

# ST. MONICA SCHOOL COMMISSION

## Meeting Minutes, August 31, 2021

Call to order at 7:05 pm

### Attendees

- SMSC: Dan Cary, Beth Cherveney, Maureen Costello, Susan Eloff, Bill Nurthen, Jim Place, Ryan Van Den Elzen, Brian Wolf
- Pastoral Council Liaison: Chris Ott
- Home and School Association Liaisons: Kelly Daugherty, Christin Griswold
- Principal Jordan Last

### Preliminary Matters

- Opening Prayer
- Unanimous approval of previous meeting minutes
- Principal's Report- Jordan Last
  - o SMS enrollment is stable at 425 students vs. a budget of 410 students
  - o SMS has sufficient physical and financial capacity
  - o SMS enacted a late August enrollment deadline. There was additional interest after the deadline
  - o All new students met with the school Counseling department and Mrs. Last. Each family paired with a current SMS host family
  - o Mrs. Last highlighted the concerns with the K3 bathroom and the plan to improve
  - o Curriculum overview
    - Initiated a three-five year curriculum evolution
    - Theology of the Body
    - Amplify Science implementation for grades 6-8
    - Response to Intervention (RTI) protocol updates for students with additional needs
    - The Archdiocese prioritizes the Seven Catholic Social Teachings to address the current social landscape. The library was edited to align with Catholic teachings
  - o Covid obligations persist. The SMS policy is flexible, autonomous, and void of static timelines. Mrs. Last communicates with the medical advisory team regularly
  - o Catholic identity initiative
    - Each class will attend adoration at least once a month
    - Expand retreat participation to the entire school
    - All-school Holy Hill pilgrimage with Fr. Paul
    - New Advent wreaths on each floor
- Introduction of Home and School Association liaisons Christin Griswold and Kelly Daugherty

### Old Business

- Unanimous approval of updated SMSC bylaws

## New Business

- New year priorities- Mrs. Last
  - o RTI enhancements
  - o Focus on the Seven Catholic Social Teachings
  - o Catholic Identity Formation
- SMSC sub-committees
  - o Brian Wolf to lead new Communications Sub-Committee with Susan Eoloff
  - o Maureen Costello to lead Development Sub-Committee with Dan Cary and possibly Brian Wolf
  - o Beth Cherveney and Jim Place are on standby for a potential Strategic Planning Sub-Committee
  - o There is no formal Finance Sub-Committee. Bill Nurthen will lead provide informal support regarding SMSC financial matters
  - o With Mrs. Last's support, the SMSC is not moving forward with a Technology Sub-Committee
- Mrs. Last summarized Mrs. Lynne McIntyre's role as Communications and Operations Coordinator. Responsibilities include sustained development, communication, SMS Annual Fund, and social media
- Ryan Van Den Elzen proposed the SMSC focus on a pre-determined discussion item for a deep dive at each meeting going forward. The SMSC expressed support for the protocol. The September SMSC meeting will focus on the SMS Faculty and Staff.
- Without specific direction, the SMS discussed the current operating budget, auction plans, and cost to educate

Meeting adjourned at 8:17 pm

**ST. MONICA SCHOOL COMMISSION**  
**Meeting Minutes, September 28, 2021**

Call to order at 7:03pm.

Attendees:

- SMSC: Beth Cherveney, Maureen Costello, Susan Eloff, Bill Nurthen, Jim Place, Sarah Rolfs, Ryan Van Den Elzen, Brian Wolf
- Pastoral Council Liaison: Chris Ott
- Home & School Association Liaisons: Kelly Daugherty, Christin Griswold

Preliminary Matters:

- Opening Prayer
- Unanimous approval of previous meeting minutes
- Home & School: Will provide giving update soon
- Principal's Report - Jordan Last
  - COVID-19 Updates
    - 3 positive cases with no known transmission within school environment
    - Next round of children will soon be eligible for COVID-19 vaccine; SMS will provide materials to help parents with decision making process and locations
    - COVID Committee met to review masking policy and the school will continue to require masks for students and at school-sponsored events; update will be sent late the week of 9/28/21 to parents/guardians
    - The COVID Committee will continue to review local diagnosis trends and vaccination rate in the school and make adjustments when safe to so - everyone is eager to get back to normal
  - December 2nd is grading day and December 3rd is the Advent retreat for staff in Green Bay (part of continuing education and accreditation process)
  - Shelter in Place
    - Lessons Learned - In the initial note to parents/guardians, Mrs. Last shared that she should have been more clear that more information would be forthcoming and also explicit about the differences between a shelter in place and lock down.
    - Creating Safety Sub-Committee within SMSC to help advise on safety practices within the school (replaced Strategy Planning Committee)
    - WFB police department will be doing a walk-thru with Mrs. Last to check access points and make recommendations for enhanced safety (WFB PD did this two years ago too); Raise the Paddle donations may help fund important needs
    - Mrs. Last will also benchmark local school safety protocols to inform SMS's approach
  - Recent vandalism incidents in our bathrooms and gym (interior window broken) remain unsolved; general concern about activity in school parking lot between the

hours of 8pm-1AM and Mrs. Last is closely monitoring activity through our camera system

#### Old Business:

- Reviewed schedule for “deep dives” with Mrs. Last
- Discussed role of Sub-Committees
  - Communications - Review school-wide communications and provide input
  - Development - Help organize and support activities led by Booster, H&S and Lynn McIntyre; goal is to get clarity on how they work together and establish mission, goals, expectations, and plan
  - Newly created Safety Committee - Review current safety policy and mitigation procedures, advise on safety best practices and help Mrs. Last prioritize areas of focus
    - Members: Beth Cherveney, Chris Ott, Jim Place, and *Patrick Whitaker\** (\*proposed- Jim Place to reach out to Patrick and gauge interest)
  - Finance - Provide support and guidance on budgeting process, review Priority Account requests
- Mrs. Last to talk with Father Paul about H&S contribution to the Priority Account and timing

#### New Business:

- Faculty and Staff Update
  - Mrs. Last asked SMSC for insight on how we’ve seen change managed effectively at work; ideas shared and resources offered
  - Strengths: commitment, collegiality, resilience, and creativity (skilled at educating with limited resources)
  - Areas for Development: Work-life balance (e.g. setting boundaries on working outside of core hours), conflict management, on-going development/knowledge of Standards Based Grading, and change management
  - Teacher effectiveness is determined in a number of ways: evaluating students’ test results, feedback from parents/guardians and students and through a formal annual evaluation process
  - Teachers establish a personal SMART Goal each year focused on their and student development; teachers evaluate progress toward goal in winter and spring
  - Mrs. Last spends 45 minutes each day visiting classrooms to engage with students and share constructive feedback with teachers when needed
  - Teachers meet one on one with Mrs. Last every trimester to discuss goals
  - Mrs. Last shared that over time she’d like to see more enrichment resources added to help students
  - Depending on the school’s strategic plan, Mrs. Last may also ask for additional resources focused on development to support the great work of Lynn McIntyre
  - SMS receives two types of funding to help support professional development: Title 1 (instructional practices) and Title 4 (health and wellness); the funds are allocated to Dominican, Holy Family and SMS; SMS receives ~\$7K total

Meeting adjourned at 8:25pm.

**ST. MONICA SCHOOL COMMISSION**  
**Meeting Minutes, October 26, 2021**

Call to order at 7:03pm.

Attendees:

- SMSC: Maureen Costello, Bill Nurthen, Jim Place, Sarah Rolfs, Ryan Van Den Elzen, Brian Wolf, Susan Eloff
- Pastoral Council Liaison: Chris Ott
- Home & School Association Liaisons: Kelly Daugherty, Christin Griswold
- Mrs. Friday, Mrs. Last

Preliminary Matters:

- Opening Prayer
- Unanimous approval of previous meeting minutes
- Home & School: Will provide giving update soon
- Finance Update (Bill):
  - Discussed how to best address past due tuition.
  - Home & School funds allocation.
  - Consider changing SMSC to a night that doesn't conflict with the Pastoral Council.
- Assistant Principal's Report - Mrs. Friday
  - New teachers are assimilating well!
  - Service projects (e.g. gardening, Veteran's Day) are underway. They're focusing on service over financial contributions.
- Principal's Report - Jordan Last
  - Auction Chairs are doing a wonderful job and have a solid fundraising strategy.
  - Importance of supporting our teachers and the group shared ideas to show appreciation.
  - Safety Committee has been formed and the team engaged Patrick Whitaker, Police Chief, for input on the plan. Overall, things are in good shape and some doors need to be replaced.
  - Plans for summer program to be shared at December 7 meeting.
- Home & School Committee Update (Christin and Kelly):
  - Christmas ornament sale launched.
  - Teacher fund appeal letters will be sent to parents in November.
  - Auction planning is on track and going well.

New Business (Mrs. Last and Mrs. Friday):

Catholic Formation and Identity:

- Meet with Pastoral staff monthly. Discuss overlap with School Commission and school plans.
- How we will celebrate Advent - Create wreaths that will hang from the first and second floor with a focus on prayer and community.
- Eucharistic adoration 1x per month (Fr. Jordan).
- Staff will continue to review catholic social teaching and the messages shared with kids to ensure alignment with the Archdiocese. Focus on seven Catholic social teachings.

- This month - Dignity of Human Soul - Spookley and our responsibility to respect each other. We are all made in God's image.
- Discussed Religion as a rigorous subject and a key piece of our academic curriculum.

Athletics and Extra Curriculars - Enrichment, school spirit, enough options?

- Many students are engaged and participating in sports.
- We're competitive in offerings and provide all students with opportunities to play.
- Also offer robotics, Battle of the Books, chess, Lego League, and drawing.
- Good next step is to make additional items available to more students (e.g. debate club, forensics, broaden musical to elementary students, consider math program to help build skills)
- School spirit is built through spirit days and holiday activities. Teachers love when kids are engaged in spirit and dress down/theme days!

Jordan will get back to us on needs to support these items.

Meeting adjourned at 8:03pm.

**ST. MONICA SCHOOL COMMISSION**  
**Meeting Minutes, January 25, 2022**

Call to order at 7:05pm.

Attendees:

- SMSC: Bill Nurthen, Sarah Rolfs, Ryan Van Den Elzen, Brian Wolf, Susan Eoloff, Beth Cheverny, Jim Place, Maureen Costello, Dan Cary
- Pastoral Council Liaison: Chris Ott
- Home & School Association Liaisons: Kelly Daugherty
- Mrs. Last

Preliminary Matters

- Opening Prayer
- Approval of previous meeting minutes
- Committee Updates:
  - Parish Finance Council - Bill Nurthen
    - System issue with tuition agreements and building plan to fix (e.g. potentially requiring it to be completed on Forms and Fees day)
    - Tuition assistance program; recommending additional process guidelines
  - Development Committee - Maureen Costello
    - Fundraising - upcoming mailer, phone calls and fine arts show
    - Preparing overall fundraising summary for school to use as needed
  - Home and School - Kelly Daugherty
    - Catholic Schools Week update; asking for additional gift cards
- Principal's Report - Jordan Last
  - Catholic Schools Week - Full week celebrating our faith and having fun!
  - Shifting to a new and real-time student information system, PowerSchool (Option C replacement); in process of implementation
  - Priority Fund Requests:
    - Option C Extension: Rollout to new PowerSchool software was more difficult and time consuming than anticipated necessitating an extension of the Option C license. \$5,000 requested. School Commission is supportive and will address again at the next meeting as required by bylaws.
    - Substitute Costs to Give Teachers and Extra Day Off: This is requested to give teachers a gift of personal time in consideration of all of the extra time and effort devoted in COVID times. \$5,000 requested. School Commission is supportive and will address again at the next meeting as required by bylaws.
    - Smart Board Replacements: This is requested to replace failed or failing smartboards in the classrooms. This type of expense will be covered by tech fee in future years, but these replacements are needed now. \$15,000 requested. School Commission is supportive and will address again at the next meeting as required by bylaws.
    - Staff Retreat: Request \$2,500 for expenses related to a staff retreat.  
APPROVED.

- Startup Costs for Summer Program: This would facilitate a limited summer program for the summer of 2022. Specific dollar amount not yet known. School Commission is supportive, pending additional details and dollar amount.

New Business:

- Budget Discussion - Jordan Last
  - Three focus areas: Curriculum, Salary increases, Building and grounds
  - Grants: Kohl's Theatre, SMS Digital App Grant
  - Cost Savings: Arch offering tuition assistance dollars; Gifts program (e.g. Smartboards)
  - Requests: FT Tech resource and Academic Support
- Virtual Learning Changes (email sent to parents)
  - 24 hours are needed to set-up students and many students are returning quickly thereafter based on new quarantine guidelines
  - Applies to individual students not classroom and is not applicable if the school shifts to virtual
- February SC meeting moved to February 24, 2022
- Discernment process for new members - revisit topic in February (typically happens in late May)

Meeting adjourned at 8:07pm.



**ST. MONICA SCHOOL COMMISSION**  
**Meeting Minutes, December 7, 2021**

Call to order at 7:04pm.

Attendees:

- SMSC: Bill Nurthen, Sarah Rolfs, Ryan Van Den Elzen, Brian Wolf, Susan Eoloff, Dan Cary
- Pastoral Council Liaison: Chris Ott
- Home & School Association Liaisons: Christin Griswold
- Parent: Erin Cary
- Mrs. Last, Mrs. Friday

Preliminary Matters

- Opening Prayer
- Approval of previous meeting minutes
- Principal's Report - Jordan Last
  - Christmas Program will go on as planned with masks required
  - Grandparents day will be delayed until Spring 2022
  - COVID-19 group meeting to discuss a plan for Spring 2022 on 12/8/21; meetings will be open to all interested parents
- Financial Update (Bill):
  - Auction contributions update;
  - Forming sub-committee to focus on teacher appreciation (Christin, Susan, Sarah) with Mrs. Friday; received approval for initial activity funded through priority account
  - Past due school tuition - Arch has a policy and Mrs. Last is sending to SMSC for review; determine if sub-committee is needed to discuss approach with Mrs. Last and Fr. Paul

New Business (Mrs. Last and Mrs. Friday):

New Science Curriculum - Amplify:

- Flexible, blended learning science curriculum for grades K-8
- Aligned with National Science Standards and State standards
- SMS offers this curriculum for grades 6-8 (use Mystery Science for K-5 and will eventually use this or another program across all levels)

Math Curriculum:

- Five teachers evaluating and piloting K-5 programming
- Plan to closely monitor student test results to ensure readiness for middle and high school math curriculum
- Ideas shared: consider surveying parents of SMS alum at the end of ninth grade to determine how students performed and identify potential gaps; offer extracurriculars that support development in math/reading/writing

Catholic Social Responsibility:

- Archdiocese sharing additional resources to support teachers and parents in Catholic faith formation (e.g. video and reference materials from Archbishop Listeki and Dr. Kathleen Cepelka)

- Catholic teachings embedded in all we do today and will continue to update approach in alignment with the archdiocese
- Plan to share an update with parents early next year

Strategic Plan:

- Revisiting our 5-year strategy next year and will consider if awards are part of the plan (e.g. Mission & Catholic Identity and Academic Excellence)

Meeting adjourned at 9:00pm.

**St. Monica School Commission**  
**Meeting Minutes, February 24, 2022**

Call to order at 7:06pm.

**Attendees:**

- SMSC: Bill Nurthen, Ryan Van Den Elzen, Brian Wolf, Susan Eoloff, Beth Cherveney, Jim Place, Maureen Costello, and Dan Cary
- Pastoral Council Liaison: Chris Ott
- Principal Last

**Preliminary Matters:**

- Opening Prayer
- Approval of January meeting minutes
- Principal's Report – Principal Last
  - Staff intent to return survey completed. Principal Last will follow up with teachers as needed.
  - Enrollment for 2022-2023 school year currently stands strong at 426, with 13 additional pending applications. Early childhood continues to grow.
  - Completed first go-around of 2022-2023 budget. Budget assumes enrollment of 425 students, staff salary increases as well as additional positions, including a full-time technology teacher and a full-time assistant vice principal. Currently calculating the necessary tuition increase percentage to balance budget.
  - Summer Program is looking for teacher participation.
  - Talked thru the possibility of developing an annual plan for excess dollars in the priority account. Utilizing the funds for needs at SMS.
  - The search continues for a long-term substitute for St. Monica's junior high Social Studies teacher.
  - Priority Fund Requests:
    - Option C Extension: Rollout to new PowerSchool software was more difficult and time consuming than anticipated necessitating an extension of the Option C license. \$5,000 requested and discussed at prior meeting. After further discussion, APPROVED.
    - Substitute Cost to Give Teachers and Extra Day Off: Requested to give teachers a gift of personal time in consideration of all the extra time and effort devoted. \$5,000 requested and discussed at prior meeting. After further discussion, APPROVED.
    - Smart Board Replacements: Requested to replace failed/failing smartboards in classrooms. \$15,000 requested. After further discussion, APPROVED.

**New Business:**

- Pastor Transition

**ST. MONICA SCHOOL COMMISSION**  
**Meeting Minutes, March 22, 2022**

All Parish Committee Prayer at 6:30pm.

SMSC call to order at 6:46pm.

Attendees:

- SMSC: Bill Nurthen, Ryan Van Den Elzen, Brian Wolf, Susan Eloff, Jim Place, Sarah Rolfs
- Pastoral Council Liaison: Chris Ott
- Home & School Association Liaisons: Kelly Daugherty, Christin Griswold
- Mrs. Last and Mrs. Friday

Preliminary Matters

- Approval of previous meeting minutes

Old Business

- Committee Updates:
  - Parish Finance Council - Bill Nurthen - Confirmed no new updates impacting School Commission. Transitioned discussion to Fr. Paul's transition plan.

New Business:

- Pastor transition (Fr. Paul)
  - Fr. Paul moves to DC on Wednesday, May 4, 2022 (April 23 last day).
  - Fr. Jordan will become Administrator until his contract concludes in June 2022.
  - Our New Priest will start in late June/early July 2022.
  - Working with key staff members across St. Monica and St. Eugene to ensure a smooth transition.
- Principal's Update - Mrs. Last:
  - Recruitment - 93% retention rate for students (doing very well and gaining more 3K students). 4K is currently 100% re-enrolled for 5K. 5th grade class is currently 87% re-enrolled for sixth grade (last year was 100%).
  - Projected enrollment for next year is just over 425 students.
- Discussion and idea sharing regarding recruitment and retention of students and staff.

Meeting adjourned at 7:50pm.

- Father Paul has taken a new position with United States Conference of Catholic Bishops and will be departing this May. Principal Last as well as the Parish Trustees have had ongoing conversation regarding St. Monica's replacement.
- Confidence remains high that our Catholic identity will continue to be a priority in this process.
- Safety Committee – Dan Cary
  - Drop off / pick up frustration continues on Santa Monica Blvd.
  - Options to alleviate issues include engaging the 7<sup>th</sup> and 8<sup>th</sup> graders to serve as helpers to bring the younger students from their cars to St. Monica and/or asking for parent volunteers to help guide traffic on Santa Monica.
  - Plan needs to be developed and communicated to parents.
- Fundraising and Development – Jordan Last / Maureen Costello
  - Annual Fund letters will be sent out in the near future. Parent participation and company matches have increased over the years. Education on fundraising efforts has proven successful.
  - Principal Last is completing two grant applications (Kohl's Theatre and SMS Digital App Grant). Funds would be awarded in May/June.
  - Lynn McIntyre has secured two parent chairs for the St. Monica's Spring Showcase and has begun recruiting chairs for the 2022 Auction and Mullaney Mile.
- St. Monica School Commission Discernment
  - Discernment is currently scheduled for May meeting.
  - Note will be placed in the Weekly Reminder informing/encouraging parents to consider discerning.

Meeting adjourned at 8:21 pm.

**St. Monica School Commission**  
**Meeting Minutes, April 26, 2022**

All Parish Committee Prayer at 7:07 pm

Attendees:

- SMSC: Beth Cheverny, Bill Nurthen, Jim Place, Maureen Costello, Ryan Van Den Elzen, Susan Eoloff, Sarah Rolfs
- Pastoral Council Liaison: Chris Ott
- Home & School Association Liaisons: Kelly Daugherty, Christin Griswold
- Mrs. Last
- Fr. Jordan

Preliminary Matters

- Approval of previous meeting minutes

Old Business:

- Finance Committee: Requested that tech updates be funded through the school operating budget along with pay changes for staff; Discussed Priority Account balance and funding set aside for school construction project
- Development Committee: Working to achieve annual fund goal of \$150K by June; currently at ~\$100K with publications and events to help drive fundraising
- Home and School: Planning for Teacher Appreciation Week; New opportunity to participate as volunteers at Summerfest in June/July to earn donations - agreed to proceed with event

New Business:

- Principal's Report:
  - General Updates: Tuition increase was well received by families, seminary trip with 8th grade boys was very engaging and successful
  - Planning for spring events including athletic banquet, 8th grade trip (retreat and activities in Dells)
  - Requested support with planning a volunteer appreciation events
  - Staff retention for next school year is going well and competitive pay is helping with attraction and retention; a few key openings remain open (e.g. admin. assistant, technology and social studies)
  - Curriculum: Math is well positioned and working to ensure programming prepares middle school students for high school math; changes to science curriculum will require teachers to train with company rep
  - School flooding: Remediation work completed and working with insurance agent

- Schoolhouse Reserve Project: Gathering bids from contractors and project is likely to begin in Summer/Fall 2023 due to supply chain challenges; if construction carries into the school year in Fall 2022, there will be a plan in place to ensure student safety and a productive learning environment.
- Goals and Priorities for 2022/2023:
  - Hosting listening sessions to hear from SMS staff and inform needs; known areas of focus are standards based grading and catholic faith formation - will be an additional area of focus based on team input; only curriculum change next year is K5-5 math; will continue to evaluate options for 6-8 science and K5-8 literacy which is likely to be a two-year process (phonics and grammar will not be removed with potential literacy program changes)
- Request for first day of school for the 22/23 school year to help parents with summer caregiving schedules
- Discernment: Three openings on SMSC and determining timing for discernment

Meeting adjourned at 8:12 pm

## **St. Monica School Commission**

### **Meeting Minutes, May 31, 2022**

Opening Prayer.

Call to order at 7:09pm.

#### **Attendees:**

- SMSC: Beth Cheverny, Bill Nurthen, Brian Wolf, Jim Place, Maureen Costello, Ryan Van Den Elzen, Susan Eoloff, Sarah Rolfs
- Pastoral Council Liaison: Chris Ott
- Home & School Association Liaisons: Kelly Daugherty, Christin Griswold
- Mrs. Last
- Fr. Jordan

#### **Preliminary Matters**

- Approval of previous meeting minutes

#### **Old Business:**

##### **Committee Updates**

Fundraising: Annual fundraising is going well - collected \$146K of \$150K goal (we have until the end of June to close the gap).

Finance Committee: Discussed three-year focus on security and school safety (set aside \$207K plus money raised in November 2022 for projects). Recent security enhancements include: equipped all phones to perform all school pages, staff trained by WFB PD and CPR certified.

#### **New Business:**

##### **Principal's Updates**

Staffing:

- Emily Friday, Assistant Principal, moving to fulltime
- Meg Nelson moving to FT academic support
- A number of staff departures (various reasons for leaving) have created key openings
- Offers in process for several open positions
- In need of candidates for Development, Technology and junior high social studies
- Plan for substitute teachers - Developed list of parent volunteers who may be licensed and all are safe guarded and Mrs. Last and staff members will help cover classes as needed; teachers have done a great job planning for absences; the sub program is working and always welcome more help

Upcoming Events and Activities:

- Award ceremony for 8th grade, graduation on Sunday



- Annual Fund for 2022-2023 has same goal as this current school year (\$150K)
- Volunteer recognition is vital and Mrs. Last plans to personally deliver gifts

#### Parent and Staff Survey/Listening Sessions:

##### Parent Survey

- 41 survey responses
- Requested more timely communication about school vision, improved email and general communication (e.g. response time and accuracy, more forums for parents, clarity around standard based grading, and progress toward academic excellence)
- Mrs. Last is working with Juliet to develop an action plan

##### Staff Input

- 22 survey responses
  - Requested more visibility to matters impacting the school, more faculty development and formation, prioritization of changes, reasonable pace for adoption of changes, improved communication, in-person meetings, and follow through on promises (make and meet commitments)
- Listening Sessions
  - Need for professional development should also be driven by the teachers themselves; Herda Scholars to help fund development
  - Create Principal Advisory Team - staff helps advise on academic excellence and faith formation and teachers are able to contribute to plans

#### **COVID**

- Questions about practices for next school year; Mrs. Last will work with Medical Advisory team to review and share plan

#### **Goals and Priorities**

- Remain the same - student support, faith formation, fostering a positive culture (how we engage together in alignment with catholic beliefs)
- Grant Proposal for staff development - seeking \$5K to fund retreat activities
- Grant from Heart Association - help with PE needs and healthy choices as a school

#### **Discernment Process**

We will wait until our new Pastor is here (date TBD); 3 open seats (possibly 4) and need Vice Chair (4 year commitment)

Adjourned at 8:23pm.

## Van Den Elzen, Ryan L. (MKE x1455)

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**From:** Van Den Elzen, Ryan L. (MKE x1455)  
**Sent:** Wednesday, June 29, 2022 5:57 AM  
**To:** 'Bill Nurthen'; 'Jim Place'; 'Maureen Costello'; 'Sarah Rolfs'; 'Susan Eoloff'; 'Dan Cary'; 'Brian Wolf'; 'Beth Cherveney'; 'Chris Ott'; 'Christin'; 'Kelly's Daugherty'; 'dan@plummedia.com'  
**Cc:** Mark Payne; tkizza@stme.church  
**Subject:** School Commission Meeting Notes

School Commission Members:

I wanted to give everyone a quick update on the meeting we had last night. Sarah Eoloff, Dan Cary, Beth Cherveney, and I were able to attend. We have a very positive meeting with Fr. Mark and Parish Trustee John Schreiber also attending. The key updated from the meeting are as follows:

- School Principal
  - The Parish is in the process of forming a search committee for our new principal. There is a meeting of the Parish leaders today (June 29, 2022) to discuss that committee and advance the process. The goal is to move quickly and interview candidates in July.
  - Once that committee is formed and staffed, we will have a joint meeting of the School Commission and the search committee to discuss the direction of the school and the attributes of a successful long term principal for the school. Susan Eoloff has agreed to assist in the drafting of the job description and job posting. Please stay tuned for the date and format of that meeting, which will likely occur over the next week or two.
  - Emily Friday has agreed to serve as interim principal until a permanent principal is hired. Tim Kasprzak will assist Emily Friday on administrative matters for this interim period.
  - While we would love to find a good long term principal in this search, if that does not happen, Emily Friday is willing to continue to serve as interim principal for the full school year so we can run a new search earlier in the calendar year next year. We are committed to finding the right person to fill the permanent position.
- Staffing
  - We understand that Jordan Last was able to complete the process for hiring teachers to fill most of the open teacher positions prior to her departure.
  - There are still a couple of open positions that remain to be filled and we will be requesting an update from Emily Friday.
- Discernment
  - We are going to take an "All Are Welcome" approach to discernment. Anyone who earnestly desires to join the School Commission will be invited to attend a discernment meeting where we will explain the roles and responsibilities of members of the School Commission. At the end of that meeting, we will ask them to prayerfully consider joining the commission and if they so desire, they will be invited to join.
  - We will need to amend our bylaws to accommodate this, which I will work on.
  - Please stay tuned for the meeting date for discernment.

Please let me know if you have any questions.

Thanks,

Ryan