



## Advisory Commission Meeting Agenda November 14, 2023 – 6:30 pm

### Opening Prayer

### Read School Mission Statement

**Accounting of Members Present:** Lynn Sauer, Vicki Malueg, Tim Dubey, Lora Schroeder, Kent Schueller, Hal Steffen, Janine Morano, Jessi Eischen, Katie Dimmer, Hannah Shininger

### Committee Reports:

### Principal Report – Lynn

#### November 28th, 2022- Principal Report- Joint Council

### 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

- We have begun our self-study year. Our Leadership Team attended 3 zoom meetings with the Archdiocese so far. The Leadership Team met to set the review schedule for the year.
  - Our entire staff met on October 19th & on October 28th for a full day to work on the self-study process.
  - We have started with Standards 1, 2,3 ,4 - All of these standards pertain to our Mission & Catholic Identity. **Academics**

- Our staff has been checking in to discuss the implementation of our new Fountas & Pinnell Reading program. Things are going well, but we need to work on understanding and properly utilizing all the materials we have.
- We currently have two teams of teachers reviewing new materials for Math and for Science. Our contracts with the companies are coming due next year and we want to make sure we are selecting the best possible materials.
- Our new approach to teaching math is going well. Many of our lower elementary classrooms are using centers to help individualize instruction. We have also implemented some math recovery time in grades 2nd & 3rd. In 4th-8th Mrs. Dubey has been helping to level our math students to ensure that those who need extra support or acceleration have their needs met.

### 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. Some of the middle school lockers have needed repair and the boiler is currently being worked on.
- We had a clog in the drain in the ceramics room and there was a back-up. Steffen Plumbing was called and it is fixed now.

## Personnel

- We are in need of a part-time staff member for our 3k room & extended day program.
- Soyeon Han has left us for a different job.
- We are looking for a part-time cleaner.
- We are working on finding a long-term substitute for Mrs. Schommer's maternity leave.

## School Safety

- We held our second fire drill of the school year on October 12th. We had great exit times. We also had our November fire drill on November 10th.
- 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.

## Marketing

- **Birthday Cards:** 10 cards sent \$5.80
- **Baptism Folders:** 1 packet set \$2.64
- Facebook postings

## Mission & Catholic Identity

- The Catholic Schools Walk on October 15th was well attended. Father Neil was there to get things started with a wonderful prayer. The *Walking with the Saints* posters helped our middle school students to share more about our Catholic faith & the carnival was a great community event.
- Our first ever Smarty Pants Trivia event was so much fun! We were able to raise funds for our DSCS PtA and a good time was had by all!
- DSCS had a great Red Ribbon Week! The student committee got out the anti drug & alcohol message and they planned some fun spirit days to promote healthy choices. All of the classrooms did a great job with the door decorating contest and we had some great guest judges.
  - Fall Festival was able to raise over \$500.00 for Sister Jo and her work in Texas. The middle school students worked very hard to put on a fun festival and our parents were very generous with candy & prize donations.
  - Our 2nd grade class collected socks for those in need. Their goal was to collect 100 pairs of socks. This was a student led project. The second graders read an announcement each morning to remind students to bring socks. They were able to collect 728 pairs of socks. All the socks will be donated to the Mr. Bob's Under the Bridge organization.
- On All Saints Day Father Don Thimm held a Mass here at St. Rose at 8:00 am. He gave a great homily and we were so happy for our students to get to know one of our assigned priests.
- Our middle school students presented their saint speeches on All Saints Day. They traveled around to different rooms and gave their speeches. I was very proud of the work they did!
- On November 13th many of the middle schoolers were at Donut Sunday to share what they learned about their saints.
  - Our DSCS school family will be helping to support one of our 4k students who has just been diagnosed with Leukemia. We are all praying for Cole Janke and his family. Classrooms will also be putting together baskets for Cole to keep him busy. Each of our classrooms will be reaching out to let families know how they can help.
- Our October & November food pantry collections were a huge success! Thank you to all who donated. The middle school service committee wrote some great announcements to remind students to bring food. We are looking for ways to increase our collection to help the food pantry.
- The Veterans Day parade, Mass, program & luncheon was a huge success. We had great feedback and the Veterans in attendance were very appreciative.
  - We currently have 33 college student names for packages. We will be mailing them out this week.
  - We will be having a float in the Belgium Christmas parade on December 4th. It will have a Happy Birthday Jesus theme.
  - On December 11th our students will be singing at Mass in Holy Cross. We will also be hosting Donut Sunday.

## Committee Reports:

### DSCS Advisory Council Subcommittee Report Month: November 2023-2024

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| Committee: <b>Scrip</b>   |
| Date: 11/13   |
| Summary of Events/Subcommittee Meetings: Selling at backdoor the first and third Mondays as well as Donut Sundays. Need to do better advertising. Get a flyer in the Monday folder as well as the bulletin. Make a FB post for those days as well.<br><b>Suggestions: announce at mass on how it works as well as stuffing the bulletin. Ask Holly to attach it to the Monday dispatch email.</b> |
| Topics Needing to be Discussed at Advisory Commission Meeting: None   |
| Financial Report: October<br>PO Total: \$12,675<br>Rebate Total: \$402.61<br>Inventory On Hand: \$12,583<br>Checkbook Total: \$12,500   |
| Upcoming Plans/Committee focus: Branching out   |

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|---|
| Committee: <b>R &amp; R</b>   |
| Date: November 2nd, 2023  |
| Summary of Events/Subcommittee Meetings:<br>Our first Meeting is November 14th at 5:30  |
| Topics Needing to be Discussed at Advisory Commission Meeting:<br>None  |
| Financial Report:<br>10 Birthday Cards- \$6.00 Postage<br>4 Baptism Folders- \$21.60 Postage<br>500 Birthday Cards-\$79.98  |
| Upcoming Plans/Committee focus:<br>Belgium Christmas Parade- December 3rd -4:30 We will have a float and will hand out items if we have enough volunteers to walk with us. <b>Beer and wine event -- discussions about what it looks like. Discussion about other events that could replace it.</b> |

**Committee: Fall Event**

Date: 11/6/2023

Summary of Events/Subcommittee Meetings: Trivia Night was a success-well attended and lots of positive feedback!

Topics Needing to be Discussed at Advisory Commission Meeting:

**Financial Report:**

Net profit from walk, carnival, trivia night and calendar raffle tickets to date: \$21,652.74

Upcoming Plans/Committee focus: wrap up meeting/looking ahead to next year scheduled for 11/7/23.

**Committee: Fish Fry**

Date: 11/13/23

**Summary of Events/Subcommittee Meetings:**

482 - 3pc dinners

60 - all you can eat

40 - grilled cheese sold

Both high schools had their opening nights for plays and there was a big wedding where we missed some of our normal families

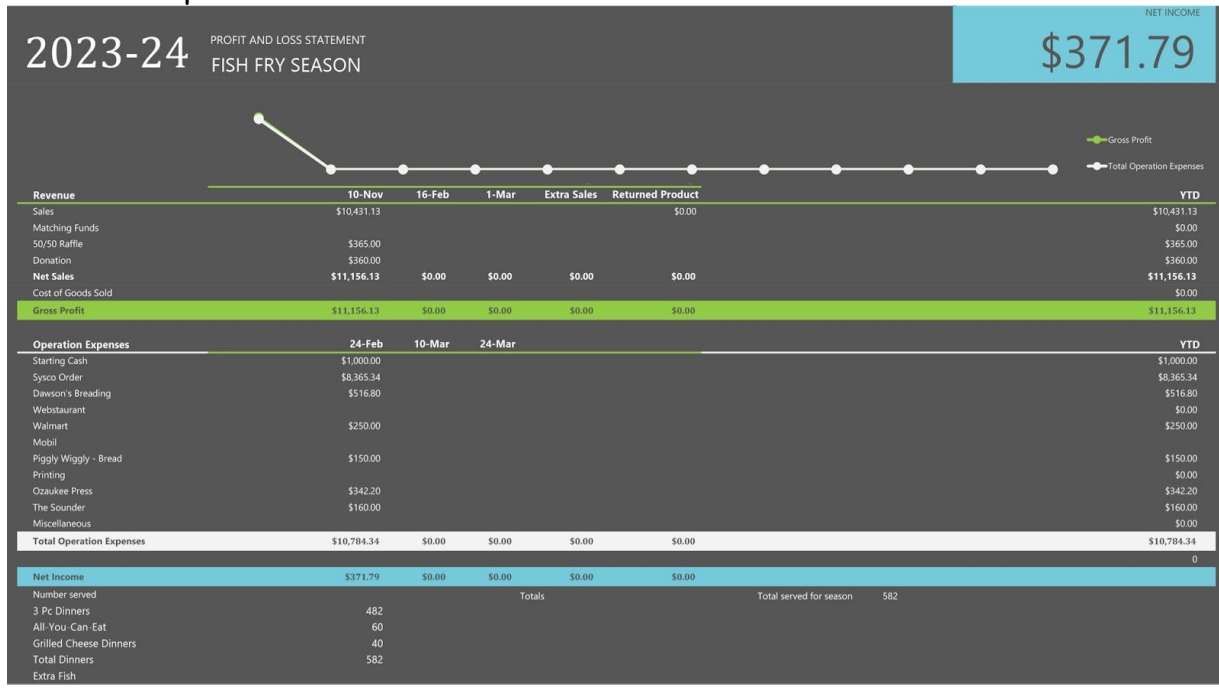
**Topics Needing to be Discussed at Advisory Commission Meeting:**

NA, ordering will start in Jan again.

Could possibly change times next school year to decrease number of shifts.

Discussion about how this fish fry went and some ideas on how to streamline some things. Consider a larger coupon for the Veteran's next year.

## Financial Report:



### Committee: Mandatory Fundraiser- Calendar of Cash

Date: 10/31/23

Summary of Events/Subcommittee Meetings: Tickets are starting to be returned. No ticket sales at Trivia night. Fish Fry 11/10 (sold 12 tickets) and Donut Sunday 11/12 (sold a few tickets). Quite a few families have taken extra tickets.

Topics Needing to be Discussed at Advisory Commission Meeting:

Financial Report: First deposit made 10/31/23 (\$5,040.00)  
11/15/23 a deposit of (\$11,122.00) will be made for a total of \$16,162.00 for this fundraiser so far.

Upcoming Plans/Committee focus: Pushing for ticket sales before November 15 to be included in fall fundraiser matching funds. As of today, 11/14, roughly 35 families have yet to return their tickets.

### Committee: DS Parish Council

Date: 10/27/23

Summary of Events/Subcommittee Meetings:  
No meeting has occurred since our last updates

The Human concerns committee is meeting on 10/30/23

Topics Needing to be Discussed at Advisory Commission Meeting:  
None

Financial Report:

Upcoming Plans/Committee focus:  
Church picnic needs committee chairs  
Volunteers needed for planning the parish directory/family pictures  
Eucharistic revival continues to be the focus

**Committee: OLL Finance Committee Representative**

Date: 10/26/23

Summary of Events/Subcommittee Meetings: Went over YTD FS for the first quarter of the fiscal year (July to Sept). Nothing significant to note. Discussed ongoing project including the updates to the parish sound systems which is still in the early phases (data is still being gathered).  
Annual OLL parish meeting is on Sunday, November 12th after the 8:15 Mass

Topics Needing to be Discussed at Advisory Commission Meeting:

Financial Report:

Upcoming Plans/Committee focus:

**Committee: PtA**

Date: 11/6/23

Summary of Events/Subcommittee Meetings: Trivia Night was a success! Veteran's Day and Fish Fry next events coming up. Should have enough volunteers now.

Topics Needing to be Discussed at Advisory Commission Meeting:

- New fundraisers: can we pursue any of the new ideas from last PtA meeting: selling card boxes, craft fair, read a thon were top ideas.

Read-a-thon and craft fair for next year approved to move forward. Look more into the card boxes (scouts selling now, all same cards in each box?)

- Can we look at utilizing the Fish Fry chairs to help take some of the workload off of Lisa and Andy and make it more of a committee going forward?

Financial Report:

Upcoming Plans/Committee focus: looking ahead to Fish Fry in November and 2 in spring.

Committee: **Technology**

Date: 11/23

Summary of Events/Subcommittee Meetings:

Shared the Accreditation website with the committee

Things worked on this month

- Website for Accreditation - Accreditation visit
- Weekly PowerPoint
- More new students - entered into all programs and data collection
- Still working on getting some of our new curriculum, online portion, up and running. Mystery Science is working, Generation Genius (science) is working, Foss Science - Think Link is still being worked on. Bridges Math is working.
- ESGI (assessment software for our K's) renewal - new students entered, students put into current grades
- K5 - student computers - fixed issue

## Old Business

**Review Budget** Lynn shared the school budget. Advisory commission budget question about the staff appreciation totals. Any money spent on grandparents day?

**Goal setting for 23-24 school year** School goals - safety doors for each of the doors at the end of the halls on each floor. An Archdiocese grant is being written for 1 set of doors. Another grant is being written for a federal safety grant. Playground equipment upgrade - Bruce Krier grant being written for some of the upgrades. Equipment so old it no longer meets safety fall zones. Lawn/ground levels/flower beds - discussion about the lawn and gardens upkeep. Academic - Implementing new curriculum and book study. Leak in music room - why is it still leaking, caulking being put in window well to have water run away from building. Dirt added that stopped water leak in closet. Continue to build enrollment/middle school grades. Grow extracurricular - boys' volleyball. Build parents as partners in education - read with child, practice math facts. Connect with community businesses - ways to involve school students with businesses. Ways to cover fieldtrips

**Operational Norms vs. By-Laws** Base template for norms handed out. Quick look. Will work on building the norms we want for our committee.

## **New Business**

**Review Intruder Drill** -Lynn shared results of the lock down drill. No classrooms were able to be entered. Students and teachers did a good job.

## **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.

**Meeting adjourned- 1<sup>st</sup> Janine Morano 2<sup>nd</sup> Lora Schroeder**