

**St. John Vianney Parish
School Board
October 10, 2011**

Members in attendance: Jim Swiderski, Chair; Susan Koehn, Vice Chair; Anne Brown, Secretary; David Crosby, Parish Council Liaison; Larry Francione, Bill Hattendorf, Toni Kroeplin, Karen Price, Kim Tallmadge, Fr. Ken Knippel, Pastor, Pam Pyzyk, Principal, and Laury Post, Home and School Association liaison.

Meeting began at 6:49 with a welcome and faith sharing.

1. Topics Discussed

a. Liaison Reports

i. **Home and School (H&S)**- Laury Post provided a draft copy of most recent meeting minutes. She indicated that there is a shortage of donations for teacher appreciation gifts. H&S intends on changing the form in an effort to increase donations next year. Laury announced a successful Trivia Night and Vianney Varieties try outs.

ii. **Parish Council** – David Crosby shared that the recommended parish contribution to the parish school is between 40-60%. The Parish supports our school at approximately 40%. David provided an overview of budget process, which is similar to last year.

1. **Strategic Plan** - David presented the updated status of the Strategic Plan. The Strategic Plan is due at the November meeting; therefore, all members are asked to review and provide comments/changes to David prior to that. The Strategic Plan needs to be finalized by our next meeting. Susan will provide some recommended changes to David from LRP. Bill will provide information about adding the mission statement to the Strategic Plan.

iii. **Faculty Report** – None to report.

b. **Chair's Report** - Robert Scott from the Stewardship Committee is looking for three volunteers to collect commitment forms during each of the masses on November 12-13. School Board members that are able to volunteer should let Jim know.

c. **Principal's Report** – Pam Pyzyk reported that she has not received enough/appropriate candidates to fill the K4 teaching position. She is looking at

other posting opportunities. The faculty have an In-Service Thursday and Friday of this week (October 13th and 14th). See attached report.

d. Committee Reports

- i. **Advancement** – Kim Tallmadge presented Stepping Stone Letters summary information and provided an update on the yard signs. Jean Wright is going to individually solicit individuals to post yard signs. Toni Kroeplin explained nonprofit postage the Board can utilize and which will be used for the K4/K5 postcard. Bill suggested adding a “QR” code capability for Smartphones. Toni will look into adding and will provide the final postcard for review. Pam reminded the committee about the marketing dollars available (\$500 rebate). Toni also provided the Website Subcommittee report. The Subcommittee gathered high level information/ideas/opinions. Toni requested the Board to review and provide feedback. The website is a high priority for the Parish as well.
- ii. **Finance** – Larry Francione presented a reforecast of the 2011-2012 budget. He explained that he uses current updated enrollment information, summary of actual salary and benefit information provided by the parish administrator and a summary of actual expenses from the prior year. After making some adjustments, the School Board is projecting an approximate \$15,000 contribution from Parish in excess of the budgeted contribution. David will present the budget reforecast to the Parish Council. Fr. Ken confirmed that 40-60% from the Parish is the appropriate range. The next Finance Committee meeting is Friday, October 21st at 7:00 a.m. At that meeting, the Committee will address feedback from Parish Council and the “pay the gap” letter from Fr. Phillip.
- iii. **Long Range Planning** – Susan Koehn presented information regarding the Report Card, which is a joint activity between Long Range Planning and Advancement. She reported that a subcommittee was formed to finalize the Report Card. The subcommittee will bring a draft to the larger group. Also, Susan reported that the Giving Tree initiative has been handed off to H&S.
- iv. **Policy** – Bill Hattendorf reported that during the Policy Committee’s Sept 30th meeting, they discussed the school’s mission statement. The Committee reviewed other mission statements. The Committee wants to stress faith and academic excellence. The goal is to have a draft for review by the November 7th School Board meeting. Bill will provide David information to add to the Strategic Plan.

e. New Business – none

f. Old Business

- i. School Board Proposal regarding School Registration Fee – The purpose for changing the amount and the date of payment of the School Registration Fee is two-fold. First, to know registration numbers prior to the K4/K5 Open House. It will enable Pam to communicate openings to new families at the Open House. The Board does not believe there is sufficient time to address this particular issue prior to this year's K4/K5 Open House which is in January 2012. The second purpose is to ensure the fee is sufficient to discourage families from pulling their children from SJV at the last minute. One of the problems of these last minute withdrawals is that they create enrollment and budgeting difficulties for the school which could result in higher tuition for the remaining families at SJV. There is consensus that the School Board proposal should incorporate a school registration fee increase from \$50 to \$150 per student (with a corresponding discount similar to the current tuition discount for families with multiple children at SJV). A schedule has been prepared by the Finance Committee which explains the proposed fee structure. The proposed date on which an increased school registration fee would go into effect is December 5, 2012 for the 2013-2014 school year. **It is important to note that no change in the school registration fee is being proposed for the upcoming 2012-2013 school year.** The desire is to communicate the proposed fee increase to school families and solicit their input prior to any final decision being made by the School Board and before the implementation of any such change in order to allow families to plan their future finances accordingly. The Registration Fee is intended to fully apply to and reduce the amount of tuition owed; therefore, any increased school registration fee would be revenue neutral and would not increase the tuition amount. The School Board would like to take an interim step by clarifying the policy to state the fee is nonrefundable *and* non-transferable. The School Board will host an information session in November prior to any final decision being made by the School Board. There was a suggestion that the information session provide additional information, other than the Registration Fee.

2. **Decisions Made** – The School Board approved the reforecasted budget to be presented to Parish Council. The School Board approved the K4/K5 Open House postcard with the suggestion to add the QR code. The School Board agreed to propose an increase in the school registration fee and to host an information session related to the Registration Fee.
3. **Follow-up Work**
 - a. All members to review the final Strategic Plan.
4. **Next meeting: Monday, November 7th at 6:30 pm (Room P200)**

The meeting adjourned at 8:12 with a closing prayer.

Attached: **Principal’s Report**

School Board Meeting

Principal's Report

October 10, 2011

Updates since our last School Board meeting on September 11th, 2011

School Staff Members were scheduled but now unavailable due to Brewer Play Offs!

- **Enrollment Update:**

- Tour being given on Tuesday, October 12 to family with a 7th grade student at Pilgrim Park.
- Tour being given on Monday, October 17th to parish family with three children in public school system.
- Currently we have 466 students.
- Currently have two open K4 spots.

- **South West Area Archdiocesan Meeting at St. Williams, Waukesha**

On Thursday, September 22nd, I attended the south west area meeting for the archdiocese. St. Williams in Waukesha hosted the meeting. Sue Nelson, from the Office of Schools of the Archdiocese, presented an overview of the Common Core Standards. Points covered included an explanation of what the common core standards are, how the Common Core Standards impact the Archdiocese of Milwaukee, and what we are doing to prepare to implement the Common Core Standards. The Common Core Standards will replace the Wisconsin Standards. One of the main differences between the Wisconsin State Standards and the Common Core Standards is that the Wisconsin State Standards are skills specific. The Common core standards are aligned with college and work expectations so that students will be college and career ready. They are clear, understandable and consistent from school to school and from state to state. They are more rigorous in content and application. There are two consortiums writing the new state test that will replace the WKCE or Wisconsin Knowledge of Concepts Exam. That test will be the same throughout the country. You will then have the capability to compare your school to any school in the country. This test is slated to be ready for administration in the year 2014 and will replace the Iowa Test.

We also had the opportunity to listen as Julie Wolff introduced the new materials that are available through the print portal this year for marketing. She re-launched the Catholic Schools Marketing Plan and introduced Katie Heino, a new full time marketing employee. Katie is available to assist us with our marketing needs. Representatives from "Emerald Isle" marketing shared that 60% of your new student enrollment is from grass roots marketing efforts which is the ambassador approach or word of mouth. The next 30% is from prospects that move into your neighborhood and the final 10% is attributed to the universe or advertising. They introduced seven new tools available this year including posters with tear away cards, bulletin ads, talking point cards and business size "Open House" cards. They have made the products easy to customize with your own photos, etc. The print portal has been redesigned to be easier to use and makes use of a "Shopping Cart." They assess us a marketing fee per student in our school. In return we get a \$500 rebate to spend through the print portal.

- **District #4 Principal Meeting**

On Friday, September 16th, I attended the District #4 Principal Meeting. Greg Young is the new District #4 chair and there are eleven principals that represent schools in District #4. The new principals from St. Mary's Visitation and St. Agnes in Butler were introduced. Principals submitted questions to Greg Young prior to the meeting. The meeting agenda was comprised of these questions. We discussed questions in regard to our WRISA or Wisconsin Religious and Independent Schools Accreditation reports which were due on September 30th. We shared opinions of the new Houghton Mifflin "Journeys" reading program that many of us are implementing this school year. It appears that all of the schools involved are off to a successful start. We also discussed plans for looking at math programs as a district when the archdiocese releases the new math curriculum.

- **Fr. Phillip Bogacki, Roman Missal, third edition**
At our faculty meeting on Tuesday, October 4th, Fr. Bogacki provided an hour and a half of professional development for our teaching staff which focused on the Roman Missal, third edition. Fr. Bogacki provided a brief history of the liturgy, liturgical principles from Vatican II, and the translations of the third edition. Teachers were provided with a handout which highlighted the “Changes in the Parts of the People in the Order of Mass in the Roman Missal, Third Edition” and we had the opportunity to practice the new text with Fr. Bogacki. We noticed the difference in style of prayer as it is more poetic, noble and formal. Special Order of Worship will be prepared for the students to assist them in this transition. These will be available beginning October 12th. For more information, consider visiting the official website: <http://old.usccb.org/romanmissal/>
- **Waukesha County Catholic Schools Tuition Assistance, “Seton”**
Proceeds from the Seton Volleyball Tournament are designated to be distributed to the Foundation for Religious Retirement and the Waukesha County Catholic Schools Tuition Assistance Fund, which is used to make Catholic School education a real possibility for those students who may not otherwise be able to afford full tuition. Each year, Seton proceeds will be given out in \$1,000 tuition assistance grants. The money must go to a student who goes to a Waukesha County Catholic School. Interested families are directed to the Seton website, www.theseton.org, where the application process is explained. This information will be provided in the Weekly.
- **St. Francis of Assisi Day, October 4th**
Christians everywhere celebrate the feast of St. Francis of Assisi on October 4th. In the spirit of this patron saint of animals and ecology, families were invited to bring their pets to have them blessed by Fr. Phillip Bogacki and Deacon John Ebel last Tuesday underneath the Church canopy. We had a wonderful turn out and 55 dogs, 5 cats, 1 snake, 2 leopard geckos and a hamster or two were blessed. Please visit our website to view some wonderful photos.
- **MAPA Fall Meeting- Milwaukee Area Principals Association**
On Friday, October 7th, I attended the fall meeting for Milwaukee Area Principals Association held at the Cousin’s Center. Assistant Superintendent, Pat Lofton, was the keynote speaker. His presentation was entitled “Inspired Leadership” and he stressed that Catholic Schools exist for formation. It is our responsibility to integrate faith based values into every aspect of school life. Catholic schools were built by religious but it is our responsibility to sustain and grow Catholic Schools. He stated that the Holy Spirit works through us and that being a Catholic school principal is a ministry. Catholic identity is what you should see when you enter a Catholic school. Catholic culture is what we do. Our beliefs and our practices must be congruent if we are to effectively guide faculty and staff as well as form the young people in our schools to be Christ like. After Pat Lofton’s address, principals were given the opportunity to sign up for a variety of different sectionals. I attended a session on “Employee Litigation” followed by a session on advancement which was facilitated by Tom Mlada, development and stewardship director of St. Monica’s School. St. Monica’s School earned exemplary recognition for their work in this area. There were examples of things that we are already doing in the area of marketing and advancement as well as a few new suggestions. The morning ended with closing remarks from our superintendent, Dr. Kathleen Cepelka.
- **Professional Development Days – October 13th and 14th**
There will be no school for students on October 13 and 14th as teachers participate in two days of professional development. Members of the Learning Support Leadership team (Courtney Albright, Gerise Grzeszczak, Kathy Andreucci, Jill Fischer, Deborah Schroeder and Pam Pyzyk) will participate in an all day workshop entitled: “Response to Intervention: Applications for Catholic Schools. Michael Boyle from Loyola University’s Center for Catholic School Effectiveness will be the featured speaker. The highlights will include the response to intervention framework, tier one and tier two strategies for classroom teachers and the development of an action plan for our school. Teachers that are not part of the Learning Support Leadership team will remain at St. John Vianney School. Elementary teachers will spend their day in collaborative grade level planning sessions for the Houghton Mifflin “Journeys” reading series and completing archdiocesan curriculum alignment grids for reading, math and religion. Middle school teachers will meet with specialist teachers to plan activities for color groups with a focus on “Bullying” and will also complete the required

curriculum alignment grids.

On Friday, October 14th, all teachers will attend the first session of “Sustaining the Mission” which will be held at Catholic Memorial High School from 7:45 AM- 3:15 PM. This is the new faith formation program that is required for religious certification. Level one sessions are designed for those teachers that have not yet attained their basic level of certification. They will participate in three sessions including:

*Developing the Gift of Faith

*What do we believe?

* A Catholic Understanding of Scripture

Level two sessions are designed for those teachers that have attained the basic, intermediate or advanced level of certification. They will participate in three sessions including:

* The Synoptic Good News: Matthew, Mark, and Luke/Acts

* Eucharist: Source and Summit

* Catholic Education in America: Past and Present

• **Open K4 Teaching Position at SJV**

On Friday evening, August 26th, Mrs. Janice Averkamp informed me that she would be leaving St. John Vianney School to accept a full time teaching position with another school district. We posted this opening on the Archdiocese of Milwaukee website. This posting remained open through September 19th. A search committee was formed, resumes were read and interviews were conducted. Some candidates were invited into the classroom to teach a mini-lesson. At that time, it was the recommendation of the search committee to extend the search. The job is currently posted on the Wisconsin Department of Public Instruction website. During the interim period, Mrs. Nancy Arena, our morning K4 teacher continues to teach both sessions of our four year old kindergarten. We would like to fill this position with a qualified candidate as soon as possible.

• **Upcoming Meetings:**

October 10 th	Common Leadership Night
October 11 th	Unit Leader Meeting
October 12 th	Home and School Executive Board Meeting 1:00 PM
October 13 th	Pastoral Staff Meeting 8:30 AM-11:00 AM
	Teacher In-service Day- Response to Intervention: Applications for Catholic Schools
October 14 th	Teacher In-Service “Sustaining the Mission” Religious Education Certification
October 17 th	Athletic Association Meeting at 6:30 PM
October 18 th	Technology Committee Meeting 7:00 PM
October 19 th	Home and School Meeting
October 20 th	Parish Mission Meeting 6:30 PM
October 21 st	Finance Committee Meeting 7:00 AM
	District #4 Principal’s Meeting 1:00 PM
October 25 th	Collaboration Meetings
	Advancement Committee Meeting 6:30 PM
October 27 th	Policy Committee 7:00 AM- 8:30 AM: “Mission Statement”
	Pastoral Staff Meeting 8:30 AM- 11:00 AM