

St. John Vianney Home & School Association
General Membership Meeting
Wednesday, August 17, 2011
Draft

Present:

Executive Board Members: Amy Durst, Laury Post, Jill Pasqua, Anne Chiu

Advisors: Karen Price

Ex Officio Members: Pam Pyzyk

Committee Chairs & Members: Gina Tegge, Krista Gehringer, Martha Connelly, Beth DeGuire, Sheila Barker, Suzy Windsor, Ann Rizzo, Nicole Gosser, Katie Hillig

The meeting was called to order at 7:10 p.m. after an opening prayer.

Meeting Minutes –

- Minutes from the April meeting were reviewed and approved.

Treasurer's Report – Gina Tegge/Jill Pasqua

- The May and June Treasurer's Reports were reviewed and approved.
- May Excess Revenues over Expenses = \$(13,182.47).
- June Excess Revenues over Expenses = \$(75,181.52).
- Key revenue for month of May – End of Year Social, Market Day, School Pak.
- Key revenue for month of June – BIDS, School Pak, Scrip, Uniform Resale.
- Key expenses for month of May - Book Fair, BIDS projects, Fine Arts, HID, Teacher Appreciation, Teacher Gifts/Sunshine, and Uniform Resale.
- Key expenses for month of June – BIDS donations, End of Year Social, Gym Uniforms, Scrip/Market Day Tuition Credits payable, Teacher gifts.
- Cash on Hand as of 5/31/2011 is \$213,220.50. Unrestricted Funds available as of 5/31/11 is \$42,217.52. (Cash on Hand less approved and pending items).
- Cash on hand as of 6/30/11 is \$138,038.98.
- Note: big swings are not unusual in a BIDS year.
- Balance sheets for May and June are attached to this report.

Chairperson's Report – Amy Durst

- Amy reported
- Orientation Day re-cap: volunteers are arranged and we are ready to go. Thanks to all that have signed up.
- Parent Information Night starts at 6:30 pm this year vs. traditional 7:00 pm; please make a note of it.
- Pizza Bash co-chairs have met. Marty's is supplying the pizza etc. but we still need donations of baked goods. Please contact the committee if you are able to help. Walk-ins will be charged \$1 extra. Scouts are handling games.
- Trivia Night: Beth reported that she and Frank have several interested parties shadowing them this year in an effort to take over the project next fall.
- Chad Windsor will now be the new sound board 'guru' but would like a back-up in case he is called away on business.
- New introductions were made for those new to H&S and several new families to SJV.
- We are still looking for a Vice Chair or Co-Vice Chairs. Please contact Amy or Laury if you are interested or know someone who would be interested.

Principal's Report – Pam Pyzyk

- Pam's report is contained at the end of these minutes.

New Business

- Artsonia, the website for parents of school-age children, was discussed. Mrs. Pyzyk used it at her previous school and it was wonderful. Each parent gets an account, the parent can view the child's uploaded artwork, and is able to download a particular piece in a number of different forms. Grandparents and anyone else that would like to view the artwork are also free to order. It is a viable fundraiser for the school and will be discussed further.
- SCRIP: Martha Connelly asked if we are able to do a gift card giveaway. Exec. Board approved.
- Grills & Guitars: Suzy mentioned the dollar amount generated and asked Gina how it should be noted in the reporting. Expenses/revenues should go through the school, not H&S.

Hot Lunch – Suzy Windsor

- Hot lunch prices have increased to \$2.65 from \$2.55. Milk was \$.30 and is now \$.40. Lunch accounts can be paid via credit card if you are paying \$100 or more. The balance carries from year to year and for 8th grade families, unused balances will be refunded.

Market Day – Krista Gehringer

- Market Day has a new brochure coming out with the Oct. sale. It is mainly gift items. This is a great fundraiser to have in a non-BIDS year. Items arrive in your Nov. grocery order...perfect for holiday gift-giving. SJV gets 53% of the profit on all the lifestyle orders from this catalog. Also, Krista reported that Market Day needs more volunteers, especially on delivery days. If you volunteer for the day care, you'll get a \$10 Market Day gift card. (Teens are not eligible.)

School Board Liason's Report – Karen Price

- Several new school board members were introduced.
- SJV now has sidewalk signs which will be available for purchase starting on Orientation Day. They incorporate the new logo/design.
- Note to committee chairs: please review any and all web-based information for accuracy; print out changes and turn them in to Mr. Stemper ASAP. We need to make sure the information on the SJV website is up to date and accurate.

School Pak – Ann Rizzo

- This year 71 packs were ordered. She encourages more families to explore this efficient, easy option. Many families complained about the orange notebooks being hard to find. Also, School Pak is a local company, out of Whitefish Bay. We need to have a minimum number of orders to qualify for free shipping. Also, SJV does see a small profit from the sale of accessories. Ann also encourages any new families looking for volunteer opportunities to help with School Pak. If you are interested please contact Ann.

Upcoming Events to be aware of:

Aug. 26	Orientation Day, 8 am-11:30 am
Aug. 29	First Day of School
Sept. 1	Parent Information Night, 6:30 pm
Sept. 5	No school, happy Labor Day!
Sept. 8	Market Day Order Deadline
Sept. 9	Pizza Bash, 6 pm
Sept. 12	Market Day Pick Up
Sept. 20	New Parent Coffee, 9 am

Next Meeting: Wednesday, September 21, 2011 at 9:30 am.

The meeting was adjourned at 9:30 p.m. following a closing prayer.

Respectfully submitted,

Anne Chiu
Secretary

Principal's Report August 15, 2011

Updates since our last School Board meeting on June 13th, 2011

- **Enrollment Update:**
 - Numerous tours were given throughout the summer. Many resulted in the addition of new students. We have gained 23 new students in grades K5-8th.
 - Currently we have 267 school families and 469 students.
 - All K4 spots have been filled as of today, August 15, 2011.
- **Professional Development**

Staff returns on Monday August 22nd for four days of professional development:

Monday, August 22nd – Technology training will be held in the new computer lab. Technology consultant Frank Miles will teach staff how to use the new “clicker” responders. Additionally, we will have our bloodborne pathogen training.

Tuesday, August 23rd – This in-service opportunity reflects the collective efforts of administration from SJV, Holy Apostles, St. Mary’s Waukesha Catholic and St. Mary’s Visitation. Educational consultant, Megan Mitschrich will train K5-5th grade staff on all of the technology components of the new Houghton Mifflin Harcourt “Journeys” reading series. Middle school staff will have an in-service focusing on meeting student potential through the evaluation of ITBS Results. In the afternoon, middle school language arts teachers will attend a reading in-service at St. Mary’s Visitation on the new Holt McDougall Little Literature Series.

Wednesday, August 24th – This is an all Staff Reflection Day involving the entire school and parish staff. The theme for this year’s faith formation is entitled “Vianney Ventures...Join us for the Journey.” We will begin our faith journey by participating in a session presented by Fr. Ken Knippel on the use of a prayer labyrinth followed by break-out sessions of reflection on scripture passages and team building activities.

Thursday, August 25th – Staff Meeting: “Packing the Essentials” for a successful journey through the 2011-12 school year, explanation of the faith formation plan, overview of the reading action plan, introduction of the Learning Support Leadership team and blessing of the classrooms with Fr. Phillip Bogacki.

Friday, August 26th – Orientation Day with students.
- **Secure Entrance**

Last spring, the building and grounds committee proceeded with the necessary wiring to install a secure entrance for our school. Parents were informed in my “Back to School” letter that the use of the secure entrance begins with the onset of this school year. It is extremely important to be able to provide both a welcoming and safe learning environment for our students. Through surveys and discussions, parents have expressed the need for an increased level of security at our school. All school doors will remain locked throughout the day. We are requesting that all visitors enter the building **only** through our main entrance. By ringing the doorbell, parents and guests will be able to obtain entrance into the building. Everyone needs to continue to follow the established check in procedure for visitors by signing in at the office and obtaining a visitor’s badge. We need to all work cooperatively to further ensure the overall safety of our students.

- **Security Committee**

Special thanks to Karen Price for helping to organize our security committee. Committee members include Karen Price, Lt. Jeff Schramm from the Brookfield Police Department, Bill Hattendorf and Pam Pyzyk.

We met as a committee on Monday, August 8th from 11:00 AM – 1:30 PM. We discussed secure entrances as well as the information received from Captain Horter in “The Critical Incident Response Booklet” or the North Carolina Plan. We looked at security plans that are currently being used in other school districts such as the Lake Country School District and the School District of Hartford Jt. One. We discussed the items that were suggested for inclusion in the proposed Critical Response Kit and discussed the need for security drills. Karen assembled the information from our meeting, disseminated it to the committee members and met with me a second time on Thursday, August 11th. Our committee is scheduled to meet again on Tuesday, August 16th from 11:00 AM- 1:30 PM.

- **Parent-Student Handbook 2011-12**

This past weekend, families began picking up their “Summer Packets” in the narthex after Mass. One of the components of this packet is the Parent-Student Handbook for 2011-12. In addition to updating school personnel, school board members and Home and School officers, this handbook should reflect all of the changes made to our school policy within the past year. Additionally, on page thirty-four, you will find information in regard to financial obligations. This page addresses the significant gap between the cost to operate the school and the tuition that is charged. The information reflects narrowing the financial gap through consistent giving in stewardship with the hope that every family strives to close the financial gap. You may have also noticed that on the bottom of page 2 we included the following statement: This St. John Vianney School Parent-Student Handbook remains subject to the further review and revision of the School Administration. Please see the St. John Vianney School website for the most up-to-date version. This allows us the opportunity to make this a working document throughout the school year.

- **Learning Support Leadership Team**

St. John Vianney School participated in a recent two day training offered at Cardinal Stritch on August 2nd and 3rd which focused on establishing a Learning Support Leadership Teams in Catholic schools. Members in attendance included: Courtney Albright, Gerise Grzeszczak, Kathy Andreucci, Jill Fischer and Pam Pyzyk. Catholic schools will continue to strive to meet the special needs of their students. Those needs may be remedial needs or challenging gifted students. The SJV learning support team is very excited as we begin the year with a new reading series. We have identified common assessment pieces that will be used as universal screening instruments to better identify the range of needs that must be accommodated in our school.

- **Laity Training at Stritch**

On Thursday, August 18th, Cardinal Stritch University is holding its annual Symposium on Lay Ministries. This year the symposium will be held from 8:00 AM -2:00 PM and is entitled “Spirituality of the Laity.” The speaker is Zeni Fox, PhD., Professor of Pastoral Theology at Immaculate Conception Seminary at Seton Hall University. Our entire pastoral administrative team will be in attendance. This opportunity was also included in Sunday’s bulletin with an invitation for all to attend.

- **New Middle School Teacher**

I am very excited to announce to all of you that we have successfully hired a new English/Religion teacher for our middle school.

Emily Knippel is a 2010 graduate of Cardinal Stritch University with a BA in secondary Education and English/Language Arts. She completed an internship at Arrowhead Union High School where she

taught multiple eleventh grade American literature classes. Most recently, Emily completed a semester long substitute position at Whitefish Bay Middle School where she taught sixth grade literature and language arts classes and eighth grade Sports Literature and Adolescent Literature classes. During her clinical experience at Bradley Tech High School, Emily taught sophomore, junior and senior honors English/Literature and Basic Level Freshman English/Literature. Through a second clinical experience at Lincoln Intermediate School in West Allis, Emily taught sixth and seventh grade Language Arts and Grammar. We are looking forward to the growth our students will experience in the area of English/language arts from Emily's background experience in teaching both at the middle school and high school level.

If Emily's last name has a familiar ring it is probably because she is Fr. Ken Knippel's niece. Fr. Ken was totally unaware of the fact that Emily had even applied for this position. I would like to extend a special thank you to Gloria Goss, Dan Demeter and Jill Fischer who served as members of the search committee and for their commitment to selecting a qualified candidate to fill this position. We are confident that our students will benefit from Emily's knowledge of her content area and her passion for teaching adolescents. We ask you to join us in extending a warm welcome to Emily Knippel, the newest member of our SJV staff.

- **Upcoming Meetings/Events:**

August 15 th	School Board Meeting
August 16 th	Security Committee Meeting
	Technology Meeting
August 17 th	Home and School Meeting
August 18 th	Pastoral Administrative Team – All Day at Cardinal Stritch
August 19 th	School Board Finance Committee Meeting 7:00 AM
August 22-25	Staff Professional Development Days
August 26 th	Orientation Day
August 29 th	First Day of School
August 30 th	Advancement Committee Meeting
September 1 st	Parent Information Night 6:30 PM
September 5 th	Labor Day
September 6 th	Faculty Meeting: Guest Speaker, Superintendent Dr. Kathleen Cepelka
September 9 th	Back to School Pizza Bash