

Auburn Area Catholic School

School Committee Meeting

10-20-11

Members Present: Father Tom Sutton, Terri Duch, Lisa Walter, Lisa Boswell, Kylie Kaczmarczyk, Teresa Finner, Chris Neitzel, Melanie Steffen, Jenna Thompson, Danelle Velasquez, Jennifer Chislea, and Jeremy Peterson

Meeting called to order at 7:05 pm

Minutes Approval: Approved by Mrs. Steffen, 2nd by Mrs. Walter

School Committee By-Laws: Mrs. Boswell and Mrs. Duch updated the membership section of the by-laws as recommended in the 9-15-11 meeting. Motion to approve the change was passed unanimously. Mrs. Duch reviewed the endowment section of the by-laws and found that they do not need to be updated. **Action:** Mrs. Kaczynski to update the wording in the membership section of the by-laws as approved in the 10-20-11 meeting. **Action:** Mrs. Duch and Father Tom will decide how to allocate the endowment and communicate back to the school committee.

Principal Report:

- Mrs. Duch gave an update on the economics of the Before and After school care program. The bottom line is that the program is financially self-sustaining. There was discussion about adding a late fee for parents who are late picking up their children. The committee recommended charging a \$4 late fee if the parent is more than 5 minutes late to pick up their children. **Action:** Mrs. Duch will add a section to the next newsletter to communicate the plan to charge a late fee. There was also discussion around the need to be able to get in touch with Mrs. Buchman during the before and after care. **Action:** Mrs. Duch will talk to Mrs. Buchman about making sure the walk-around phone is in her room during Before and After care.
- There was a discussion about an Honor Roll for 4th and 5th grade students. Mrs. Duch reviewed the existing Honor Roll Policy. The committee's recommendation was to send home the Gold/Silver/Bronze certificates with the child's report card at the end of each marking period and to make a one-time listing of the honor roll members in a weekly newsletter. Mrs. Duch agreed to try this approach for this 1st marking period and will communicate back to the committee if there are concerns from any parents. **Action:** Mrs. Duch to send out honor roll certificates with the 1st quarter report cards and make a listing of the honor roll members in the newsletter. If this practice continues, Mrs. Duch will update the Honor Roll Policy.
- The Bishops Ball raised \$1,700 to be put in savings for use for tuition assistance.

Pastor's Comments

- Father Tom reviewed the most current financial data. All is well at this point. We continue to be in a holding pattern for capital improvements per the Bishop's decree.

Home and School Update:

- Mrs. Derocher had to step down as the secretary. Currently looking for a replacement.
- Finances were reviewed and are on par with where we were last year.
- Cheese cake sales are going on right now. That is the last fundraiser until February. In February, there will be a community day fundraiser and then in March there will be a Little Ceaser pizza kit sale. There are thoughts of doing a Bennigans night in December.

- Family Dance is set for 2-3-12. Rachael Leaman is coordinating the family dance. The theme for the dance is Princesses and Pirates.

Marketing:

- 1st meeting was held earlier this month. There are plans to produce a Pre-School brochure. Also plans are starting for a kindergarten round-up.
- Spirit-ware is on sale now with orders due next week.
- Reaching out to families who are currently in 3 day pre-school to offer mentoring to the families.
- Have had interest in 3 or 4 new families looking at kindergarten in 2012.

Athletic Report:

- The soccer season wraps up on Monday (10-24-11).
- Mrs. Velasquez has volunteered to be the new secretary.
- There are about 15 players signed up for 3rd/4th grade co-ed basketball. The coaches will be Mr. & Mrs. Thompson and Mr. Velasquez.
- Looking for a volunteer to be the concession stand leader for the home games.

Round Table:

- Had a discussion about the ask 2 or 3 Before Me practice at the school. **Action:** Mrs. Duch will follow up with some increased classroom observations to see this in practice first hand. **Action:** Mrs. Duch will consider having a listening meeting with the parents to talk through their class room concerns.
- Talked about upcoming parent teacher conferences and got an explanation from Mrs. Duch on why the 2nd/3rd grade conferences are not being done on 11-10-11. Mrs. Wojtkiewicz wants to be sure she is not on maternity leave before she can do conferences.
- Talked about the school pictures this year being expensive. Mrs. Duch shared that the pricing was higher than what was agreed to and that the office was not happy either. **Action:** Mrs. Duch will investigate a different option for school pictures for 2012.
- Had a discussion about the pick-up time for the students not being consistent (seems to be later lately). Mrs. Duch confirmed that the goal is to be walking down the hall to be dismissed at 3:20 pm. The issue seems to be with the buses not showing up on time. **Action:** Mrs. Duch will call the bus barn to express the concern with the bus timing. There was also some discussion about having the children who get picked up by their parents be able to walk out before both of the buses have left. This would require some changes to the way parents currently park. **Action:** Mrs. Duch will consider a safe option that could allow the walk-outs to be picked up before the buses leave.
- There was some concern expressed that sometimes nobody is there to meet the 2nd bus in the morning dropping students off. **Action:** Mrs. Duch will follow-up to be sure someone is there to meet the 2nd bus in the morning.
- Mrs. Chislea will handle the prayer at our next meeting (10-20-11).