

Christ King School Committee

Meeting Minutes

September 15, 2011

Attendance: Holly Anguil, Kris Besler, Margaret Capper, Kurt Kuehne, Principal Greg Meuler, Mike Nelson, Lisa Salter, Bonnie Scholz, Bill Wirostko

Excused: Diana Barkow, Father George and Zan Martensson

The meeting was called to order at 7:00 pm

Open Forum

- **CK Spanish Program** – Ideas for improving high school readiness
 - **Background:** Mrs. McClellan spoke to school committee about ways to strengthen the CK Spanish program to ensure students are ready to excel in high school Spanish. Mrs. McClellan questioned the effectiveness of the K4 / K5 once per week frequency, and also noted that 1st – 3rd grade Spanish education is complicated by students' limited grammar knowledge. More importantly, she is concerned that twice-weekly middle school Spanish classes do not provide sufficient immersion for the students to improve their skills.
 - **Idea:** Mrs. McClellan discussed the possibility of meeting with 4th-8th grade students 4-5 days per week, especially in middle school. This could be accomplished by eliminating K4 – 3rd grade Spanish. She noted that St Jude's is able to offer Spanish 4 times per week at middle school level, despite a somewhat shorter school day.
 - **Challenges:** By far the greatest challenge is making room in the middle school schedule. Reduction or elimination of start-of-day homeroom, end of day study time and/or Wednesday early release might free up sufficient time. Principal Meuler is considering the proposal, but noted scheduling logistics challenges, which may be difficult to resolve.
 - **Next Steps:** School Committee to research schedule adjustment options and solicit staff/parent/student input. Principal Meuler will then determine next steps, if any.
- **Parent Notification of Poor Test Scores** – Parents would like proactive notification of poor test grade, especially if out of the ordinary. Principal Meuler agreed, and will discuss with teaching staff, exploring the possibility of e-mail notification via Web Grader.

Reports

- **Pastor's Report – Father George** – Father George asked the school/marketing committee to celebrate our new principal by publishing articles in the local papers. Mike Nelson and Sheila Finnegan took this action item. Sheila adapted an article written by Maggie Pernice for the parish bulletin and submitted it to Tosa Now and Wauwatosia Patch on Tuesday, 9/20.
- **Principal's Report – Greg Meuler** – Principal Meuler is very impressed with parent volunteer spirit. He proposed the School Committee assist with a recent alumni survey initiative designed to collect quantitative and qualitative data to assess school strengths (marketing opportunity) and areas for improvement. Committee members agreed and will pursue. Possible approach:
 - Gather alumni (or alumni parent) e-mail addresses via school records. Contact families via e-mail, mail and phone to confirm e-mail addresses.
 - Design survey
 - Publish survey via Zoomerang and/or Facebook, perhaps offering CK festival or other perk to encourage participation.
 - Contact area high schools to collect aggregate information on CK students relative to general student population.

- Collect, analyze and summarize results. Identify possible action plans and marketing opportunities. Publish results online (web site, Wed. wireless) and perhaps at home & school meet.
- **Parish Council Report – Lisa Salter –**
 - For his boy scout project, Nate Cera will be creating holy water fonts for the classrooms.
 - A parish / school security assessment is in progress.
 - The school committee will present a progress update on implementing 2010 Strategic Planning Committee recommendations at the March 2011 parish council meeting. The School Committee will conduct more in depth discussions on these topics at the October School Committee meeting. The 5 goals identified are:
 - **#1 -- Staff Performance Management** – Principal Meuler and the School committee agreed it is the Principal’s responsibility to review and manage staff performance. The School Committee will bring concerns raised by school families to the Principal’s attention who will explore further and address if necessary. The Principal may discuss the outcome in general terms if appropriate, keeping in mind performance management discussions need to remain private.
 - **#2 – School Strengths & Weaknesses Assessment** – Principal Meuler has already begun working with school staff on this effort. The Principal and School Committee will continue to brainstorm on soliciting school family feedback via annual surveys.
 - **#3 – Strengthening School Marketing and Promotion** – The School Marketing Committee will review the Strategic Plan recommendations and consider implementing as committee time and resources permit.
 - **#4 – Staff, Teacher and Student Communication** – Principal Meuler will discuss ways to improve communication with all stakeholders, brain-storming with School Committee as needed.
 - **#5 – Additional School Revenue Sources** – Principal Meuler, Home & School and the School Committee will review the Strategic Plan legacy moments campaign recommendation and look for other ways to supplement existing revenue sources.
- **Athletic Committee – Bill Wirostko** – Bill brought up the door security issue at the August Athletic Committee meeting. The committee will work with coaches to ensure doors are not propped open. 5th and 7th grade reps were voted on and selected. Team formation topics were discussed. The golf outing was again a success. Principal Meuler emphasized the importance of coach behavior on and off the court, specifically the importance of maintaining poise and setting good example for athletes.
- **Marketing Committee -- Bonnie Scholz –**
 - **Call for Volunteers**: The committee is looking for additional volunteers. Amy Halloran is stepping down as chair, but will continue help out. Amy, Stephanie Niederjohn, Bonnie, Lisa Sullivan and Sheila Finnegan remain on the committee. A call for volunteers was placed in the 9/21 Wednesday wireless.
 - **Marketing Priorities**: The marketing committee is meeting with Principal Meuler on Wednesday, 9/28 to identify marketing priorities and approaches.
 - **Paid School / Parish Marketing Role**: The committee raised the idea of a paid school / parish marketing role. This idea will be explored in conjunction with broader school/parish strategic planning efforts related to marketing and fund-raising.
- **Service Committee – Holly Anguil** – Holly will pull the group together in October. The group will continue to focus on ways to leverage the talents of middle school students in service of others.
- **Finance Committee – Margaret Capper** – Margaret provided and reviewed school budget information. Parish Council approved the return to full-time status for specialty teachers. Margaret plans to get an early start on next years budget, made much easier by Margaret’s 2010/2011 efforts. The Committee recognized Margaret’s exceptional contributions in this endeavor, noting the benefits of improved transparency and communication. Finally, Margaret indicated the parish council will be refining future stewardship appeal efforts.

- **Home & School Report – Kurt Kuehne** – To help increase collaboration and synergies between Home & School and the School Committee, Kurt has agreed to join the monthly School Committee meeting.
Upcoming Home & School Events:
 - **Parent Meeting with Principal Meuler and Father John --** Wed., 9/21
 - **Clothing Resale –** 9/23 – 9/25
 - **Boo Fest –** 10/21 – Will be held in North/South Halls. There will be children and adult costume and pumpkin decoration contests. Beverages and snacks will be provided. Volunteers are needed.

Continued Business

- August minutes were reviewed and approved. Minutes were then forwarded to the parish council secretary and posted to the school web site.
- Kris contacted the archdiocese and confirmed a school committee training opportunity will be offered later in the fall. Kris will receive notification once the sessions are scheduled.

New Business

- **3K Program** – Principal Meuler and Kris were approached by a family interested in a 3k program. Sister Janet surveyed existing CK families last year and found insufficient interest to fill a class. In follow-up discussions after the meeting, Zan indicated that we might want to revisit, as it's not clear all target CK families were contacted. (Zan was not.) Sheila Finnegan also indicated there was quite a lot of interest from prospective non-CK families surveyed for the daycare program. This idea will be discussed in conjunction with broader strategic planning efforts and prioritized accordingly.

The meeting was adjourned at 8:30.

Respectfully Submitted,

Mike Nelson
School Committee Secretary