



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 April 21, 2016 5:30 p.m.

Central Office Conference Rm 1

AGENDA	LEADER	NOTES
Welcome and Prayer	Scott	Msgr. Pierce led the group in prayer
Review of Vision Evidence over the last month	Michelle	<ul style="list-style-type: none"> Will rotate each month to Commission Member
Consensus March 15 th Min.	Scott	<ul style="list-style-type: none"> Consensus reached
<ul style="list-style-type: none"> UW-EC Student Mktg Proj to open an infant toddler program at the Early Childhood Center 	Traci	Traci introduced the students from UW- Eau Claire. <ul style="list-style-type: none"> Opening Infant/Toddler and Early Childhood Dev Marketing Fundraising Equipment Presentation available at the Early Childhood Cntr
<ul style="list-style-type: none"> President <i>DRAFT</i> Evaluation Tool 	Michelle/Janet	<ul style="list-style-type: none"> Janet to add brief description of ratings: Msgr. Pierce: checking into Pres evaluation availability/sharing Sokup/Adams: to facilitate Google Doc to complete evaluation form for commission.
Standing Committees Finance <ul style="list-style-type: none"> Finance Statements <ul style="list-style-type: none"> February 2016 2016/17 DRAFT Budget <ul style="list-style-type: none"> Math books funds <ul style="list-style-type: none"> Budget Process Deadlines with Diocese 5/20 – Systems submit 2016 – 17 Budget After 5/20 - Diocese responds to Systems Budget	Bob Bob Bob	<ul style="list-style-type: none"> Reviewed February Financials Still working on the Budget. Will get to Finance Committee prior to the next Commission meeting. Reviewed the removal of textbooks from the budget approximately 10 years ago and its reinstatement in this year's budget. Discussed the use of restricted funds for new math books. Consensus to have Finance decide what funds are used to purchase the needed textbooks Diocese has approved salary scale. Different than our proposal. We will follow our plan. On target to meet Diocesan timeline

<p><u>Facilities</u> Cell Tower</p> <p>Elementary Schools – electrical and fire safety</p> <p><u>Marketing</u></p> <p><u>School Improvement</u></p>	<p>Jeff</p> <p>Scott/Mike</p> <p>Jeff/Traci</p> <p>Lynn/Mary</p>	<ul style="list-style-type: none"> • Press release prepped if needed. • Crawford, Sokup, and H & R Electric reviewed schools to look at fire alarm system and electrical. Working to create/attain floor plans/blueprints in order to complete estimates. • There is an Alumni Gathering in the Fox Valley later in May. • The MACS Alumni Association Celebration is later this month. • Added back into the Committee reports – Lynn will be chairing that group.
<p>Staff Reports</p> <p>St. Charles Early Childhood</p> <p>St. Charles/Holy Ghost Elem.</p> <p>Notre Dame MS/McDonell HS</p> <p>Academic Affairs & Accreditation</p>	<p>Traci</p> <p>MarySue</p> <p>Lead Team</p> <p>Mary H</p>	<p>VIEW ATTACHED REPORTS</p> <ul style="list-style-type: none"> • Presentation of Early Childhood Accreditation • MACS has preliminarily been accredited Early Childhood through High School, process will be complete in June. • Documents distributed on System Accreditation Improvement Priorities. See attached. • Cohort 2 -Three MACS teachers presented their final assignment to complete the Masters program. Congratulations!
<p>Old Business</p> <ul style="list-style-type: none"> ▪ Monitor development and implementation of strategic plan. 	<p>Jeff/Mark/Scott</p>	<p>Discussed strategic planning process-including facilities. Mark Baker will be representative on Committee.</p>
<p>Presidents Updates</p> <ul style="list-style-type: none"> • Sisters from Tanzania UPDATE 	<p>Jeff</p>	<ul style="list-style-type: none"> • Sisters have been interviewed. • Heinzen in process of raising money in an effort to offer two teachers the opportunity to work as teaching assistants in the Chippewa Deanery.
<p>New items</p> <ul style="list-style-type: none"> • Terms on Education Commission • Vacation policy* • Closed Campus** • Cell Phone Policy (added) 	<p>Scott</p> <p>Jeff</p> <p>Jeff</p>	<ul style="list-style-type: none"> • All Commission terms are up-to-date. • Consensus on proposed vacation leave policy amendment – see below. • Consensus to close campus – see outline below. • All schools currently have a cell phone policy. Principals will lead effort to consolidate the policies so MACS has a consistent cross-system policy.
<p>Accreditation Question – How does what we did tonight relate to our mission/vision?</p>	<p>All</p>	<ul style="list-style-type: none"> • Accreditation improvement priorities, textbooks and religious coming to MACS
<p>NEXT Education Commission Mtg</p>		<p>May 19th @ 5:30 PM – Conference Room 1</p>
<p>Closing Prayer & Adjournment</p>		

*** Vacation Leave**

MACS believes a vacation benefit is a reward for past time worked. Only twelve month, non-contracted, full-time employees of the system are entitled to paid vacation time. It is awarded on the system wide “anniversary” date after an employee has completed a full year of employment.

Proposed

MACS believes a vacation benefit is a reward for past time worked. Only twelve month, non-contracted, full-time employees of the system are entitled to paid vacation time. It is awarded on the system wide “anniversary” date. New employees must have completed their 90 day training period and will be eligible for pro-rated time based on their start date and “anniversary” date.

**** Closed Campus** - Based on tracking of students during the past two academic years and study by Administration we are recommending that beginning with the 2016/17 Academic year that MACS move to a closed campus. This means that students are on campus during the school day, including the lunch period. Some classes necessitate that students go to other campuses, but this is still considered “on campus”.

Membership

PRESENT	Name	Expertise	Role
X	Scott Sokup	Retail Category Mgr – Weyerhaeuser Corp	Chair - Holy Ghost Parish
X	Michelle Farrow	Chamber of Commerce and Parent	Vice Chair Notre Dame Parish
X	Lynn Newton	Info. Srvcs Training Mgr – Marshfield Clinic	Holy Ghost Parish Rep.
X	Janet Roth	Marsh & McLennan Agency	Notre Dame Parish Rep.
X	Mark Baker	GM - Pump Division - WS Darley & Co	St. Charles Parish Rep.
	Missy Grill	Accounting Manager-Mega Foods	St. Peter Parish Rep.
X	Tracy Fischer	Dir. of Social Services for Neighbors of Dunn	Holy Ghost Parish Rep.
X	Mike Crawford	Access Security – Sales and Estimating	Notre Dame Parish Rep.
			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
	Fr. Kizewski	Holy Ghost Church	Pastor
X	Mary Sue Briggs	St. Charles Borromeo/Holy Ghost Elementary	Principal
X	John Flanagan	Notre Dame MS/McDonell HS	Principal/Lead Team
X	Traci Shipman	St. Charles Borromeo Early Childhood	Director
X	Mary Huffcutt	McDonell Area Catholic Schools	Dean of Academic Affairs
X	Bob Konop	McDonell Area Catholic Schools	Controller
EX	Kathy Adams	McDonell Area Catholic Schools	Executive Admin. Assistant
X	Jeff Heinzen	McDonell Area Catholic Schools	President

GUESTS

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Principal Reports

Early Childhood

Infant/Toddler Proposal with UWEC students 15-20 minutes

Staffing Changes/Needs

- Still hiring for 1 more classroom aide to meet current enrollment needs, but we do have a waiting list started for 2's at this time.

Summer Day Camp

- Enrollment @ 28 with current enrollments not all added in yet (figuring that number now and will have it soon)
- 3 internal applicants for possible position with this program (current MACS teachers/guidance) and 1 external applicant with interview scheduled next week

BB4C enrollment

- 36 enrollments as of 4/14
- 1 is requested for PM, the rest AM requests
- 2 full mornings at this time, we may have room to open a 3rd BB4C room for additional enrollments but it would take some space shifting at St. Charles

St Charles / Holy Ghost

- MACS in Motion
 - Name changed to MACS in Motion Summer Send-Off Event
 - Date changed to May 26th to coincide with Menomonie-McDonell baseball game
 - Free will donations for hot dog supper
- Move-up Day is scheduled for May 11th.
- Math Expressions account representative met with the elementary staff for preliminary information on this new math series.
- HG students honored Fr. Justin for the completion of his doctorate degree.
 - They asked great questions
 - A Certificate of Accomplishment was given
 - Cake was had by all
 - Father wore his new hat!
- Fr. Ed did a presentation called the Biblical Background of Liturgical Text for staff. Students will be preparing a surprise for his departure.
- Postings for elementary, music and art teachers are done. James Schlauderaff will fill one of the elementary openings.
- St. Charles Parish is now using the cafeteria and gym for funeral dinners and parish events. They can no longer use Notre Dame Parish Center due to church construction.

Notre Dame/McDonell

- Teen Life Night – Middle school students – Wednesday, April 6
- Freshman/Sophomore Retreat at Notre Dame – April 7 – retreat leaders – Pat and Andrew Brueggen from La Crosse.
- Interviews for McD/ND teaching vacancies – April 13-14
- Class schedules for 2016 – '17 school year have been completed
- Mr Hochstetler (Guidance Counselor) working with students to complete scholarship applications
- MACS Cohort 2 Masters Program Presentation – April 20
- Diocesan Teachers In-Service @ McD – April 22
- McDonell Prom – April 23 @ Horizons
- ND Spring Band Concert – Monday, April 25
- MACS Moving Forward – Wednesday, April 27
- McD Jazz Band @ UWEC Jazz Fesr – Saturday, April 30
- Excellence in Education Banquet – May 4

- Honored students – Maggie Meinen, Maddie Reichel, Derek Zumbrock
- Most Influential Educators – Tammy Christopher, Carolyn Peloquin, Jean Wacker
- State Solo & Ensemble – May 7

System Accreditation Improvement Priorities – 2016 - 2018

The highlighted standards/benchmarks are the improvement priorities that were from the findings of the external review of AdvacED. The bullets under indicate the criteria/guides needed to meet the standard/benchmark. The boxed standards/benchmarks are the National Catholic Standards (CS) that align with the improvement priorities.

(1)

“Review, revise, and communicate systematically, the mission, vision, and core values to all stakeholders to assure the incorporation of those principles into all decision-making throughout the system.”

1.1 The system engages in a systematic, inclusive and comprehensive process to review, revise and communicate a system-wide purpose for student success.

- The process for review, revision and communication of the system’s purpose is clearly documented, and a record of the use and results of the process is maintained.

CS 1.1 The governing body and the leader/leadership team ensure that the mission statement includes the commitment to Catholic identity.

CS 1.2 The governing body and the leader/leadership team use the mission statement as the foundation and normative reference for all planning.

CS 1.4 The mission statement is visible in public places and contained in official documents.

- The process is formalized and implemented with fidelity on a regular schedule.

CS 6.2 The leader/leadership team articulates a clear mission and vision for the school, and engages the school community to ensure a school culture that embodies the mission and vision.

- The process includes participation by representatives selected at random from all stakeholder groups.

CS 1.3 The school leader/leadership team regularly calls together the school’s various constituencies (including but not limited to faculty and staff, parents, students, alumni) to clarify, review and renew the school’s mission statement.

CS 1.5 All constituents know and understand the mission.

- The purpose statement clearly focuses on student success.

(2)

“Research, design and implement a system-wide supervision and evaluation process that is focused on improving professional practices and enhancing student learning at all levels”

2.6 Leadership and staff supervision and evaluation processes result in improved professional practice in all areas of the system and improved student success.

- The primary focus of the criteria and processes of supervision and evaluation is improving professional practice in all areas of the system and ensuring student success.

CS 5.6 The governing body engages in formation and ongoing training and self-evaluation for itself and the leadership team to ensure the faithful execution of their respective responsibilities.

CS 7.10 Faculty and staff engage in high quality professional development, including religious formation, and are accountable for implementation that supports student learning.

- Supervision and evaluation processes are consistently and regularly implemented.

CS 6.3 The leader/leadership team takes responsibility for the development and oversight of personnel, including recruitment, professional growth, faith formation and formal assessment of faculty and staff in compliance with (Arch)diocesan policies and/or religious congregation sponsorship policies.

- The results of the supervision and evaluation processes are analyzed carefully and used to monitor and effectively adjust professional practice throughout the system and ensure student learning.

CS 6.5 The leader/leadership team directs the development and continuous improvement of curriculum and instruction, and utilizes school-wide data to plan for continued and sustained academic excellence and growth.

CS 8.1 School-wide and student data generated by a variety of tools are used to monitor, review, and evaluate the curriculum and co-curricular programs; to plan for continued and sustained student growth; and to monitor and assess faculty performance.

(3)

“Develop and implement a program for the induction, orientation, and mentoring of teachers new to the MACS system”

3.7 Mentoring, coaching, induction programs support instructional and support instructional improvement consistent with the system’s values and beliefs about teaching and learning.

- All system personnel are engaged in systematic mentoring, coaching and induction programs that are consistent with the system’s values and beliefs about teaching, learning and the conditions that support learning.

CS 4.1 The leader/leadership team provides retreats and other spiritual experiences for the faculty and staff on a regular and timely basis.

CS 6.3 The leader/leadership team takes responsibility for the development and oversight of personnel, including recruitment, professional growth, faith formation and formal assessment of faculty and staff in compliance with (Arch)diocesan policies and/or religious congregation sponsorship policies.

- These programs set high expectations for all system personnel and include valid and reliable measures of performance.

CS 7.9 Faculty and professional support staff demonstrate and continuously improve knowledge and skills necessary for effective instruction, cultural sensitivity and modeling of Gospel values.

(4)

“Implement a comprehensive, system-wide plan with clearly articulated goals to evaluate the system’s effectiveness in meeting the physical, social, and emotional needs of all students.”

4.7 (4.6 school) The system provides, coordinates and evaluates the effectiveness of support systems to meet the physical, social and emotional needs of the student population being served.

- The system has designed and implemented a process to determine the physical, social and emotional needs of all students and then selects or designs and implements programs to meet the needs of each student in the system.

CS 7.6 Classroom instruction is designed to engage and motivate all students, addressing the diverse needs and capabilities of each student, and accommodating students with special needs as fully as possible.

CS 9.1 School-wide programs for parents/guardians provide opportunities for parents/guardians to partner with school leaders, faculty and other parents/guardians to enhance the educational experiences for the school community.

CS 9.3 Co-curricular and extra-curricular activities provide opportunities outside the classroom for students to further identify and develop their gifts and talents and to enhance their creative, aesthetic, social/emotional, physical and spiritual capabilities.

CS 4.3 The leader/leadership team collaborates with other institutions (for example, Catholic Charities, Catholic higher education, religious congregation-sponsored programs) to provide opportunities for parents/guardians to grow in the knowledge and practice of the faith.

CS 9.2 Guidance services, wellness programs, behavior management programs and ancillary services provide the necessary support for students to successfully complete the school program.

- Valid and reliable measures of program effectiveness are in place, and system and school personnel use the data from these measures to regularly and comprehensively evaluate all programs.

CS 10.4 Financial plans include the delineation of costs for key target areas such as instruction, tuition assistance, administration, professional development, facilities, equipment, technology, program enhancement/expansion, capital projects and other planned projects.

- Improvement plans related to these programs are designed, implemented and evaluated to more effectively meet the needs of all students.

(5)

“Develop and implement training for all staff in the collection, interpretation and use of data to support learning.”

5.3 Throughout the system professional and support staff are trained in the interpretations and use of data.

- All professional and support staff members are regularly and systematically assessed and trained in rigorous, individualized professional development program related to the evaluation, interpretation and use of data.

CS 5.6 The governing body engages in formation and ongoing training and self-evaluation for itself and the leadership team to ensure the faithful execution of their respective responsibilities.

CS 6.5 The leader/leadership team directs the development and continuous improvement of curriculum and instruction, and utilizes school-wide data to plan for continued and sustained academic excellence and growth.

CS 8.4 Criteria used to evaluate student work and the reporting mechanisms are valid, consistent, transparent and justly administered.

AdvancED 2016

Powerful Practices

Domain - Teaching and Learning Impact

- MACS should be proud of the professional development model developed in partnership with St. Mary’s University of Minnesota which allows cohorts of teachers to attain a Master’s Degree on site.
- The program builds a collaborative corps of teacher leaders from all levels within the system and creates an atmosphere of continuous improvement as well as opportunities for personal and collective professional reflection and growth.
- The expansion of the MACS Early Learning program has provided another important level of service to the MACS community.
- The recognition of the importance of high quality of education for the very young adds value to the entire Chippewa Falls Community.

Domain – Leadership Capacity

- Every school system is part of a wider community, and draws support from the community
- The Student Ambassadors program at MACS reciprocates the support of the community through a program that promotes “... leadership, team-building skills, [and] service mindedness” in MACS students in 7th through 12 grades.