



Wauwatosa Catholic School  
School Advisory Board Minutes  
27 April 2016

**Attendees Present:** Melita Biese, Nichole Donabar, Heidi Hernandez, Fr. Paul Portland, Mary Reynolds, Cindy Scheuing, Matt Stark, Tara Vosniak

**Excused:** Fr. Phillip Bogacki, Tiffany Hopper, Dennis Myers, Fr. Dennis Saran, Ron Skelton, Chris Wade

**Guests:** Becky Larson, Caytee Griffin

Meeting called to order at 6:35 PM by Vosniak

I. Prayer

II. Approval of meeting minutes from March – Moved to approve by Biese, Second by Fr. Paul

III. Approval of April agenda moved by Biese and Fr. Paul. All approved.

IV. Pastor Designate

- a. Fr. Paul and Heidi Hernandez met separately with the four teachers that resigned to thank them for their service and to discuss suggestions and concerns.
- b. Fr. Paul met with a staff as a whole to discuss improving communication and increasing positivity in the work place as well as team building.
- c. School Masses are going well with good participation.

V. Principal's report

- a. 2016-2017 Registrations – As of 4/21/16, the number of students registered is above the number that was registered at this time last year. Families who have not yet registered were contacted.
- b. Iowa Test of Basic Skills was completed on 4/22/16. The tests will be mailed out for scoring on 4/29/16 after make-up testing is completed
- c. 2016-2017 School Year Calendar – important dates are established.
- d. Waterstone Bank Grant – Grant request letter for \$10,000 was submitted. WCS received \$4500
- e. Four teachers resigned for the 2016-2017 school year. Fr. Paul and Heidi conducted exit interviews
- f. Teacher's contracts are due May 2<sup>nd</sup>.
- g. The application for candidacy for the International Baccalaureate Middle Years Programme.

VI. Sub-committees (Reports)

- a. Executive Committee Report
  - i. Tara Vosniak met with the teachers to discuss the survey that was conducted. Discussion about forming groups in order to improve areas of the school was completed. Ideas for groups included: technology, discipline, professional development and facilities.

- b. Policy
    - i. No new policies have been developed.
    - ii. Discussion during the School Board meeting regarding updating the school uniform policy and adding the Family Handbook to the website.
  - c. Finance
    - i. Financial ledger reviewed
    - ii. Some members of the Home and School Association met with the Finance committee. Discussion about fundraising for specific items (technology, playground equipment).
  - d. Communication/Marketing
    - i. New logo use – discussed making sure that all committees and persons sending out communications for the school are using the new logo.
    - ii. New Mission Statement – Mission statement was approved by the School Board. A copy will be sent to Heidi Hernandez to update the statement within the school and Nichole Donabar to put on the website.
    - iii. Wauwatosa Catholic Advertisement – Discussion of neighborhood newsletters printing an advertisement in their newsletters. Outreach to the newsletters asking for the price is going to be completed.
    - iv. Spirit Wear – The Athletic Board developed a new athletic logo and has determined types of spirit wear to include on the order form. Discussion on how to combine the athletic spirit wear and the school spirit wear into one order form and to order from one company. Conversation about having 3-4 spirit wear drives a year and with the ability for parents to order the spirit wear online.
    - v. Prospective parent and new parent brochure to be developed. Deadline by August.
    - vi. Next meeting May 26th, 2016.
  - e. Long Range Planning/Strategic Planning
    - i. Did not meet since the last School Board Meeting.
- VII. Old Business
- a. Recycling update – Further research was completed on the recycling of milk cartons at lunch. The milk needs to be disposed of but the milk cartons can be recycled. Further investigation is being completed on how to complete this task.
  - b. Board Member Terms and Renewals: At this moment, everyone on the School Board plan on remaining on the board next year. The School Board would like to add at least one more member from each parish in addition to a community member.
- VIII. New Business
- a. Formation of an Ad Hoc committee to discuss improvements in the Parent Involvement Program.
- IX. Announcements / Special Information
- a. Home and School Meeting – May 4<sup>th</sup> at 6:30 pm
  - b. Father-Daughter Dance – May 7<sup>th</sup>
  - c. Fine Arts Night – May 18<sup>th</sup> 5:30 pm – 7:30 pm
  - d. High Interest Day – May 20<sup>th</sup>

Motion to adjourn meeting at 8:00 PM moved by Biese and seconded by Fr. Paul.

Next regularly scheduled meeting of the Board is scheduled for Wednesday, May 25, 2016 at 6:30pm