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### **Advisory Commission Meeting Agenda September 10th, 2024 – 6:30 pm**

Opening Prayer- read together

Mission Statement-read together

Accounting of Members Present Committee: Lynn Sauer, Tim Dubey, Lora Schroeder, Kim Knetter, Janinie Morano, Katie Dimmer, Amanda Watry, Kent Schueller, Vicki Malueg

Not in attendance - Hall Steffen, Jessi Eischen, Hannah Shininger

Reports:Principal Report - Lynn

#### **Principal Report- Advisory Commision, September 10th, 2024**

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

- Domain A- 2.5 – Faculty uses the lenses of Scripture and the Catholic intellectual tradition in all subjects to help students think critically and ethically about the world around them.
- Domain B- 5.6–The governing body engages in formation and on-going training and self-evaluation for itself and the leadership team to ensure the faithful execution of their respective responsibilities.
- Domain C-7.3 (Grounded in Gospel values,) Curriculum and instruction for 21st century learning provide students with the knowledge, understanding and skills to become creative, reflective, literate, critical, and moral evaluators, problem solvers, decision makers, and socially responsible global citizens. 9.2 Guidance services, wellness programs, behavior management programs, and ancillary services provide the necessary support for students to successfully complete the school program.
- Domain D- 12.1-The school's facilities, equipment, and technology management plan includes objectives to support the delivery of the educational program of the school and accessibility for all students.

##### **Academics**

- We applied for a Love One Another Grant to help us purchase new music and Spanish textbooks and teaching materials. We have gotten that grant and have already purchased the materials. They are wonderful!
- AIMS testing, F & P Reading levels & writing assessments are all being collected this month.

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

- Our teachers who teach reading will be reviewing the principles of the Science of Reading. Carla Schommer and Vicki Malueg are taking a course and will be training the rest of the reading teachers.
- We completed our video training on Conscious Discipline last spring. Conscious Discipline is a leader in classroom management and provides a transformational, whole-school solution for social-emotional learning, discipline and self-regulation. We will continue to work with the material in the book we are reading and we will use some of the techniques this school year.

##### **Building & Grounds**

- Tim Dubey has been managing the small projects around the building and keeping things in good order. He was able to repair the floor on the altar and the altar will be carpeted soon.
- This summer the floor in the art room was painted. It turned out wonderful! The hallway by extended day was also painted. Jenna and Will did a fabulous job.

- The Bruce Krier Foundation grant has helped us to update our playground and it has been a blessing and so have Hal Steffen, Kent Schueller & Michele Pierson. They have been managing this huge project all summer. We are very close to having it complete.

**Personnel**

- Lynda Schmitt is teaching upper middle school social studies, computer keyboarding, health and gym
- We hired a 4th grade teacher - Hajira Buser
- We are looking to hire a part-time extended day person and a part-time cleaner. If you know anyone please let me know.

**School Safety**

- We will be scheduling our first fire drill shortly.
- Our teachers took part in ALICE training with Officer Santino during our August inservice. We will be focusing on reunification practice this year.
- I have created a document with tasks to help us best utilize School Resource Officer Santino.

**Marketing**

- **Birthday Cards:** 24- \$14.40 (July-September)
- **Baptism Folders:** 4 folders \$11.48
- **Balloons** - \$21.00 (yard signs for new families)
- **WPP Baptism Folder Onesies**-\$493.80
- 

**Mission & Catholic Identity**

- This year we are focused on our theme: *We Are Called, We are Chosen*. Each month we will be reviewing how God calls us. During September we are called to be **HOPEFUL**.
- Our teachers and staff had a wonderful staff retreat during our August inservice. It was a wonderful way to begin our school year and to stay focused on Christ.
- We will participate in Adoration on September 25th . Our students are always very prayerful when they spend some special time with Jesus.
- We are hoping to have a very successful food collection in September! We will be collecting dish soap, laundry soap, toilet paper and more for the Port Washington Food Pantry.

**Enrollment for 2024-2025 School Year:**

<b>Students Enrolled</b>	<b>DS Parish Students</b>	<b>OLL Parish Students</b>	<b>Non-Parish Students</b>
<b>As of 8/23/24 109 Students - 67 Families</b>	35	33	41

Committee Reports

**Committee: Scrip**

Date: September 23

Summary of Events/Subcommittee Meetings: Worked on learning the computer program with Jenn.

Topics Needing to be Discussed at Advisory Commission Meeting:

Financial Report: August  
On Hand Total: \$12,622.00  
Sale Total: \$5,318.45  
PO Total: \$5,703.90  
Rebate Total: \$181.55

Upcoming Plans/Committee focus: Branching out

**Committee: Marketing & Recruitment**

Date: September 9th, 2024

Summary of Events/Subcommittee Meetings:

- We have been working on a facebook plan to better utilize social media to spread the word. We have been highlighting different classes during the week

Topics Needing to be Discussed at Advisory Commission Meeting:

- Volunteers to join the committee & help with events
- Ideas for events/activities/ marketing suggestions

Financial Report:

- **Birthday Cards:** 24- \$14.40 (July-September)
- **Baptism Folders:** 4 folders \$11.48
- **Balloons** - \$21.00 (yard signs for new families)
- **WPP Baptism Folder Onesies-**\$493.80

Upcoming Plans/Committee focus:

- Setting the marketing & retention plans for the school year
- Engaging more members

**Committee: Fall Event**

Date: 9/9

Summary of Events/Subcommittee Meetings: Donation letters were sent out this week; trying to find a date for everyone to meet. Still need a few more committee members and to plan food, games, bar, auction, and help with donations. **Trivia portion done and MC and host all set. Working on the other**

Topics Needing to be Discussed at Advisory Commission Meeting:

Financial Report:

Upcoming Plans/Committee focus:

Committee: **Fish Fry**

Date:

Summary of Events/Subcommittee Meetings: **2 people signed up to help with chars. Andy Paulus will continue to help, meetings are being planned to get things started**

Topics Needing to be Discussed at Advisory Commission Meeting:

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: -Families will need to sell 20 tickets this year. Tickets will need to be sent to the printer next week to be in the folders and distributed to families on time. **Tickets have been ordered, will go home in Monday folder with letter of explanation and due dates. All families are required to sell 20 tickets this year**

Financial Report:

Upcoming Plans/Committee focus:

Committee: **Bowling Event**

Date: **March 29-30th**

Summary of Events/Subcommittee Meetings:

Topics Needing to be Discussed at Advisory Commission Meeting:

Financial Report:

Upcoming Plans/Committee focus: Branching out

Date: 9/10/24

Summary of Events/Subcommittee Meetings:

We have not met since July and At our July meeting we welcomed new members and said goodbye to some that will not be returning. We also elected our council officers. **Walk with on campaign, Mission trip - June 15th-20th -7th-12th grader, Tennessee. Correction emailed. Tennessee not confirmed. The mission trip will be**  
**Out reach coffee - Feb 9th, Parish picnic, June 21st**

Topics Needing to be Discussed at Advisory Commission Meeting:

Financial Report:

Upcoming Plans/Committee focus:

Next meeting is September 23 at 6pm for Divine Saviour, at Holy Cross 7pm for the joint council.

Committee: **OLL Finance Committee Representative**

Date:
Summary of Events/Subcommittee Meetings:
Topics Needing to be Discussed at Advisory Commission Meeting:
Financial Report:
Upcoming Plans/Committee focus:

Committee: <b>PtA</b>
Date: 9/9/24
Summary of Events/Subcommittee Meetings: First meeting of the year is next week Tuesday. Planning for Trivia Night and the craft fair are underway. <i>Craft fairs - \$30 a table, \$35 with electricity, November 9th, 9-2. We have about 22 vendors as of now.</i>
Topics Needing to be Discussed at Advisory Commission Meeting:
Financial Report:
Upcoming Plans/Committee focus:

Committee: <b>Technology</b>
Date:

## Financial Report:

A report on the technology fund money will be shared for the October meeting.

## Summary of Events/Subcommittee Meetings:

Here is the summer work that has been done. Highlighted areas are still in progress.

- App/software has been used more and more and the costs have been going up,
- Aims testing
- 30 new chromebooks purchased with 50% grant
- 7 new laptops for CAD received through grant at 100%

Done	Item	Note
X	End of year process on Option C	<ul style="list-style-type: none"> <li>• New student and staff updates</li> <li>• create new school year and terms/calendar</li> <li>• enter school year days off</li> <li>• disable any users - students/teachers</li> <li>• advance all students</li> <li>• Add new students and staff (Holly added new students)</li> <li>• confirm grades, classes, and sections</li> <li>• associate teachers to correct classes based on classes they will be teaching this year - 9/11: waiting for teachers to check their classes and verify that they have what they need</li> </ul>
	Toshiba copier - <ul style="list-style-type: none"> <li>• contract on the current copier is up on 6/2023</li> <li>• Clean up codes (delete old staff codes and codes not being used).</li> <li>• Add new staff with codes</li> <li>• Reset totals quarterly get totals to Terri S</li> </ul>	<ul style="list-style-type: none"> <li>• New printers installed 2023 - no tasks needed</li> <li>• Clean up codes with old/new staff</li> <li>• Print department totals to Terri Schueller</li> <li>• 8/7/24: Met with Sandra -representative from James Imaging to review the contract and totals</li> </ul>
	Create/Update Technology plan Create 3-5 year tech equipment plan	<ul style="list-style-type: none"> <li>• Working on creation of plan</li> </ul>
	Color printers -check, clean and order ink cartridges as needed	<ul style="list-style-type: none"> <li>• Cartridges ordered for all printers</li> <li>• Lynn handling when upstairs ink jet need ink</li> <li>• Self Cleaning run on each</li> </ul>
	All tech turned in: <ul style="list-style-type: none"> <li>• Inventory, check condition, clean</li> <li>• Power wash all Chromebooks</li> <li>• Redistribute chromebooks and carts per student counts</li> <li>• Redistribute iPads clearing any iPads moving from room to room</li> <li>• Headphones -clean, check condition, relabel as needed</li> <li>• Clean carts</li> <li>• Check that last years new label system for power cords</li> </ul>	Carts <ul style="list-style-type: none"> <li>• Check in and evaluate</li> <li>• 8/24 all carts cleaned inside and out</li> <li>• Redistribute carts according to student numbers</li> <li>• Relabel carts with current device numbers</li> </ul> Headphones <ul style="list-style-type: none"> <li>• Check in and evaluate all headphones</li> <li>• Clean and relabel those needed - Sandy helped</li> <li>• Bag and label all current students.</li> <li>• Bag and label all new students</li> <li>• No new headphones needed to be ordered</li> </ul> Chromebooks <ul style="list-style-type: none"> <li>• Check in and evaluate</li> <li>• all Chromebooks cleaned</li> </ul>

	<ul style="list-style-type: none"> <li>• and devices held up - continue</li> <li>• Carts: clean, redistribute as needed per classroom student numbers</li> <li>• Vibe Boards: clean, do updates</li> </ul>	<ul style="list-style-type: none"> <li>• all Chromebooks power washed</li> <li>• Redistribute carts according to student numbers</li> <li>• NEW chromebooks provisioned and distributed</li> <li>• OLD chromebooks powerwashed, taken off the management and email sent out to sell to families</li> </ul> <p>iPads</p> <ul style="list-style-type: none"> <li>• Check in and evaluate</li> <li>• Remove passcodes on any devices</li> <li>• Download updates</li> <li>• all iPads cleaned</li> <li>• Redistribute carts according to student numbers</li> </ul> <p>Cords</p> <ul style="list-style-type: none"> <li>• Check in and evaluate - works well</li> <li>• Label all cords for the NEW chromebooks</li> </ul>
	<p>Tech needing to be ordered</p> <ul style="list-style-type: none"> <li>• Chromebook - <ul style="list-style-type: none"> <li>◦ Teacher -</li> <li>◦ Student -</li> <li>◦ Licenses -</li> </ul> </li> <li>• iPads -- None needed this year</li> <li>• Headphones - 10 egghead, 10 larger 15 over the ear - trial for middle school students</li> <li>• WiFi Access points- NO</li> </ul>	<p>Chromebooks</p> <ul style="list-style-type: none"> <li>• New Chromebooks had been received in October</li> </ul> <p>Headphones</p> <ul style="list-style-type: none"> <li>• No new headphones ordered</li> </ul> <p>WiFi Access points</p> <ul style="list-style-type: none"> <li>• Access point installed in computer lab</li> </ul>
	<p>Computer issues</p> <ul style="list-style-type: none"> <li>• 1st grade - hard drive fail</li> </ul>	<ul style="list-style-type: none"> <li>• 6/26/2023 - computer placed in Holy office for Eric to pick up Returned: 8/3/24</li> </ul>
	<p>Update calendar onto Dispatch (shared Google calendar with all staff)</p>	<p>All events put onto shared Google calendar for the staff</p>
	<p>Technology closet - cleaned out and organized</p>	<p>All computers can be recycled for free - Vicki</p>
	<p>update technology inventory forms to help with maintenance and replacement - include computer name, Computer Id number, location, problems/fixes</p> <p>Label all equipment</p>	<ul style="list-style-type: none"> <li>✓ Desktops - none</li> <li>✓ Laptops</li> <li>✓ CAD computers - 7 devices</li> <li>✓ 1st floor -</li> <li>✓ 2nd floor -</li> <li>✓ Basement</li> <li>✓ Docking station</li> <li>✓ Chromebooks -</li> <li>✓ Ipads</li> <li>✓ Vibe Boards</li> <li>TVs</li> <li>✓ printers/copiers (included on computer form for each level)</li> <li>✓ Headphones</li> <li>WiFi Access points</li> <li>Switches</li> </ul>
	<p>Network cage</p> <ul style="list-style-type: none"> <li>• Cords</li> <li>• Updates</li> <li>• Check on server warranty</li> </ul>	
	<p><b>Equipment:</b> Basement:</p> <ul style="list-style-type: none"> <li>• Wiring/switches- extended ceiling</li> <li>• WiFi access point in cafe</li> </ul>	
	<p><b>Equipment:</b> 1st floor:</p>	

	<ul style="list-style-type: none"> <li>• check K4 room - Add AP</li> <li>• Install wireless AP in 3rd grade room</li> <li>• Install wireless AP in K3 room</li> </ul>	
	<b>Equipment:</b> 2nd floor: <ul style="list-style-type: none"> <li>• Trace wires. Eliminate unused.</li> <li>• Fix surge protector attached to server box in copier room per fire department inspection</li> </ul>	
X	Computer Lab -	<ul style="list-style-type: none"> <li>• New lap tops ordered through grant for use of CAD program. They will be kept in a cart in room 208. Adria updated CAD on all lab computers.</li> <li>• All computers in lab pulled out and taken to recycling center. The students will be using chromebooks.</li> </ul>
	Desktop computers: <ul style="list-style-type: none"> <li>• Vacuum fan and back area of all desktops (11 teacher, 18 lab, 3office, 2 extended, 6 student in classrooms)</li> </ul>	Vacuum computer and projector fans <ul style="list-style-type: none"> <li>• 2nd floor 8/1/22 all fans vacuumed</li> <li>• 1st floor</li> <li>• Basement</li> <li>• Computer lab 8/3/22 all fans vacuumed</li> </ul>
	Projectors: Clean all remaining projector filters and reset lamp hours  Replace the projector in extended day room  HDMI cords removed from rooms where projectors removed	<ul style="list-style-type: none"> <li>• Clean: Cafeteria B100 Extended B 1st 3rd Upper 208 Upper 209</li> </ul> K3 projector removed from room  Projector in extended day room replaced
	White boards	None needed this year
	New staff *emails *copier info and codes *Computer/chromebooks  Remove/collect tech from exiting staff – Molly Preston	New 4th grade teacher Hajira Buser <ul style="list-style-type: none"> <li>✓ emails</li> <li>✓ copier info and codes</li> <li>✓ Computer/chromebooks</li> <li>✓ Option C</li> </ul>
	New teachers and students <ul style="list-style-type: none"> <li>• profiles on the server</li> <li>• Add to all programs</li> <li>• Headphones</li> <li>• chromebook/iPad</li> <li>• emails</li> </ul>	
	Promote students *Option C *Google for education *Mobymax *Aimsweb *ESGI *Seesaw *Ed Journey(science)-Delete 2023 *Mystery Science *Generations Math *Go Math -Delete 2023 *Bridges - *Social studies (Carla/Lindsay)	<ul style="list-style-type: none"> <li>✓ Option C</li> <li>✓ Google for education/emails and organizational Units</li> <li>✓ User updates on server</li> <li>✓ Mobymax</li> <li>✓ Aimsweb</li> <li>✓ ESGI</li> <li>✓ Seesaw</li> <li>Ed Journey (science)</li> <li><del>Go Math</del></li> <li>✓ Bridges Math</li> <li>✓ Foss science - Think Link</li> <li>✓ Mystery Science</li> <li>✓ Generation Genius</li> </ul>

	<p>New school year items-update and add new students/staff to new class</p> <ul style="list-style-type: none"> <li>*Option C - trimesters</li> <li>*Aimsweb</li> <li>*ESGI</li> <li>*Seesaw</li> <li>*All school data collection: <ul style="list-style-type: none"> <li>*F/P chart</li> <li>*Writing prompt charts</li> <li>*Moby math chart</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Option C -</li> <li>Aimsweb -</li> <li>ESGI -</li> <li>✓ Seesaw -</li> <li>✓ F/P chart</li> <li>✓ Writing prompt</li> <li>✓ Moby Math</li> </ul>
	<p>Subscriptions/programs - renew/manage</p> <ul style="list-style-type: none"> <li>*Go Guardian</li> <li>*Seesaw</li> <li>*ESGI -</li> <li>*Aimsweb</li> <li>*Moby math</li> <li>*Option C</li> <li>*Microsoft office</li> <li>*Synology</li> <li>*Mystery Science</li> <li>*Bridges</li> <li>*Generations</li> </ul>	<p>Go Guardian-Renewed w/ Terri 7/14/22</p> <p>Seesaw-</p> <p>ESGI -Renewed 5 extra students for prorated cost. Renewal needed in September</p> <p>Aimsweb-Renewed 7/18/22 invoice being sent</p> <p>Moby math-Auto renew with Vicki and Amy</p> <p>Option C</p> <p>Microsoft office</p> <p>Synology</p> <p>Second Step</p> <p>AIMS</p>
	<p>New student emails for 3rd grade no mail allowed only login access) and any new 4-8 grade students - update google form for all teachers with addressed and password of students</p> <p>** suspend emails from exiting students</p>	<p>7/30/22</p> <ul style="list-style-type: none"> <li>• New emails created for 3rd graders</li> <li>• New 4-8 students - none 2024</li> <li>• Google form updated</li> </ul>
	<p>Any staff/student leaving the school</p> <ul style="list-style-type: none"> <li>*emails</li> <li>*Option C (check with Holly)</li> <li>*tech turned in</li> <li>*birthday list</li> </ul>	<ul style="list-style-type: none"> <li>✓ emails</li> <li>✓ Option C (check with Holly)</li> <li>✓ tech turned in</li> <li>✓ birthday list</li> </ul> <p>*Hajira Buser</p>
X	<p>Create Tech power point and get info ready for Tech part of the back to school inservice</p>	
X	<p>Fill in master sheet of login and password info and tech resources for teachers</p>	<p>- Handed out at inservice</p>
	<p>Check all computers for surge protectors</p>	
	<p>clean up wires around the building</p>	<ul style="list-style-type: none"> <li>• New wall clips on copier in Parish center</li> <li>• Check for surge protectors</li> <li>• 4th grade room. New wires run</li> <li>• Computer lab - TV connections run, Computer wires run and hooked up</li> </ul>
	<p>organize information, create a purchase/license/warranty list</p>	
X	<p>Fix any problems listed on the technology staff end of year check off list</p>	
	<p>Replace switch in basement T</p>	<p>get pricing and approval- order replace</p>
	<p>Camera's</p> <p>Current cameras are:</p> <p>4 - 1st floor: north, south, south east, west</p> <p>2 - 2nd floor: north, south</p> <p>4 - basement: west hall, 3 to cover</p>	<p>Evaluate where cameras needed: Outside, hallways, kitchen, gym, hall by elevator</p> <p>Price needed supplies- order - install -</p> <p>** We have 8 cameras in the Tech store room</p>

## Old Business

- Review budget - Money from wood chips budget line has been moved to 'other' column

## New Business

- Review advisory commission guidelines - Handout included for all members. New binders being created, operational norms will be updated in the binder, changes due to goal from accreditation, formation opportunities being planned, retreat will be planned including a meal and a speaker - planned for the Spring
- Mission statement reflection - We looked at the mission statement in section and reflected on how it is seen being implemented in the school.

The mission of Divine Savior Catholic School is to provide an environment for children to excel personally academically and spiritually – Small class sizes a plus, notice well mannered and social positive, therapy groups added, kids are concerned with each other, safe environment has been worked on to provide a comfortable as well as safe environment- physically and emotionally, school feels welcoming, high degree of kindness seen throughout the school, noticed the the students are given the space to grow in their faith, parents notice faith at home Together we share in the mission of Divines /savior Parish to foster a faith-filled community where Catholic values are learned through prayer service and love – Lots of opportunities are noticed by committee members, adoration, rosary club, parents models service and the students just pitch in, a large variety of events open to community, Parish is very supportive to the school. Students all involved in many

Our goal is to use these values to develop lifelong learners and compassionate leaders - Start of serving/reading at mass, many continue even after they graduate from the school. Many alumni are seen in community in positive ways.

- Advisory Commission Goal setting for 24-25 school year - Shared categories of goals that fit into our accreditation benchmarks. As homework, fill in some ideas and bring to November 12th meeting.

New Secretary - Amanda Watry volunteered, unanimously voted yes

Brady Bemis is no longer a part of the committee - they are looking for an OLL replacement

## Closing Prayer

The Mission of Divine Savior Catholic School is to provide an environment for children to excel personally,

academically and spiritually. Together we share in the mission of Divine Savior Parish to foster a faith-filled community where Catholic values are learned through prayer, service and love. Our goal is to use these values to develop lifelong learners and compassionate leaders.