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### **DSCS Advisory Commission Meeting Minutes**

March 13, 2023 – 6:30 p.m.

Opening Prayer read by all at 6:35

Mission Statement

Accounting of Members Present – Lynn Sauer, Lisa Fellenz, Vicki Malueg, Deb Hamm, Jessica Eischen, Rich Schwab, Tim Dubey, Lora Schroeder, Sarah Speck

Approval of January 2023 minutes (see below) – read by Lisa Fellenz

#### **Principal Report- Advisory Commission - March 13th, 2023**

##### **WCSA Goals Update**

- 3.2 (current goal) Through the accreditation process it became clear that we offer numerous spiritual experiences for our students; however, we do not offer organized retreats. It is a goal of DSCS to offer planned and organized religious retreats for students. 3.2 was a benchmark that was met, but we would like to improve upon this to better enhance the spiritual experiences offered to our students.
- 4.2 (Current goal) We have noted that only a small number of our school families attend Sunday Mass on a regular basis. 4.2 was a benchmark that was met, but we would like to improve upon this to better support our parents as the primary educators of their children in faith.
- 5.6 - (Current goal) We have an established Education Committee, a supportive Parish Council, and a well-organized Learning Support Team. Improvements can be made in training, formation, and self-evaluation of committee members.
- 7.3 (current goal) Through the Accreditation process it became clear that we do not have a formal curriculum review process that includes 21st century learning skills and what they look like in each grade level and subject.
- 8.4 (current goal) It has become clear that we need to provide regular opportunities for faculty to validate assessments for reliability and provide professional development for faculty and professional staff on how to differentiate assessments to measure learning.
- 13.2 - (Current goal) We do not have a formal enrollment management plan.

##### **Accreditation Self-Study**

- On March 8th we worked on scoring standards- 10,11,12,13
- Mrs. Malueg continues to build the website that will hold all of our evidence for accreditation.
- We will begin working with the surveys and using the data collected to support our standards.

##### **Academics**

- We will be going with Bridges for our new math program in grades pre-k-5th and Maneuvering Math in the Middle for 6th-8th. For science we have selected Foss: Pathways for grades 2nd-8th. Pre-k - 1st grade will be using other developmentally appropriate materials to help support hands-on science discovery. Our implementation will depend on the results of the grant we wrote. We will know this in late May. We have budgeted some funds to help us purchase some of the materials if we do not receive the grant.



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- Iowa Basic testing is still underway- March 1st-18th
- Second Trimester grades will be going home March 13th

#### **Staff Professional Learning Community (PLC):**

- Our current staff initiatives are: Mindfulness for students and staff, standards based grading and aligning assessments to the standards, curriculum work, providing varied faith and prayer experiences for all of our students, Emergency Operations Plan work and Community Connections

#### **Building & Grounds**

- Tim Dubey has been managing the small projects around the building and keeping things in good order. There are no major projects right now.
- We will be looking at what improvements we can make to the playground with the money that has been raised from the Day of Giving and from the Catholic Schools Walk. I am looking for someone with experience to help with this.
- We are writing for a grant to help replace our digital sign in the front of school. It is a GIFTS grant from the Archdiocese. We are also raising funds with our Hoopsmania tickets. Several sign companies are working on quotes for us. If we do not get the grant we will continue to raise funds until we have the money we need to complete the project.

*Playground: As of now there is roughly \$6,000 from Day of Giving, \$3,000 from carnival, and matching funds from Arch (\$5,000?). Discussion about equipment. Something with shade would be great for play and learning (tree was cut down that provided some shade). A list will be put together of equipment that needs to be repaired or replaced.*

#### **Personnel**

- We are in need of a part-time staff member for our extended day program.
- We are looking for a part-time cleaner.
- We are in the process of reviewing letters of intent and determining staffing needs & assignments for next year

#### **School Safety**

- We practiced a fire drill from our lunchroom on February 28th, 2023 at 12:02 pm. Exit times were 1 min. 25 seconds for 3k, 4k,5k, 1st and 49 seconds for 2nd-8th.
- DSCS has received a DOJ grant for \$8,000 to have our school digitally mapped. This will allow for critical incident mapping data to help enhance the security of our school building as well as our reunification site. These digital maps will be able to increase situational awareness for first responders in the event of an emergency at our school. All documents have been turned in and a site visit happened.
- We had classroom intruder training on March 9th. The students learned in their classrooms with School Resource Officer Valente.



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- Our staff had ALICE training on March 1st. We practiced barricading our doors. It was a successful training.

### **Marketing**

- Birthday Cards: 14 sent for March - \$8.40
- Belgium Easter Egg Hunt- DSCS is a co-sponsor. We have to-go projects & we will be filling eggs with candy- \$207.67

### **Mission & Catholic Identity**

- Our Valentine Cookie Sale was a huge success! We raised \$664.50 to help with Student Council Projects.
- Our Fat Tuesday Donut Sale raised \$119.00 to help support the work of Sister Jo in Texas.
- During Catholic Schools Week we were able to collect 302 shirts for Bob's Under the Bridge!
- The Janke fundraiser on February 25th was a huge success! Over \$40,000 was raised. What a testament to the generosity and teamwork between several area communities.
- As we start a new month at DSCS we are reminded that our school theme is "God Can Move Mountains". Each month we will look at different ways God can move mountains and help to move us. This month we will move mountains with Forgiveness. Our middle school students did a great job presenting the March prayer service!
- Our February Food collection was a little delayed because of a snow day, but we were able to reschedule for the first Thursday in March. Thanks to all who donated!
- Our teachers and staff are so appreciative for the donations made to their classrooms! We are in the process of ordering items with the wish list money.
- Our 2nd grade students participated in Bread Day in preparation for First Communion. Our partnership with the Parish Faith Formation Program is amazing.
- During the week of March 6th-10th teachers and staff members were asked to send a card to a student who inspires them or who they are proud of. This is one simple way we can help to encourage and inspire our students and to live out the mission of our school!
- During February & March we have been reading staff shout-outs over the intercom on Tuesday mornings. These "shout-outs" help to acknowledge the hard work our teachers and staff are doing and to highlight them.
- Our Lent journey is underway. Our school wide Lent theme this year is: Journey to the Cross. We have been walking through all the major events of Jesus' life, death, and resurrection for the next 40 days of Lent. We are using the Jesus Tree to help us explore these events through pictures, stories, and scripture.
- Our 5th through 8th grade students presented the Stations of the Cross on February 28th. They will present them again on March 15th. They have also been preparing art projects to highlight each station. These will be shared as we present the Stations of the Cross.
- During Holy Week our 4th grade students will be presenting a Living Stations of the Cross.



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- Giving is always an important part of our Lenten journey, so this year we will again be collecting aluminum cans to support Sister Jo's mission.
- DSCS will be working with the Parish Faith Formation classes as we are collecting undies in our first ever Undie 500. Our goal is to collect 500 pairs of NEW underwear for the House of Peace in Milwaukee.

**Enrollment for 2023-2024:**

Returning/New Sibling 116

Not Returning 9

New Families 7

Undecided/ No Response 8

**Committee Reports:**

Committee: <b>Scrip</b>
Date: 3/12/23
Summary of Events/Subcommittee Meetings:
Topics Needing to be Discussed at Advisory Commission Meeting:
Financial Report: February Total Sales: \$11,341.97 Total PO: \$5,854.18 Total Profit: \$549.94 Inventory: \$12,438 Checkbook Balance: \$10,088.67
Upcoming Plans/Committee focus: <ul style="list-style-type: none"><li>• Collecting all payments and working on advertising for next year. Exp: Monthly emails</li><li>• Looking into ways to get SCRIP to and from Holy Cross next year</li></ul>

Committee: <b>R &amp; R</b>
Date: March 7th, 2023
Summary of Events/Subcommittee Meetings:



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We will be meeting for a beer tasting at Sir James on March 21st. This will be our March meeting.

Topics Needing to be Discussed at Advisory Commission Meeting:  
Beer & Wine event approaching April 29th, 2023

Financial Report:  
Birthday cards- Feb. & March - 18 cards- \$10.80  
Baptism Folder- 1 - \$1.98  
Candy for Egg Hunt in Belgium - \$207.67

Upcoming Plans/Committee focus:  
Belgium Egg Hunt- April 8th  
Beer & Wine Event April 29th

Committee: **Fall Event**

Date:

Summary of Events/Subcommittee Meetings:

Topics Needing to be Discussed at Advisory Commission Meeting:

Financial Report:

Upcoming Plans/Committee focus:

Committee: **Fish Fry**

Date: 3/7/23

Summary of Events/Subcommittee Meetings:  
First fish fry we sold 667 dinners (includes grilled cheese dinners)  
A new coffee urn was purchased through fish fry funds  
Second fish fry we sold 524 dinners (lost some due to Random Lake Fire Department fish fry)  
We are in need of more help on second shift for the 24th. There are still a bunch of families that have not signed up at all.  
Another coffee urn will be purchased, that way there will be 2 working urns at school.

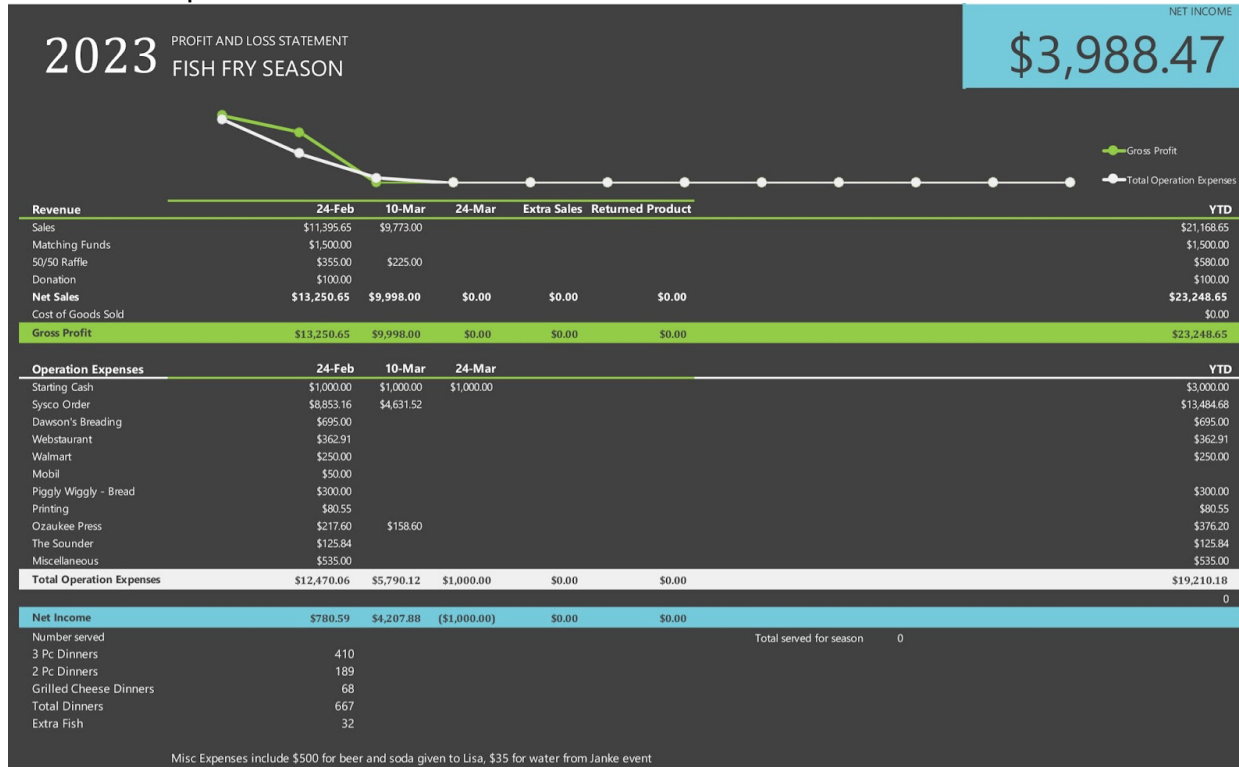


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Topics Needing to be Discussed at Advisory Commission Meeting:  
Families that haven't signed up

Financial Report:



Upcoming Plans/Committee focus:

Committee: **Mandatory Fundraiser- Calendar of Cash**

Date:

Summary of Events/Subcommittee Meetings:

Topics Needing to be Discussed at Advisory Commission Meeting:

Financial Report:

Upcoming Plans/Committee focus:



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Committee: <b>DS Parish Council</b>
Date: 3/7/23
<p>Summary of Events/Subcommittee Meetings:          New parish council member- Joyce Buechler-filling Mary Shaw's vacancy.          Mark Shinninger is leaving us as well.</p> <p><b><u>Human Concerns:</u></b> Mtg was 2/27/23          -Will do a reverse food collection for Easter-food slips handed out at mass on 3/18 &amp; 3/19 and items collected on 3/25 &amp; 3/26          -Easter gifts to seniors/shut ins = flowers; these will be delivered weekend of April 1          -The Food pantry is going ahead with their new building</p> <p><b><u>Outreach</u></b>          -Easter egg hunt and tomb decorating April 1</p> <p><b><u>Prayer and Worship</u></b>          - Next meeting March 27 at 6pm</p> <p><b><u>Faith Formation</u></b>          -Mission trip-10 students for OH June 11-16</p> <p><b><u>Finance</u></b>          -Looking at repairs for Jesus statue in Fredonia (St Rose)          -signage for DS Holy Cross coming from hwy B from the north?</p> <p><b><u>New business</u></b>          -Church picnic June 25          -Lenten reflection series &amp; soup at OLL March 7, 14, 21 starting in church at 6pm          -DS Parish council discernment-need 2 new members; recruit in April, discernment in May</p>
<p>Topics Needing to be Discussed at Advisory Commission Meeting:          None</p>
<p>Financial Report:          Love one another Capital Campaign-93% of goal (we get 60% share=\$315,291)</p>
<p>Upcoming Plans/Committee focus:          Next parish council meeting March 27 6pm committee meetings followed by DS council at 6:30 and joint council at 7pm.</p>

Committee: <b>OLL Finance Committee Representative</b>
Date: 2/23/23



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Summary of Events/Subcommittee Meetings: Discussion of recent Dacada Rectory sale and upcoming capital improvements including new front door for St. Mary's Church. Distribution of Brat Fry funds to various committees that submitted requests.

Topics Needing to be Discussed at Advisory Commission Meeting: None

Financial Report:

Upcoming Plans/Committee focus:

Committee: **PtA**

Date: next meeting is May 9, 2023

Summary of Events/Subcommittee Meetings: please see previous sections above

Topics Needing to be Discussed at Advisory Commission Meeting: none at this time

Financial Report: Ending balance in checkbook: \$26,178.33  
Cathy and Lisa will work on projection of checkbook for meeting in May.  
Concerns were brought up about not having enough in checkbook to make it until October deposits.  
Our \$60,000 commitment for this year may not be met.

Upcoming Plans/Committee focus:

- Fish Frys: March 10th and March 24th
- Beer and Wine Tasting: April 29, 2023
- Flower Sale: March 10th-April 19th (May 19, 2023 Pick up date)
- Grandparent's Day: May 5, 2023

Committee: **Technology**

Date: March 2023

Summary of Events/Subcommittee Meetings:

- Run each classrooms report cards, 4-8th grade single report card run, downloaded into appropriate files in Shared google drive
- Accreditation files made for last Domain write ups, Domain evidence and domain write ups



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- Working on a Microsoft Word problem in the computer lab
- Domain registration yearly renewal
- Go Guardian yearly renewal
- SoftChoice renewal for Microsoft Windows Licenses
- Weekly power point for TVs on each floor

Topics Needing to be Discussed at Advisory Commission Meeting:

Financial Report:

Upcoming Plans/Committee focus:

#### **Old Business:**

#### **New Business:**

- Spring Retreat – tentative for April

**Closing Prayer** read by all at 9:15

Motion to Adjourn:

#### **Current Terms for 2022-2023 year:**

Lynn Sauer – Principal

Vicki Malueg – Staff

Jessica Eischen – OLL & School Representative – Term 2018-2021 (1<sup>st</sup> term) – 2<sup>nd</sup> term would begin July 2021 - 2024

Tim Dubey – School Representative – Term 2018-2021 (1<sup>st</sup> term) – 2<sup>nd</sup> term would begin July 2021 - 2024

Brady Bemis – OLL Finance Representative – Term 2021-2024 (1<sup>st</sup> term)

Kent Schueller – School Representative – Term 2019-2022 (1<sup>st</sup> term), 2<sup>nd</sup> term 2022-2025

Hal Steffen – School Representative – Term 2020-2023 (1<sup>st</sup> term)

Andy Paulus – Fish Fry Chair

Lisa Fellenz – Advisory Secretary/Fish Fry (1<sup>st</sup> term 2022-2025)

Cathy Cuppan – PtA Treasurer 2019-2022 (1<sup>st</sup> term) 2<sup>nd</sup> term would be 2022-2025

Sarah Speck – PtA Secretary Term (2021-2023)

Keri Koepke – PtA President 2022-2025 (1<sup>st</sup> term)

Lora Schroeder – Divine Savior Pastoral Council Term 2022-2025

Jacob Bierenbaum – OLL Representative – Term 2021-2024