

Saint John the Baptist Catholic School

Education Commission

August 24, 2011



Saint John the Baptist School

1. Prayer
2. Approval of June Minutes
3. Approval of August Agenda
4. Parental Concerns
5. Old Business
 - a. Appointment of Officers for the 2011-2012 School Year
6. New Business
 - a. Back to School Night Presentation
7. Principal's Report
8. Pastor Report
9. Committee Report
 - a. Finance
 - b. Marketing
 - c. Home and School
 - d. Athletics
 - e. Facilities
 - f. Auction
10. Other Business
11. Agenda Items for October 5th Meeting
12. Closing Prayer



Principal's Report

1. Enrollment

Preschool	16	One Section	Mrs. Lynee Mueller and Ms. Kelly Younger
4K	34	Two Sections	Mrs. Yvonne Ziegler and Mrs. Maureen Willimams
5K	24	Two sections	Mrs. Kathy Fowler and Ms. Shannon Conaway
1st Grade	23	One Section	Ms. KAthleen O'Conner and Ms. Lindsey Moll
2nd Grade	31	Two Sections	Mrs. LuAnn Thering and Mr. Gabe Riege
3rd Grade	26	Two Section	Mrs. Bridget Lawler and Ms. Stephanie Hetland
4th Grade	17	One Section	Mrs. Nicole Schemmel
5th Grade	32	Two Sections	Mrs. Carol Czerwien and Mrs. Erika Kalscheuer
6th Grade	29	Two Sections	Mrs. Mary Krynski and Mr. Bryant Ward

Totals 3K - 6 239 (+6) K-6 182 (-4)

2. Self Study

The Self Study has been submitted to the Diocese of Madison and approved to move forward to the next step in the approval process. It will be reviewed by 2 to 3 principals from the Diocese of Madison in September. Upon approval it will be submitted to WCRIS for their approval.

A Visiting Team will be at the school on December 13 - 15 to validate our findings and make further recommendations for school improvement. These findings will then become part of our new 7 year long-range plan.

3. 2011-2012 School Goals

- To host a Visiting Team for the purposes of validating the Self Study
- To create a long-range plan based on the findings of the Self Study and the recommendations of the Visiting Team.
- To participate in the Diocese of Madison Curriculum In-Services to understand the newly developed standards for the areas of Religion, Reading, Language Arts, Science, Social Studies and Math.
- To evaluate and revise the Social Studies and Religion Curriculums adopting the newly created Diocese of Madison Standards as part of the seven-year curricular cycle.
- To implement Teacher Ease as the new Student Information System for grading, report cards and lunch accounting.
- To implement FACTS as the Tuition Management System for the school.



Meeting Attendees

Date: August 24, 2011 1:55 PM

Location: St. Teresa Room - Saint John the Baptist Catholic Church

In Attendance	Absent
Conni Stark - Principal	Ellen Schaaf - Parish Council Representative
Msgr. Gunn - Pastor	Beth Hoppe - Athletic Association
Kevin Krysinski - Finance	Romney Ludgate - Secretary
Boobi Lemanski - Marketing	Molly Saxby - member
Brenda Hayko - Home and School Association	Pam Olsen - Parent Representative
Jeff Michaelis - Member	Sharyn Gardil - Past President
Joe Zitzelsberger - Member	Nancy Wescott - Auction
Dan Nelson - Member	
Jennifer Schuster - Member	

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Meeting Minutes

Date: August 24, 2011 1:55 PM

Prayer

Approval of June minutes

Unable to do as minutes were not provided

Approval of August Agenda

By concensus

Parental Concerns

Brenda Hayko brought to attention that some parents were sent an email from Teacher Ease before the school notified them of the migration to the new SIS system. These families discarded their email as they did not remember that this was taking effect over the summer.

Conni Stark explained that the migration of data was done in stages and that notification of this migration was sent to families when all the data was moved from Cornerstone to Teacher Ease.

Old Business

Appointment of Officers for the 2011-2012 School Year

Dan Kruschek has resigned as President of the Education Commission. There is not an appointed Vice-President to take over the role. Discussion took place among attending members. The consensus was to appoint one person as President rather than to rotate the responsibility among current members. All Education Commission members were to be notified of the vacancies and ask that anyone who is willing to fill these roles (President and Vice-President) to contact Conni Stark before the next meeting.



New Business

Back to School Night Presentation

The Education Commission will do a brief presentation at the Back to School Night for Parents program on Wednesday, September 7th at 6:30 PM. Committee chairpersons are asked to go to the website (<http://stjb.org>) to look over the blurb about their committee and to notify Bobbi Lemanski (twingrins@charter.net) if there are any changes to be made.

On the evening of September 7th, the presentation will consist of a brief (2-3 minute) presentation on :

1. The Roles and Responsibilities of the Education Commission - Conni Stark
2. Parental Input Opportunities - Conni Stark
3. Finance Committee - Kevin Krysinski
4. Marketing - Bobbi Lemanski
5. Home and School - Brenda Hayko (to include information about QSP Magazine and Cookie Dough Sale)
6. Athletics - Beth Hoppe
7. Facilities - Tom Reis or Conni Stark
8. Auction - Nancy Wescott

Principal Report

Submitted report was discussed (Enrollment, Self Study and 11-12 School Goals).

Committee Reports

Finance - Kevin Krysinski gave a brief overview of the budget process with a handout of the 10-11 school year and 11-12 school year Budget Summaries

Marketing - Did not meet over the summer. Parade Float took 1st place. Will have Tye-Dyed T-Shirts for Sale at Gear Up. Committee will meet in September.

Home and School - September 14th is the beginning of the QSP Magazine and Cookie Dough Sale. Products (except cooke dough) will be sent directly to the homes so their will be no pickup day.

No reports from Athletics, Facilities or Auction Committees.

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Pastor Report

1. The parish office staff (except Aggie Endres) and Faith Formation Staff have moved their offices over to the school.
2. There are new windows in the gym. There is a plan to get new windows for the new parish staff offices.
3. Lightning struck a tree in the cemetery. No one was hurt.
4. The Maintenance Crew have new shifts (Greg 5:00 AM to 1:00 PM, Todd 8:30 AM - 4:30 PM, Dave 2:00 PM to 10:00 PM) They also are rotating weekend on-call for emergencies.
5. Msgr. was named pastor of Saint Mary of the Lake in Westport. Both church communities will remain separate entities but will share some programming that will enhance both communities.

Meeting was adjourned around 8:00 PM.

Next meeting will take place on Wednesday, October 5th at 6:30 PM in the St. Teresa Room of the Church.

Respectfully Submitted,

Conni Stark

Acting Secretary