

*Shepherd of the Hills Catholic School strives to form students in the image of Christ through the teachings, values, and traditions of the Catholic Church. Through a quality educational program and service in their school, parish, and community, students are empowered to reach their highest potential as they build the Kingdom of God*

## Shepherd of the Hills School Commission Minutes

3 November 2011

Commission Members in Attendance: Pat Seghers, Nikki Berres, Derek Dorn, Ted Lis, Tom Loehr, Tim Guiden

Absent: Craig Woyak

Others in attendance: Rose Baker, Nici Colwin, Brenda Christensen

### Reviewed minutes from 6 October 2011 meeting

Changes included moving sections for consistency with sequence of agenda items; inserting discussion of parent survey results under new business; inserting discussion of how "Night School" was perceived under new business; and deleting "Data Plan" from paragraph two of New Business/Principal's Report. Also, the commission endorsed Ted Lis as our newest member. Ted will join us at the November meeting.

Decisions made or endorsed by School Commission: None

### Parishioner Comments/Concerns:

#### Milk

Rose Baker inquired whether the school provides 1% or 2% white milk and asked if anyone thought it had a funny taste. Nici Colwin and Pat Seghers said they drink white milk and had not noticed any different taste. Rose Baker asked if the school could provide a choice of 1% and 2%, and Pat Seghers said he would check into the possibility.

#### Healthy Snacks

Rose Baker asked if the school had a snack or wellness policy. Pat Seghers discussed a wellness policy he used at Germantown, where he sent home a list of healthy food snacks and strongly recommended parents send only healthy snacks. Using an incentive program within the school they reached approximately 95% healthy snacks. Pat will bring it up at the next faculty meeting.

#### Building Feasibility Study

At Mr. Seghers' request, Rose Baker reported on the building feasibility study meeting - that the Archdiocese heard the initial ideas and has approved SOTH's carrying out the study. The study is being put together for presentation to the Parish Council by the Feasibility Committee and will advise the general population of the parish. After presentation of the feasibility study (December meeting is target date), the Parish Council will decide whether to move forward with the next step - hiring an architect to draw up plans.

*Shepherd of the Hills Catholic School strives to form students in the image of Christ through the teachings, values, and traditions of the Catholic Church. Through a quality educational program and service in their school, parish, and community, students are empowered to reach their highest potential as they build the Kingdom of God*

## OLD BUSINESS

### 1. Family Retreat at Camp Vista

At our last meeting, Fr. Joe wondered why there was such low interest (3-4 families) in the Camp Vista School Family Retreat. There was some discussion about each parish commission needing to come up with five year goals and how that tied in as a goal to this retreat. Tom Loehr will obtain more information regarding this issue from the Parish Council. Tabled for further discussion.

### 2. Commission Reports

No reports were received from Recruitment or Dinner Auction, but the dinner auction invitations are being sent out and emails are being shared to get initial tasks done.

Home and School: H&S met on 12 October. The alumni appeal dues letter is proofed, was printed and mailed out. The alumni appeal, on-line store and electronic recycling have a goal of raising \$4,000.00 in revenue for the school budget this year. H&S is also discussing the possibility of an artwork fundraiser, making magnets for Christmas. Costs for spirit-wear are being obtained from Hoppers. Order forms will go out in the November newsletter. Order deadline will be Friday, 18 November. Donuts with Dad was 18 October and the Halloween Party was 31 October. The book fair will be advertised in the November newsletter. The fair will run from 11-18 November in the St. Michael's Center. Volunteers are needed. Next meeting is 9 November 2011 at 6:00.

### Principal's Report:

Pat Seghers handed out a Professional Development Plan – a format he will use with teachers as they design instructional goals this year. These goals will be compatible with the goals of the school data plan. Teachers have already filled them out and turned them in electronically to Pat.

Pat also handed out a Peer Coaching Log he will use with teachers. The idea is to conduct 1-2 observations of experienced teachers (the two new teachers will receive formal evaluations) per year. Pat will provide objective feedback for teachers to then use to conduct a self-evaluation. This process will run for two years.

Pat reviewed the accreditation self-study Standard 3 review, concerning school environment and climate. He explained the terms “quality indicators” and “essential quality indicators”. This standard has two areas that are met with recommendations, and we discussed those. Under Safe and Secure Environment it was noted the school needs to practice lockdown procedures annually. Under Student/Family Handbook Pat said there needs to be some rewording, including the title and ensuring parents sign off on receiving *and reviewing* the handbook.

### New Business:

New member Ted Lis was welcomed.

Pat Seghers shared the annual budget with the commission for a quarterly (first quarter) review. There are no major concerns, and the school is within budget. Fr Joe asked that all personnel be frugal in spending across the board, but particularly with things like looking to see if the school already has items before purchasing them. “Alumni Fundraiser” (item 34-3195 on budget document) should really read “Fundraisers” as the alumni fundraiser is only one of three components of the fundraisers for the school year.

*Shepherd of the Hills Catholic School strives to form students in the image of Christ through the teachings, values, and traditions of the Catholic Church. Through a quality educational program and service in their school, parish, and community, students are empowered to reach their highest potential as they build the Kingdom of God*

Next Meeting: Thursday, 1 December 2011 at 6:00.