

St. Michael Catholic School Commission Minutes  
November 21, 2011

In Attendance: Tom Freeburg, Nancy Finkeldei (Minutes), Debbie Ames and Karen Matthews (Principal)  
Meeting was led by Dr. Karen Matthews and began with "A Board Member's Prayer" at 6 pm.

1. Minutes of the October 17, 2011 meeting were reviewed and accepted as written. Nancy will forward to webmaster for publication.
2. PRINCIPAL'S REPORT (Karen Matthews)
  - Enrollment was down by 2 students; however, there is a potential enrollment of a new student in 1<sup>st</sup> grade.
  - The school Christmas program is scheduled for December 15 at 7 pm in the church.
3. FINANCE REPORT (Karen Matthews)
  - The School Annual Fund envelopes and the monthly church collection envelopes designated for the school will be combined into one budget line item to simplify accounting.
  - The parish investment in the school is paid monthly.
  - The school has received a small increase in revenue due to a larger enrollment than originally projected. However, the Fair Share Tuition Program plays a significant part in determining revenue.
4. OLD BUSINESS
  - Jack Stiegler and a parishioner will meet on December 5 to work on the bus so it can be started. The goal is to sell it at auction.
5. COMMITTEE WORK
  - Accreditation
    - Dr. Matthews presented the members with the document "School wide Learning Expectations" (SLE) which is part of the preparation work for accreditation. The group spent a good amount of time working at developing the right wording and information points under the various categories of the document.
    - Members of the commission were given several papers to aid them in preparing the SLE, and revising the school Mission Statement and Philosophy Statement. (Drafts of these revised documents will be reviewed by faculty, staff, administration and parent community.)
    - Also included was a timeline checklist for the accreditation visit. All of the materials, including work that was done on the SLE, will be sent electronically to the commission members who were absent from this month's meeting. Any information from the available material can be used to aid in working on the Mission Statement and Philosophy.
    - School Commission members will work with the staff in the areas of Curriculum, Catholic Identity and Resource Planning
    - A suggestion was made to have a contest for the children to come up with a slogan based on the Mission Statement.

- The group agreed we need a more goal-oriented process and a cyclical plan instead of being reactionary which the accreditation process is providing.
6. CATHOLIC SCHOOLS WEEK and AUCTION UPDATE
- Catholic Schools Week is January 29-February 5, 2012, with the theme “Faith, Academics, Service...Catholic Schools”
  - The Auction Committee is doing a wonderful job so far. Contributions to the Silent Auction have been coming into the school.
7. ST. MICHAEL SCHOOL ANNUAL FUND
- The parent community of St. Michael School has been approached for contributions to the Annual Fund.
  - The parish will be involved sometime in the months of January-February 2012.
8. NEXT MEETING
- Our next meeting will be **Monday, January 23, 2012 at 6 pm** in the library. There is no meeting in December.