVID 19 risk associated with families that travel or otherwise participate in activities with an increased potential of community spread during the holiday season. Mrs. Last is separately considering whether to make this virtual option available to School families during the week after Thanksgiving. Second, Mrs. Last reported that teacher training and implementation is ongoing with respect to Swivl

technology allowing for student access to classroom instruction as permitted in the School's Reopening Plan. Third, Mrs. Last confirmed that School student enrollment is at 385.

Fourth, Mrs. Last discussed the protocols executed with respect to the School's first reported COVID-19 case on November 4, 2020. Mrs. Last, Mrs. Foy, and Mrs. Hawley executed contact tracing of affected teachers and students immediately upon notification from the student's family and sent communications to the School community regarding the case. The North Shore Health Department reported that it no longer has the capacity to undertake contact tracing and will rely upon the School to conduct its own contact tracing. If the incidence of COVID-19 cases within the School increases, Mrs. Last will consider partial or full shutdowns, on a temporary basis, based on staffing availability. The North Shore Health Department also may mandate partial or full closure of the School on a temporary basis if the COVID-19 case count exceeds certain parameters. Questions were asked and discussion had regarding the School's response to the COVID-19 case.

Fifth, Mrs. Last addressed whether the School will offer basketball as an extra-curricular as permitted by the Archdiocese beginning in January 2021. Fr. Paul Hartmann reported that many other Archdiocese schools have decided not to participate in basketball this school year. Mrs. Wallner discussed her efforts to solicit input from different stakeholders at the School. A final decision on a basketball season will be made by November 15, 2020.

## **BUSINESS MATTERS**

5. Strategic Plan Update. Mrs. Last described to the Commission that she would work with other School personnel to formulate a strategic plan in designated areas of focus. Mrs. Last would like to involve Commission members in the review of strategic plan drafts and in developing targeted communications to parents related to the strategic plan. Questions were asked and discussion had regarding the Commission's role in supporting the strategic plan objective.

6. Priority Account Request: Marketing and Development Supplies. Mrs. McIntyre and Mrs. Last presented a request to the Commission for \$5,000 to fund the purchase of marketing and development supplies. Such funds will be used by Mrs. McIntyre in her communications role with the School to purchase marketing and development related items such as social media advertising, publishing of a School newsletter, and additional signage. Further, the School will use a portion of the funds to create plans and take steps to offer "summer workshops" at the School to advance student learning opportunities to be offered as soon as summer 2021 for current School families. While the request was made for an ongoing annual allocation of \$5,000 for marketing and development supplies, the Commission determined to consider the request for only the current year based on budgetary uncertainties for future years. After discussion, upon a motion duly made, seconded and unanimously approved, the Commission resolved as follows:

**RESOLVED**, that the contribution of \$5,000 from the Priority Account to fund School marketing and development supplies is hereby approved.

7. Miscellaneous. Mrs. Hawley reported that previously-ordered Chromebooks for grades 1



through 6 and related accessories are anticipated to arrive in late November. Previously-ordered Chromebook carts arrived at the School this past week.

8. Old Business (via submission of written updates).

- a. Home and School Report. Mrs. Lovejoy and Mary Burnett provided a Home & School update detailing that the magazine sale raised \$5,300 and that dine out days have been successful so far. They also encouraged friends, new families, past families, and parish members to participate in the School's virtual auction on November 14, 2020.
- b. Parish Finance Council Report. Mr. Nurthen and Mr. Van Den Elzen provided an update from the most recent meeting of the St. Monica Finance Council including current fiscal year results, reserve balances, and details regarding School priorities funded by the approximately \$85,000 contributed during the "raise the paddle" portion of the November 2019 School auction.

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

Respectfully submitted,

Sarah McNally, Secretary

## ST. MONICA SCHOOL COMMISSION

### MINUTES OF MEETING

December 3, 2020

A meeting of the St. Monica School Commission (the “Commission”) was held via video conference at 7:03 p.m. local time on December 3, 2020. The following voting Commission members participated: Beth Cherveney, Maureen Costello, Amy Lovejoy, Sarah McNally, Bill Nurthen, Jim Place, Sarah Rolfs, Ryan Van Den Elzen, and Brian Wolf. The following ex-officio non-voting Commission members participated: Jordan Last, principal of St. Monica School (also referred to as the “School”); and Chris Ott, St. Monica Pastoral Council liaison. Also present by invitation was Lynn McIntyre, communications and operations coordinator at St. Monica School and Patrick Monahan, teacher at St. Monica School. St. Monica School parent, Erin Cary, also participated.

#### **PRELIMINARY MATTERS**

1. Opening of Meeting. Mrs. Cherveney opened the meeting and acted as Chair of the meeting. Mrs. McNally 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 an opening prayer.
2. Approval of Minutes. Mrs. Cherveney next asked for any comments or corrections to the minutes of the Commission’s November 5, 2020 meeting that was previously distributed to the members. There were two corrections requested of the November 5, 2020 minutes relating to potential virtual learning following the Christmas holiday and the Parish Finance Council Report. With such corrections, upon a motion duly made, seconded and unanimously passed, the Commission approved the minutes of the Commission meeting held on such date.

#### **REPORTS**

3. Pastor’s Report. None.
4. Principal’s Report. Mrs. Last updated the Commission on various matters related to the operation of the School. First, Mrs. Last reported that, notwithstanding the recent guidance from the Centers for Disease Control and Prevention (CDC) generally reducing the recommended days of COVID-19 quarantine from fourteen to ten, the School will continue to follow the School’s Reopening Plan until further notice. If the North Shore Health Department adopts the revised CDC guidance, the School’s Medical Advisory Board will consider a change to the School’s Reopening Plan. Second, Mrs. Last reported that the School is celebrating the Advent season. Third, Mrs. Last is starting the 2021-2022 budgeting process. Fourth, Mrs. Last reported that she has prioritized her current strategic plan focus on the components of academic excellence and development. Mrs. Last will build out the remaining strategic plan components during summer 2021.

## **BUSINESS MATTERS**

5. St. Monica Extended Care & Summer Workshop. Mrs. Last and Mrs. McIntyre presented a draft discussion document regarding the potential to offer extended care (before and after the school day) at the School. In addition, Mrs. Last and Mrs. McIntyre discussed the potential to offer summer workshops at the School to advance student learning opportunities to be offered as soon as summer 2021. Questions were asked and discussion had regarding these draft proposals, including issues regarding staffing, funding, timing, ongoing contractual obligations, operational expenses, pricing, and exclusive and/or priority enrollment status for children enrolled at the School. Mrs. Last and Mrs. McIntyre intend to meet with Fr. Paul Hartmann to explore the feasibility of these programs.

6. Miscellaneous. Mrs. Last reported that previously-ordered Chromebooks for grades 1 through 6 and related accessories are anticipated to arrive December 31, 2020.

7. Old Business (via submission of written updates).

- a. Home and School Report. Mrs. Lovejoy and Mary Burnett provided a Home & School update detailing that the virtual auction was a success. The virtual format provided new opportunities for engagement. The auction's Fund-a-Need raised \$65,535. The final auction numbers will take a bit longer, as there are outstanding invoices and some money still to collect. Separately, Mrs. Last has requested that the students begin eating lunch in the cafeteria starting in January. Finally, Mrs. Tonia Wallner, Mrs. Last, and the School's Medical Advisory Board are brainstorming the possibility of cohort basketball open gyms starting in January.
- b. Parish Finance Council Report. Mr. Nurthen and Mr. Van Den Elzen provided an update from the most recent meeting of the St. Monica Finance Council including current fiscal year results, tuition payment status, potential St. Monica Parish outreach to the School and teachers, giving opportunities, and infrastructure repairs. They also reported that the Finance Council is looking to fill unfilled positions.

There being no further business, the meeting of the Commission was adjourned at approximately 8:03 p.m. (local time).

Respectfully submitted,

Sarah McNally, Secretary

## ST. MONICA SCHOOL COMMISSION

### MINUTES OF MEETING

January 19, 2021

A meeting of the St. Monica School Commission (the “Commission”) was held via video conference at 7:05 p.m. local time on January 19, 2021. The following voting Commission members participated: Beth Cherveney, Maureen Costello, Amy Lovejoy, Sarah McNally, Bill Nurthen, Jim Place, Sarah Rolfs, Ryan Van Den Elzen, and Brian Wolf. The following ex-officio non-voting Commission members participated: Jordan Last, principal of St. Monica School (also referred to as the “School”); and Chris Ott, St. Monica Pastoral Council liaison. Also present by invitation was Patrick Monahan, teacher at St. Monica School.

#### **PRELIMINARY MATTERS**

1. Opening of Meeting. Mrs. Cherveney opened the meeting and acted as Chair of the meeting. Mrs. McNally 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 an opening prayer.
2. Approval of Minutes. Mrs. Cherveney next asked for any comments or corrections to the minutes of the Commission’s December 3, 2020 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.

#### **REPORTS**

3. Pastor’s Report. None.
4. Principal’s Report. Mrs. Last updated the Commission on various matters related to the operation of the School.

First, Mrs. Last reported on various matters relating to COVID-19 quarantine policies and response. Overall, the implementation of dual in-person and virtual learning (due to COVID-19 absences) has been successful. The School has been required to hire additional substitute teachers to serve as in person classroom supervisors to accommodate teachers teaching from home as a result of COVID-19 quarantines. Mrs. Last calculated that, to date, 170 School staff and students have been impacted by COVID-19 quarantines. Mrs. Last also reported that the School’s recent adoption of the less restrictive North Shore Health Department COVID-19 quarantine guidance has not, thus far, resulted in any measurable increase in COVID-19 illnesses or exposures.

Second, Mrs. Last reported that the Board of Directors of the Wisconsin Religious and Independent Schools Accreditation issued the School a certificate of accreditation for the 2020-2021

school year. The School will be required to seek accreditation again in the 2026-2027 school year. Mrs. Last intends to begin planning for that process beginning in 2024.

Third, Mrs. Last discussed an expected tuition increase for the 2021-2022 school year ranging from 3%-6%. Tuition increases are primarily needed to implement planned salary increases for School teachers.

Fourth, Mrs. Last reported that the School has commenced the registration process for the 2021-2022 school year. School family re-enrollment has exceeded 80% of eligible returning students. Based on re-enrollment and new family applications, Mrs. Last currently projects approximately 410 enrolled students for next year.

Fifth, Mrs. Last is continuing the 2021-2022 budgeting process. Mrs. Last identified budget priorities of (i) increasing teacher compensation, (ii) adding an additional 3K classroom, 3K teacher, and 3K classroom aid, to accommodate demand, and (iii) increasing academic support resources.

Sixth, Mrs. Last reported on tuition collection from the current and prior school years.

Seventh, Mrs. Last reported that she and the teachers are beginning to work on the academic excellence portion of the School's strategic plan, which will include a review of current reading and math curriculum followed by recommendations for curriculum updates.

Eighth, Mrs. Last reported that plans to conduct summer workshops at the School for academic enrichment have been deferred to summer 2022 given ongoing COVID-19 and other planning challenges.

Ninth, Mrs. Last reported that the North Shore Health Department has indicated teachers would be eligible to receive COVID-19 vaccines within the next 3-5 weeks. Mrs. Last is considering planning alternatives related to expected teacher absences due to vaccine side effects.

Questions were asked and discussion had regarding Mrs. Last's Principal's Report.

## **BUSINESS MATTERS**

5. Miscellaneous. Mrs. Last reported that previously-ordered Chromebooks for grades 1 through 6 are anticipated to arrive in February 2021. Mrs. Cherveney reported that at least a portion of the School's iPad order has been fulfilled.

6. Calendar of Annual Review Topics: Mrs. Cherveney proposed the establishment of an annual schedule in which certain Commission meetings would be designated for discussing budgetary items, tuition review, priority account requests, and other recurring topics.

7. Future Commission Meetings. The Commission determined to cancel its upcoming February 4, 2021 meeting. The Commission will meet again as previously-scheduled on March 4, 2021.

8. Subcommittee Reports (via submission of written updates).

- a. Home and School Report. Mrs. Lovejoy and Mary Burnett provided a Home & School update detailing that the School's virtual Auction in November raised approximately \$260,000. The "Fund-A-Need" accounted for approximately \$66,000 of this total. Further, students began to use the lunchroom on January 19th. Two parent volunteers are needed to help with this each day. Catholic Schools Week begins at the end of January.
- b. Parish Finance Council Report. None. Next meeting scheduled for January 20, 2021.
- c. Development Report. Mrs. Costello reported that the Annual Fund goal is \$150K. Approximately \$20,000 has been raised thus far. Mrs. Last is working with Mrs. Lynn McIntyre, communications and operations coordinator at the School, to ensure a plan to reach the goal is in place and a priority, including an effort to make online giving more accessible.

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

Respectfully submitted,

Sarah McNally, Secretary