

## ST. MONICA SCHOOL COMMISSION

### Meeting Minutes

October 11, 2023

A meeting of the St. Monica School Commission (the "Commission") was held at Donovan Hall at 7:00 p.m. local time on October 11, 2023. The following voting commission members participated in person: Ryan Van Den Elzen, Susan Eoloff, Dan Cary, Brian Wolf, Jeanine Boudreau, Tom Bausch, and Meg Dean. Members Bill Nurthen and Alissa Prater were unable to attend. The following ex-officio non-voting commission members participated in person: Rebecca Jones, Executive Director St. Eugene and St. Monica Schools, Lynn LeRoy, Principal of St. Monica School, Emily Friday, Assistant Principal of St. Monica School, Laura Sommer, Home and School Committee Liaison, and Bridie Mooney, Pastoral Council Liaison.

#### **PRELIMINARY MATTERS**

1. Opening of Meeting. Mrs. Dean opened the meeting and acted as Chair of the meeting. Mrs. Eoloff acted as Secretary of the meeting. Mrs. Dean 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. Dean next asked for any comments or corrections to the minutes of the Commission's meeting that were previously distributed to the members. Corrected Bridie Mooney's status with the Commission to reflect that she serves as the Pastoral Council Liaison. Upon a motion duly made, seconded and unanimously approved, the Commission approved the minutes of the Commission meeting held on such date.

#### **BUSINESS MATTERS**

3. Principal's Report. Mrs. LeRoy then provided her report on School activities to the Commission.

(a.) *Handbook.* The student/family handbook is being updated and is offline until it is completed. We want to align our handbook with Archdiocesan policies. Families will have to acknowledge receipt of the new handbook, which will be tracked by school

(b.) *Safety Update.* Lynn spoke with the Chief of WFB police about the Beaumont and Santa Monica intersection. Discussion about adding a crossing guard to the intersection. The SMS crossing guards are assigned by the WFB Recreation Department. Mrs. LeRoy will meet with the Recreation Department tomorrow (10/12/23).

The first fire drill of the school year took place on 10/11/23 and there were no issues.

A pipe burst in the school resulting in damage to the new office space.

Incident of reckless driving in the parking lot- including donuts and playing chicken. The cameras didn't reveal the identities of the individuals involved in the incident, which occurred in the evening.

Catholic Insurance Representative looked at the Early Childhood Playground. The representative suggested signage to address age requirements and private property.

Parent mentioned that a door, intended to be locked (second grade door accessible from Donovan), was left unlocked today (10/11/23) during her lunch duty. Mrs. LeRoy will discuss with Mary.

Discussion regarding installing video cameras on Santa Monica. Bike thefts and vandalism continue. Parish is looking at installing cameras on Garage/shed on Rectory grounds.

Discussion of installing lights on the playground to aid with safety.

Mass doors are locked on Santa Monica. Committee discussed low parent attendance at School masses. Does locking the doors on Santa Monica send the wrong message? Could we open the Santa Monica doors for larger masses (Nov 1/May crowning?)

4. Committee Reports Committees No Updates.

5. Updates from Prior Meeting

Mrs. Friday gave an update on the "Raider Way". "Raider Win"—reward for good behavior, entered in a drawing for an out of uniform pass. Each grade will award a winner with an out of uniform pass.

Catherine Creighton is working on how to bill families for milk. Billing via TADS is the preferred method. TADS does allow for mid-year billing. Researching optional fees. Estimate of cost for ½ pint is \$10-15 per child for a year of milk. USDA set reimbursement rate is .26 cents per half pint. Lead time for ordering Milk is one week. Emily will bring an estimate of the milk order to the November meeting.

Nicolet remains an option to run our school lunch program. Per the SMS business office, they are a difficult provider. A member commented that lunch at SMS has grown increasingly challenging over the past few years. Our current options are less healthy and the process to order lunch is more cumbersome. Could Sendik's cater every day?

The office buzzer has not yet been installed. The individuals came to install the buzzer, but miscommunication about fall sports team photo day precluded them from being able to do it. The new K4 door is not installed.

6. Home and School update

The Fall Fundraiser was highly successful, \$6,100 was raised (\$1,300 more than the magazine sale).

Hype week was a success. Auction ticket sales are lower versus prior years, but the Committee is not worried about it. The funds generated from raise-the-paddle, "Elevating Education", will be used to purchase new classroom doors with only a partial window, new locks and firm closure, furniture and view boards. Families have expressed safety fatigue. The Commission discussed this concern. Education is the focus for the auction.

7. School Leadership Discussion

Clare (SE Parish, SM Parish and SMS) and Catherine are new hires who will help Jennifer in the main office. Looking at hiring a part-time individual for 3-4 hours during the middle of the school day to assist Jennifer.

Published curriculum is our Goal. October 18 is the first faculty meeting regarding standards. Commission agrees that rigor and formative work are imperative.

Mrs. LeRoy discussed presenting a "State of the School". Regular reports/updates would be beneficial to the SMS community. Mrs. LeRoy will report on curriculum and review the 5 step process of teaching at the next meeting including standards assessment, assessment design, learning targets and unit plans.

Meeting adjourned 8:50pm

Next Meeting: November 15, at 7:00 in Donovan Hall.