



# 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 MEETING SUMMARY

**Thursday September 15, 2016 5:30 p.m.**

Central Office Conference Room 1

AGENDA	LEADER	NOTES
Welcome to Karla Roach – Call to Order	Scott	•
Opening Prayer - Fr. Walijewski	Msgr. Mark	• Prayer for Beatification and Canonization
Review Mission/Vision Statement Review evidence of the last month	Mary All	• Praying before class • Received a parent letter sharing that she is convinced she has picked the right school
Review August Minutes	Scott	• Consensus with Michelle Farrow available via phone
<b>Standing Committees</b>		
<u>Finance</u> Diocesan Approval of 2016/17 Budget	Jeff	• Clarified with the Diocese that they will approve salaries and review budgets but will not send a “formal” approval. • Office of Catholic Schools will be sending a budget timeline for process of the 17-18 school year
Review of 2015/16 Fiscal Audit	Bob	• No update on audit. Issue with early “retirement” for teachers – this policy has been in place since 1998
Policy on Part-time Student Tuition	Jeff	• We have no policy in place if a student would like to attend part time. Ex: take just a religion class, take just a music class • Will prepare a draft part time student policy/procedure for the Education Commission – please review for input in the future • Will check with our systems to see if there is a current model in place
<u>Facilities (Building and Grounds)</u> Updates on Alley	Mike/Bob	• Alley – rolling the base this past Tuesday. Entrances are black topped – driveway is not. BB4C bus uses alley and it needed improvement. School will cost share.

<p>Updates on Bleachers</p> <p>Blueprints for St. Charles 1926 bldg.</p> <p><u>Marketing</u></p> <p><u>School Improvement Action Plans</u></p>	<p>Jeff/Mark</p> <p>Lynn</p>	<ul style="list-style-type: none"> <li>Bleachers – the decision has made to repair not replace. 32 boards will be repaired. Currently working on putting a volunteer team together to repair in Oct.</li> <li>Still need St Charles blue prints – have them for the new part of the building but not the old. Met with SEH Engineering and they could create them if needed.</li> <li>Cathy Greenseth is coordinating with Mark for a meeting within the next month – a focus will be outreach to regional parishes – St. Joes/Rice Lake and St. Joes/Menomonie.</li> <li>Oct/Nov – Alumni event in the cities</li> <li>30 second commercial in Micon theater</li> <li>Lynn- meeting with Jeff, Sue, Mary and Jaynee. Goal review process. Take goals for schools, create summary, will report most important monthly. Green, yellow or red. Administrators will pick what they think are the most important to share.</li> <li>Kathy A scheduling School Improvement Plan Meeting first Friday of every month</li> </ul>
<p><b>Staff Reports</b></p> <p><u>St. Charles Early Childhood</u></p> <p><u>St. Charles/Holy Ghost Elementary</u> Clarification of terminology</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>Jeff/Mary H</p>	<p><i>See attached reports</i></p> <ul style="list-style-type: none"> <li>“Platooning” in the grade school – 4<sup>th</sup> and 5<sup>th</sup> grade – Sharing teaching with a four way split of teachers</li> <li>Focusing teaching proper grammar</li> <li>Why are parents unhappy with locks on lockers – Brian re-establishing policy – concern is responsibility and safety</li> <li>Notre Dame Schedule – needs to be adjusted. Currently nine periods – not enough face to face or practice time. Would like to start with a 25 minute homeroom.</li> <li>Accreditation handout – leadership – after AdvacedEd we were scored with items orange highlighted in hand-out that we will need to address and adjust within the next 24 months. Blue marked are items we should address as part of best practice.</li> <li>Cohort 5 Master’s Degree starts 09/17/16</li> <li>Included in handout is the schedule for assessments. Discussed how are the assessments used by the principals for planning, noting that test scores are one of many indicators for student performance</li> </ul>

<b>Old Business</b> Chairperson Annual Calendar	Scott	<ul style="list-style-type: none"> <li>• Scott will create a calendar to present at the next meeting</li> </ul>
<b>Presidents Updates</b> Enrollment numbers	Jeff	<ul style="list-style-type: none"> <li>• Enrollment numbers – actual 431 plus two part time students. Last year 452. 16-17 enrollment goal 443. Reviewing budget impact.</li> </ul>
Review of Student Exit data and process	Jeff	<ul style="list-style-type: none"> <li>• Reviewing data and creating a process on the best way to contact households that have left the system</li> </ul>
Election of Officers – Chair & Vice Chair	Scott/Jeff	<ul style="list-style-type: none"> <li>• Election of officers – Get back to policy of spring elections. Create a list of candidates and clarify a specific spring date for Scott</li> </ul>
Sisters from Tanzania	Jeff	<ul style="list-style-type: none"> <li>• Sisters of Tanzania – Diocesan International Law Attorney has contacted us - two of the sisters are in still in the states working – need to update their visas. We need to become a Homeland Security employer. Continuing to move forward</li> </ul>
Strategic Planning Process update	Jeff/Mark	<ul style="list-style-type: none"> <li>• Met with Strategic Steering Committee – meeting again September 30<sup>th</sup> to create a final draft and send out communication. Mark Baker is Commission liaison.</li> </ul>
New Staff Welcome – Commission Event?	Jeff	<ul style="list-style-type: none"> <li>• No commission members attended the staff gathering at Bye the willow. Review and event to partner the Education Commission and the staff</li> </ul>
Consolidation of Foundation Trustees Update	Jeff	<ul style="list-style-type: none"> <li>• The Endowment Trustees met and have reached consensus to collaborate with a Joint Board of Trustees with the McDonell Foundation – moving toward one group to oversee the two funds.</li> </ul>
<b>New items</b> Annual Update Commission Matrix November JOINT meeting with CFUSD	All	<ul style="list-style-type: none"> <li>• Kathy A will send out matrix for everyone to update</li> <li>• November 17 - Public school will host a the Annual Joint School Board/Education Commission meeting - Focus will be career planning.</li> <li>• Education Commission meeting to follow.</li> </ul>
Accreditation Question – How does what we did tonight relate to our mission/vision/core values?	All	<ul style="list-style-type: none"> <li>• Major discussion in regards to school improvement and assessments</li> <li>• Good partnership with the public school</li> </ul>
<b>NEXT Education Commission Mtg</b>		<b>October 20, 2016 5:00 PM</b> <b>START Early for Parent Listening Night</b>
Closing Prayer and Adjournment	Fr. Kizewski	

## Membership

PRESENT	Name	Expertise	Role
X	Scott Sokup	Retail Category Mgr – Weyerhaeuser Corp	Chair - Holy Ghost Rep.
Phone	Michelle Farrow	Chamber of Commerce and Parent	Chairperson – Notre Dame
X	Lynn Newton	Info. Srvcs Training Mgr – Marshfield Clinic	Holy Ghost Parish Rep.
EX	Tracy Fischer	Dir. Of Social Service for Neighbors of Dunn Cty	Holy Ghost Parish Rep.
EX	Janet Roth	Marsh & McLennan Agency	Notre Dame Parish Rep.
X	Mike Crawford	ACCESS Security – Sales and Estimating	Notre Dame Parish Rep.
EX	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 – Business Loan Agent and Health Coach	St. Charles Parish Rep.
			St. Charles Parish Rep.
			Sacred Heart Church Rep.
			St. John the Baptist Rep.
			St. Paul Church Rep.
			St. Bridget Church Rep.
			Holy Cross Church Rep.

## Ex-Officio

X	Msgr. Pierce	Notre Dame Church	Dean
X	Fr. Kizewski	Holy Ghost Church	Pastor
Ex	Fr. Richmond	McDonell Area Catholic Schools	Chaplain
X	Mary Sue Briggs	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
EX	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

X	Kathy Adams	McDonell Area Catholic Schools	Executive Assistant

## Principal Reports September 2016

### Early Childhood – Mrs. Jaynee Brannen

- Interviewed an applicant for 4K - checking references
- Interviewed for assistant teacher - checking references
- Toured a new 3YO family
- BB4C started 9/6
- First week of 4K off to a great start. Bus hub operations running smoothly. Ann is adjusting well to our MACS family.

### Elementary Education Commission Report – Mrs. Mary Sue Briggs

- We have 87 students at SC and 92 at HG.
- Class breakdown is as follows

- Misener kindergarten            11 boys and 4 girls = 15
  - Krause kindergarten            11 boys and 4 girls = 15
  - Nowak grade 1                    7 boys and 6 girls = 13
  - Yohnk grade 1                    7 boys and 6 girls = 13
  - Dahl grade 2                     7 boys and 8 girls = 15
  - Jaeger grade 2                    6 boys and 10 girls = 16
  - Eckwright grade 3                7 boys and 8 girls = 15
  - Miller-Van Dyke grade 3        7 boys and 9 girls = 16
  - Abramowicz grade 4             9 boys and 7 girls = 16
  - Siegenthaler grade 4            9 boys and 8 girls = 17
  - Scott grade 5                    5 boys and 9 girls = 14
  - Schlauderaff grade 5            4 boys and 10 girls = 14
- **Clarification of the term “partnering”** for grades 2 and 4/5 .  
Partnering means that the two teachers at a particular grade level “partner” or share the teaching of two subjects. EX. Grade 1 Cindy teaches science and Rita teaches Social Studies. This looks slightly different in our 4th and 5th grades because those teachers are “platooning” more commonly referred to as departmentalizing. Each teacher teaches on subject area in the afternoons. Attached is the letter that will go home to parents tomorrow.
  - **Irvine Park Legacy** - The elementary students purchased a brick last year with monies collected during Catholic Schools Week. We were notified that our brick that was ordered from the Friends of the Irvine Park Zoo is completed and has been installed. It was placed in Section G.

### **Middle School/High School – Mr. Brian Schulner**

- On day 1, the entire staff greeted students as they came down the sidewalks and through the doors of the commons.
- Mr. Schulner met with the entire Middle School and each High School Grade level individually to introduce himself and welcome students to a new year.
- No free blocks and closed campus is going well. Virtually no students have been in the parking lot during the school day.
- First all school mass of the year on Wednesday September 7 was very special as we had four McDonell graduates and one from Assumption act as co-celebrants.
- New Teachers-Ms. Jill Ritchie –MS Language Arts, Ms. Anita Wahl- MS Spanish, Mr. Dave Pardoe-PLTW/Geometry, and Ms. Ruthann Proue-6-12 Counselor are settling in well. Retired teachers Ms. Jean Wacker and Mr. Ron Keefer have come back to give us another year.
- Students have been awesome!!!