

Shepherd of the Hills School Commission Minutes
1 December 2011

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

Others in attendance: Nici Colwin

Reviewed minutes from 3 November 2011 meeting: Approved with no changes.

Decisions made or endorsed by School Commission: None. Nikki provided a copy of a healthy food handout from Brenda Chritensen to Pat.

Parishioner Comments/Concerns: None.

Old Business:

1. There was some discussion about the School Commission's goals, although there is still some confusion as to exactly what those goals are. The commission continues to attempt to find a copy of the goals from two or three years ago. The Parish Council was to provide a copy but the Commission has not yet received it. Nikki did review a copy of a 2009 Commission document referring to "School Goals" including: the retreat at Camp Vista; a children's choir; working with orphanages in Haiti and Thailand; parents as speakers; and a trip to Holy Hill. Pat will discuss this document with Fr Joe and will report back.

2. Commission Reports

a. Recruitment: No report sent.

b. Home and School:

i. Fundraising: Home and School is budgeted to raise \$4,000.00 this year. There will be a write-up in the bulletin this week about the School Store. A flyer will also be included with Scrip. The store needs twelve more students to participate in the email exchange or the School Store will cancel our account. This should be no problem for the H&S to handle. An electronics recycling drive will take place in January and there will be a collection in conjunction with the book fair. Parents should have received magnets and orders for an artworks fundraiser and a reminder will be sent home. Orders will be received in time for Christmas. Newsletters for an alumni appeal went out in mid-October and responses are very positive and continuing. The goal is to exceed \$2,500.00. Order forms for spirit-wear are completed and handed out. Sample sizing will be available at the book fair. Order deadline is 18 November and orders will take two weeks.

ii. Donuts with Dads: This event went well but it was suggested to start later and have the students stay in the gym until the bell rings. Another possibility would be to have the students and dads stay in the gym until after prayer and

announcements. Dads could look at the artwork in the hallways with the students as long as the children are supervised.

iii. Halloween Party: This event went well. It was suggested older students be involved again next year help run the games or to host a separate party for the younger students, possibly the weekend before so as not to be too close to All Saints Day.

Teachers will decide when planning next year's calendar.

iv. Book Fair: Still working on getting enough volunteers. The fair has been advertised thoroughly. The goal is to exceed \$3,500.00. Next year the fair will need a new volunteer to organize.

v. Parent-Teacher Conferences 15 and 17 November: Volunteers will make meals for teachers. Volunteers will coordinate child care.

vi. Cookie Social 13 December: A social will be held after the Christmas Program. Families will bring cookies and volunteers are being coordinated.

vii. Visiting Author: Amanda Dwyer has information about a local children's author who has offered a significant discount to visit the school along with the character of her book, a handicapped dog. This would be memorable for the students and would work well with the *Celebrate Reading* theme. The cost is \$150.00 but H&S may not be able to fund it.

viii. Next meeting is Wednesday, 14 December at 6:00.

New Business:

1. School Accreditation Self-Study

a. Standard 4, School Leadership and Governance: tabled until January

b. Standard 6, Curriculum, Teaching and Learning: tabled until January

c. Standard 8, Student Services to Support Learning: The Commission reviewed all ten subsections of this standard. All but two are met. Two, subsections 8.04 (services for students with advanced abilities) and 8.08 (mandatory reporting for abuse or neglect), were met with recommendations. The Archdiocese has program for grades 6-8 after students test in Milwaukee for advanced abilities. If eligible, SOTH can participate in an enrichment program which is mostly self-study, with a couple meetings a year in Milwaukee. SOTH needs to work on tapping into this program more. The school's handbook needs an additional paragraph with clearer guidance for teachers regarding how to report suspected abuse or neglect to the principal.

d. Standard C, Catholic Identity: The Commission reviewed all nine subsections of this standard. All are met. This is one area where we feel the school is especially strong.

2. Principal's Report

a. Scholastic Book Fair Profit: Profit was \$674.00 for new books from Follet. SOTH could have doubled the profit with Scholastic, but the selection and quality of books from Follet was worth getting fewer books. The current books will be reviewed to weed out books that are not checked out to make room for new books.

b. Memorial Donation to the Library: SOTH received a donation of \$315.00 in memory of Marie Hochrein.

c. School Technology Plan: Pat handed out the *Educational Technology Action Plan Summary Report of 2008-2011 Activity*, dated 30 November 2011, as well as a draft of the proposed action plan for 2011-2014. The Commission will discuss this report in more detail at the January meeting to revise and/or endorse the plan. The school needs to have this three-year plan on the books. The technology committee began meeting last Spring with five people and has met regularly since then. The plan covers software procurement; hardware, facilities, network acquisition/implementation; operations, maintenance and upgrades; professional development; and additional human resources. Tabled until the January meeting.

d. School Building Feasibility Study Committee Update: The committee met for the third time on 1 December. They looked at the future population numbers and found the potential population for the school is decreasing. There is still a hope that the enrollment may increase, so the committee decided to postpone the decision to add on to the school for one year. The current facility will be adequate for next year's enrollment, and there would still be time for an addition to the school by the start of the 2013-14 school year, if a decision is made next fall to add on.

Next Meeting: Thursday, 5 January at 6:00 p.m.