



# MCDONELL AREA CATHOLIC SCHOOLS

Est. 1882

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**Our Mission:** Committed to the formation of community, academic excellence and the spiritual and physical well-being of each student in the Spirit of Jesus Christ.

**Our Vision:** We are the school of choice for an excellent Catholic faith based education within the Chippewa Falls area. We welcome all families to be a part of our school community no matter their faith or financial means. In partnership with our parents, we form the whole child in support of our values and mission. Our vision of the whole child consists of a lifelong learner, who upon graduation, is academically prepared for post-secondary education and career, grounded in relationship with Jesus Christ, balanced physically and emotionally, and actively engages as servant leaders in family, parish, and civic communities.

## Education Commission **SUMMARY**

**December 14, 2016 – 5:30 PM**

Conference Room 1

AGENDA	LEAD	NOTES
Welcome	Scott	
Prayer	Msgr Mark	
Review Mission/Vision Statement Review evidence of the last month	Mary All	
Review November Minutes	Scott	Consensus for approval
<b>Standing Committees</b> <b>Finance</b> <ul style="list-style-type: none"> <li>Review of October Financials</li> </ul>	Bob	<ul style="list-style-type: none"> <li>NO issues with financials at this time. The Early Childhood operates on a cash vs accrual basis. Staff has begun to implement the process for making sure day care fees are collected from families to reduce “bad debt” potential.</li> </ul>
<ul style="list-style-type: none"> <li>Budget 2016-17 – <b>Due 12/15/2016</b> <ul style="list-style-type: none"> <li>✓ Tuition proposal – Recommendation from Ad Hoc Committee</li> <li>✓ Parish support</li> <li>✓ Foundation support</li> <li>✓ Development events</li> <li>✓ Projected Enrollment</li> </ul> </li> </ul>	Jeff/Bob	<p>It appears that we are operating in the “red” at this time. Part of that is the fact that we use a restricted fund to offset teacher salaries and the auditors want us to make a one-time journal entry at the end of the fiscal year vs. monthly journal entries. In addition we invoice the McDonell Athletic Booster Club after each sport season for reimbursable expenses.</p> <p>Documents were sent to La Crosse. Bishop to respond by 12/30/2016.</p>
<b>Tuition Ad Hoc Committee</b> <ul style="list-style-type: none"> <li><u>Recommend Tuition Freeze</u></li> <li><u>Cap vs Multi-student discount</u></li> </ul>	Mark B.	Tuition freeze was supported. Finance and Marketing Committees are still weighing the pro’s and con’s to the multi-student discount vs. Family Cap on tuition. Commission had a lengthy discussion which would be shared

<p><u>Facilities (Building and Grounds)</u></p> <ul style="list-style-type: none"> <li>• Notre Dame/McDonell walk through</li> <li>• Updates on Bleachers Need to schedule repair date</li> <li>• Mtg with St. Charles Building Comm.</li> </ul> <p><u>Marketing</u></p> <ul style="list-style-type: none"> <li>• Joint meeting with Deanery Priests</li> </ul> <p><u>School Improvement Action Plans Update</u></p>	<p>Scott/Mike</p> <p>Jeff</p> <p>Msgr Mark Fr. Kizewski</p> <p>Lynn</p>	<p>with the two Committees.</p> <p>Building walk-throughs continue. This information will be put into the Strategic Plan as it develops over the next few months.</p> <p>Facilities Committee has set January 28<sup>th</sup> for a work day at the High School. Notice will be sent out for volunteers.</p> <p>Attended recent Parish Cntr building project meeting. St. Charles will be retaining a firm to design the space. At this point Early Childhood infant care space is being included.</p> <p>Deanery pastors met with Marketing Committee to discuss communication plan with parishioners, especially Religious Education families and families who may be eligible for Choice Vouchers. Pastors asked for talking points and were open to “open houses” at their parishes after mass during Catholic Schools Week. Were also open to having an evening where local people could come in to learn more about Choice and MACS in general.</p> <p>Not present. Tabled to January Meeting</p>
<p><b>Staff Reports</b></p> <p><u>St. Charles Early Childhood</u></p> <p><u>St. Charles/Holy Ghost Elementary</u></p> <p><u>Notre Dame MS/McDonell HS</u></p> <p><u>Academic Affairs &amp; Accreditation</u></p>	<p>Jaynee</p> <p>Mary Sue</p> <p>Brian</p> <p>Mary H</p>	<p><b><i>See below for Principal reports</i></b></p>
<p><b>Old Business</b></p> <ul style="list-style-type: none"> <li>• Chairperson Annual Calendar Distribute – put in Commission Manuals</li> <li>• Part-time Student Tuition Policy <b>See Below</b></li> <li>• Football update</li> </ul>	<p>Scott</p> <p>Jeff</p> <p>Brian</p>	<p>Kathy Adams, Executive Assistant will mail Annual Calendar out so Commissioners can put in their binder.</p> <p>Reviewed policy and consensus was reached for approval.</p> <p>Commission was asked on short notice to provide a letter to the Lakeland Conference Executive Committee for McDonell HS to be considered for membership in their 8-man football conference.</p>

• Commission Matrix	Jeff/Scott	Need to review skill sets and where necessary make appointments to committees including Facilities, Marketing, Strategic Planning and Advancement.
<b>Presidents Updates</b> <ul style="list-style-type: none"> <li>Recruitment of Daughters of Mary</li> <li>Elementary Principal – Update</li> <li>Strategic Planning Process Update</li> <li>Consolidation of Foundation Trustees Update</li> <li>Immunization Policy</li> <li>Review - Student Exit data &amp; process</li> </ul>	Jeff	<ul style="list-style-type: none"> <li>Jeff will be in La Crosse to meet regarding documents. Should be finalized by end of December.</li> <li>Position for calendar year 2017/18 has been posted. Plan to interview February/March. Mike, Tracy, Janet and Karla have been invited to be on the parent interview team.</li> <li>Vision and Mission Session will be conducted with 20 – 25 on January 5<sup>th</sup>.</li> <li>Names have been approved and a letter needs to be sent to the Bishop.</li> <li>Diocese will not pursue mandatory immunization at this time.</li> <li>Tabled</li> </ul>
<b>New items</b> Proposed schedule for 2017/18 input	Brian	Brian reviewed a proposed school calendar for 2017/18. Commission discussed and would review again for consensus as the January meeting.
Work on Commission Goals for 2016-17	Executive Committee	Tabled to January meeting.
NEXT Education Commission Meeting		January 19, 2016 5:30 PM
Closing Prayer and Adjournment	Clergy	

### Membership

PRESENT	Name	Expertise	Role
X	Scott Sokup	Retail Category Mgr – Weyerhaeuser Corp	Chair - Holy Ghost Rep.
X	Michelle Farrow	Chamber of Commerce and Parent	Chairperson – Notre Dame
Ex	Lynn Newton	Info. Svcs Training Mgr – Marshfield Clinic	Holy Ghost Parish Rep.
X	Tracy Fischer	Dir. Of Social Service for Neighbors of Dunn Cty	Holy Ghost Parish Rep.
X	Janet Roth	Marsh & McLennan Agency	Notre Dame Parish Rep.
X	Mike Crawford	ACCESS Security – Sales and Estimating	Notre Dame Parish Rep.
X	Mark Baker	GM - Pump Division - WS Darley & Co	St. Charles Parish Rep.
X	Missy Grill	Accounting Manager-Mega Foods	St. Peter Parish Rep.
X	Karla Roach	RCU – Loan Servicing Agent and Health Coach	St. Charles Parish Rep.
			St. Charles Parish Rep.
			Sacred Heart Church Rep.
			St. John the Baptist Church Rep.
			St. Paul Church Rep.
			St. Bridget Church Rep.
			Holy Cross Church Rep.

### Ex-Officio

X	Msgr. Pierce	Notre Dame Church	Dean
Ex	Fr. Kizewski	Holy Ghost Church	Pastor
Ex	Fr. Richmond	McDonell Area Catholic Schools	Chaplain
X	Peter Samaranayake, PhD	St. Charles Borromeo/Holy Ghost Elementary	Principal
X	Brian Schulner	Notre Dame MS/McDonell HS	Principal
X	Jayne Brannen	St. Charles Borromeo Early Childhood	Director
X	Mary Huffcut	McDonell Area Catholic Schools	Dean of Academic Affairs
X	Bob Konop	McDonell Area Catholic Schools	Controller
X	Jeff Heinzen	McDonell Area Catholic Schools	President

### GUESTS

Ex	Kathy Adams	McDonell Area Catholic Schools	Executive Assistant

### Principal Reports

#### Early Childhood

- Interviewed a promising 4K candidate
- Hired a part time assistant
- Wrapped up interviews for a full time assistant in the 4YO childcare room
- Positive feedback from Parent Advisory Committee regarding programming and positive changes at St. Charles Early Childhood Center

#### Elementary report:

- Faith, Leadership and Community: Lots of rehearsals and prep for school concerts.  
Academic Excellence: Working to schedule a face to face Math Expressions workshop for staff
- Academic Excellence: Redoing elementary school goals using SMART goal process
- Healthy Living and Community: HG Santa shop Dec 14, Giving Tree project on-going
- Community: Christmas cards made for Wounded Warrior project
- Academic Excellence & Leadership: Classroom teachers need one day each for F&P testing
- Healthy Living: Christmas cookie sales at concerts will benefit Madison trip.
- Community: Hats and gloves will be distributed to students from Chamber

#### Notre Dame Middle School

Schedule- The new middle school schedule was implemented on December 1<sup>st</sup>. No big issues with the change other than educating the students on how the new schedule works and after school busing expectations. Teachers so far are pleased with the extra time in classes and having time to plan together. For whatever reason the change seemed to lure both newspaper and television and we received some positive press.

First Trimester has ended. Grades will be posted by Tuesday 12/6

#### McDonell Central Catholic High School

- Course description books for 2017-2018 school year are being finalized. Pre-registration will begin in December.
- High School schedule will have a new look for 2017-2018 with some added minutes, two skinny periods and an all school resource time.

- On December 7<sup>th</sup> we had seven 8<sup>th</sup> graders from Saint Paul's in Bloomer shadow our 9<sup>th</sup> graders for a day.
- Community day is December 21<sup>st</sup>. Students will be doing service projects throughout the community.

## **Policy and Procedure on Part-time Students**

### **The Vision:**

McDonell Area Catholic Schools is the school of choice for an excellent Catholic faith based education within the Chippewa Falls area. We welcome all families to be a part of our school community no matter their faith or financial means. In partnership with our parents, we form the whole child in support of our values and mission. Our vision of the whole child consists of a lifelong learner, who upon graduation, is academically prepared for post-secondary education and career, grounded in relationship with Jesus Christ, balanced physically and emotionally, and actively engages as servant leaders in family, parish, and civic communities.

**Policy** – Reflecting on the Vision for McDonell Area Catholic Schools and recognizing our belief that “parents are the primary educators...” we support enrolling students whose families have determined that although primary, they may not be the best at teaching a particular topic. In those instances we welcome them to enroll their child in class(es) at McDonell Area Catholic Schools. It should be understood that in these instances the student may receive credit(s), but as a part-time student will not receive a diploma.

1. A part-time student shall be defined as follows;
  - a. A **High School** student taking **less than 7.0 credits** per year from McDonell Central Catholic High School. Full-time students shall be defined as students taking a minimum of 7.0 credits per year or have approved independent study or senior project work.
  - b. A **Middle School** student taking **less than 3 classes per semester**.
  - c. An **Elementary School** attending school **less than four hours per day**.
2. Tuition and fees must be paid in full before the start of the academic school year. Tuition and fees shall be determined annually by the MACS president in consultation with the Education Commission and Finance Committee. There will be no refunds if the student withdraws at any time after the start of the first day of school.
3. Part-time students are not eligible for tuition assistance.
4. Part-time students will not be considered for valedictorian, honor roll, academic letters, or included in the class rank.
5. Part-time students would not be eligible to participate in High School interscholastic/varsity competitions. Per WIAA policy, in order to be eligible, McDonell Area Catholic High School must provide a student 100% of their academic programming in order to be eligible.
6. Participation eligibility in school sponsored extra-curricular activities require joint approval with the teacher and principal. Associated costs for activities are not prorated based on enrollment.
7. Part-time enrolled students are held to the same discipline standards as full-time enrolled students and may be removed from the activity if there is a violation.
8. Part-time enrolled students and their parents will be held to all NCS policies as outlined in the NCS Parent-Student Handbook. Violations of system/school policies may result in dismissal, a failing grade on their transcript, and no refund of their tuition

**Procedure** – As with any enrollment the family/student should begin the process by meeting first with the Principal and School Counselor to determine their eligibility to the school. This would include a review of transcripts and other documentation as deemed appropriate for the enrollment eligibility decision.

Upon determination that the student is eligible for enrollment the family/student would then meet with the Business Manager to complete the McDonell Area Catholic Schools' Registration and pay the tuition and any fees.

As with any family/student the class fees are based on whether the family is a member of a Supporting Parish or not.

**Part-time fees are based on the following formula;**

**Elementary** – Fee is based on a six hour day and days per week that the student is engaged with a teacher(s) times(X) the number of periods per day times (X) the Supporting or non-Supporting Parish tuition.

**Middle School** – Fee is based on the period(s) attending per day and week that the student is present including face to face, classroom labs and/or IGA (study hall) times the Supporting or non-Supporting Parish tuition.

**High School** - Fee is based on the period(s) attending per day and week that the student is present including face to face, classroom labs and/or IGA (study hall) times the Supporting or non-Supporting Parish tuition.

Additional class fees may also apply and are available from the Principal in each school.