

Regis Catholic Schools
Education Commission Meeting Minutes
Thursday, August 18, 2016
Regis Room 107, 5:00pm

Present:

Becky Alexander	Very Rev. Don Meuret	Linda Schultz
Renee Cassidy	Rev. Dan Oudenhoven	Carisa Smiskey
Mark Gobler	Rev. Derek Sakowski	Reid Sollberger
Linda Marx	Tanya Schmitz	Patty Usher
Kelly K. Mechelke		

Absent:

Gayle Flaig	Rev. Tom Krieg	Paul Pedersen
Rev. Alan Guanella	Meghan Kulig	Rev. George Thayikuzhithottu
Rev. Paul Hoffman	Pat Lange	Bill Uelmen

Minutes: Tanya Schmitz

- I. Opening
 - Call to Order: Patty Usher 5:00 p.m.
 - Opening Prayer: Rev. Derek Sakowski
 - Acceptance of May Minutes (No June Minutes, No Quorum): May Minutes Accepted
 - Chair, Patty Usher, welcomed new St. James Representative, Linda Schultz, taking the seat vacated by Val Knobloch

- II. Standing Committees
 - a. School Life: nothing to report
 - b. Governance: nothing to report
 - c. Teaching and Learning presented by Kelly K. Mechelke
 - i. Erika Galewski, Teacher, taking the seat vacated by Linda Schultz upon retirement
 - ii. Invitation to parents to join committee did not provide gains; two parents were suggested for outreach
 - iii. Curriculum flow chart is effective, but will likely need adjusting as scenarios are presented; Principal Kelly K. Mechelke thanked the Commission for their approval of the process
 - d. Catholic Identity presented by Becky Alexander
 - i. Faith Booster Club named "Regis Faith Council" will meet monthly
 - a. Information regarding this group is under Faith and Service on RCS website

- III. Communications Report presented by Mark Gobler on behalf of Meghan Kulig
 - a. Regis Auction flyers were distributed to the Commission, need volunteers
 - b. Contact Meghan Kulig with any edits to the 16/17 Strategic Plan
 - c. Senior Exit Survey via LifeTrack Services, again in 2017
 - i. Graduate follow up at 6-18 months after graduation and again 5 years after graduation
 - d. Rambler Report – Annual Report 15/16 will be mailed in mid-November
 - e. Scrip Booklet

- IV. Old Business
 - a. 2016-17 Commission Meeting Dates presented by Mark Gobler
 - i. Dates distributed with a notation that the following be adjusted:
 1. September Meeting changed to September 15, 2016

- 2. February Meeting changed to February 16, 2017
- 3. June Meeting changed to June 15, 2017
- b. Building Updates presented by Mark Gobler
 - i. Lockers at Regis will be done soon
 - ii. LED light conversion at Regis is complete
 - iii. Painting at Regis upstairs and in cafeteria complete
 - iv. Resurfacing of cabinets and counter in cafeteria at Regis; slight procedural change to lunch service
- c. Staffing Updates presented by Administrators
 - i. RMS/RHS list provided by Paul Pedersen:

*Jessica Johnson, MS Science

*Debbie Nichols, HS Admin Assistant

*Michael Van Hemert, Sr. Theology/HS Year Book

*Ashley Wolterstorff, MS Admin Assistant

*Tracy Yengo, Jr. Theology/Odysseyware Coordinator

*Rebecca Bunkelman, Physics

*Kristin Betlej, Campus Minister

*Perry Myren, HS Athletic Director

*Laurie Zukaitas, Jr./Sr. English/AP English

*Kathy Long, School Counselor Admin Assistant

*Kristi Herbenson, HS Counselor

- ii. Immaculate Conception presented by Renee Cassidy

- 1. Keri Brugge, Second Grade
- 2. Alyssa Morgan, Fourth Grade
- 3. Sherry Lesczykowski, Fifth Grade
- 4. Jeremy Hardy, Computers

- iii. St. James presented by Kelly K. Mechelke

- 1. Leah Schwabe, First Grade
- 2. Beth Borst, Second Grade
- 3. Jaimee Rosene, Third Grade
- 4. Emily Rigg, Fifth Grade
- 5. Jeremy Hardy, Computers

- iv. St. Mary's presented by Carisa Smiskey

- 1. Sally Bartig, Administrative Assistant
- 2. Mera Hoeschen, Physical Education
- 3. Jeremy Hardy, Computers

- V: Central Office and Key Points presented by Mark Gobler

- 1. Jen Eager, HR Generalist, split with McDonnell, 16 hrs each
- 2. HS Anatomy is CVTC-instructed for dual credit
- 3. Rebecca Bunkelman has virtual classroom experience
- 4. Jeff Walk, Band Teacher, accepted position at Mondovi, Paul Pedersen interviewing candidates on Friday

VI. New Business

- a. Senior Exit Interviews presented by Mark Gobler on behalf of Paul Pedersen
 - i. Results of Senior Exit Interviews were distributed
 - ii. Rev. Derek Sakowski commented to the results being quite positive and requests they be shared with staff as a showing of gratitude
 - iii. Patty Usher expressed interest in seeing the survey be more tailored to Regis including a clear profile of the student path i.e. RCS entrance year, K-12 RCS student, etc
 - iv. Becky Alexander inquired as to how the survey results transfer to the Rambler Report to which Mark Gobler responded that Meghan Kulig will follow through with that
 - v. Linda Marx suggested a correlation between the religion/faith portion of the survey and the results of the religious assessments for this class
 - vi. Patty Usher posed the question of how the survey was administered to which Mark Gobler responded that Meghan Kulig came into the school and worked with students to complete the survey online

- b. Diocesan Administrators Meeting presented by Mark Gobler and Administrators
 - i. Diocesan adoption of the New Teacher Evaluation program that Regis piloted last three years
 - ii. RCS Administrators, Renee Cassidy, Kelly K. Mechelke, and Paul Pedersen shared their experiences with other Administrators
 - iii. Health Insurance discussion resulted in a request for more competitive bidding
 - iv. Diocesan report discussion resulted in questioning the deadline for the report
 - v. Administrators thought this a good time to address the Commission regarding Staff Development
 - 1. Language Arts Curriculum, August 23
 - 2. Best Practices for Grading and Assessment, August 29
 - 3. Webpages, August 30
 - 4. Mark Gobler added that a speaker from Creighton will be presenting to Staff at the January 23 Staff Development and will also be the speaker for the Open Forum that evening (Open Forums for 16/17 are November 14 and January 23)
- c. Virtual Blended Outreach presented by Mark Gobler on behalf of Paul Pedersen
 - i. Our Lady of the Lakes in Ashland, not at this time
 - ii. Waumundee by Independence
 - iii. St. Francis Solanus outside of Hayward
 - iv. Odysseyware support for specific classes at other Catholic schools
 - v. Future of Virtual/Blended programs
- d. All Class Reunion presented by Mark Gobler
 - i. 65th Graduating class of Regis
 - ii. Includes talent show, golf outing, fish boil, chicken dinner, rooms set up by decades, captain's registration; organizers are Scott Alexander and Jim Gobler
- e. Scrip Update presented by Mark Gobler
 - i. Scrip is back at Central Office, most feedback shows this is favored
 - ii. Christmas Season: extending hours to Saturdays
 - iii. Security: Tru-Lock is updating security to safeguard Scrip
- f. Advancement Conference presented by Mark Gobler
 - i. Mark Gobler acknowledged Bill Uelmen's successful work after comparison at conference, RCS on par because of Bill's work
 - ii. Notre Dame experience similar to a pilgrimage

VII. RCS Administration Reports

- a. RMS/RHS presented by Paul Pedersen via handout attached to the end of this document
- b. Immaculate Conception presented by Renee Cassidy
 - i. Four classrooms of KG and 1st grade: asbestos removal and new polymer flooring
 - ii. WFV monies: 14 laptops, 20 iPads, LED lights, new laminator, 4 new rugs, 2 document cameras
 - iii. Eight new faucets, new playground chips, gym floor sealed, exterior doors painted inside and out
 - iv. Nancy Lynch, Librarian, will teach the 5th grade Religion
 - v. Parent Night
- c. St. Mary's presented by Carisa Smiskey
 - i. All classrooms have now been painted in the rotation
 - ii. New desks and chairs in 4th and 5th grade classrooms
 - iii. Parent Night
 - iv. Bequest made possible an iPad cart for the library
- d. St. James presented by Kelly K. Mechelke
 - i. Parent Night
 - ii. Automatic faucets installed by the Parish
 - iii. New sand in the spring of 2016, wood chips in the fall of 2016

- iv. 6 iPads via Ann Marie Grant
- v. New desks in 4th and 5th grade classrooms as well as a few in 3rd grade
- vi. School Counselor moved into an upstairs office, sharing with Pupil Services Director, Pam Foegen
- e. RCDC/GCDC presented by Mark Gobler on behalf of Gayle Flaig
 - i. Gayle Flaig is in LaCrosse for Safe Environment Training
 - ii. Child Development Centers are fully staffed
 - iii. Potential for another development center

Items not on Agenda:

Strategic Plan presented by Mark Gobler with handout distributed

Linda Marx expressed concern regarding the level of technology being introduced to our students

Kelly K. Mechelke responded that technology is an enhancement tool for teaching but technology is not the teacher

Rev. Derek Sakowski added that Teaching and Learning Committee needs to focus on this balance

Mark Gobler added that staff uses technology in smart ways

Kelly K. Mechelke added that Sydney Alexander's piano lessons, RCS band program instill focus and brain development that is complementary to technology

Closing and Adjournment at 6:26 p.m. by Very Rev. Don Meuret

Regis High School/Middle School Report –

Middle and High School Building: It was a typically busy summer on the Regis Campus. The 'dungeon' (fallout shelter) continued to be organized. The dusty blinds in all classrooms were cleaned. Main doors to several entrances and canopy were repainted. Many classrooms were touched up with new texture and paint. New lights and a dropped ceiling were put on the first floor. Many of different offices were moved – specifically, Fr. Guanella's office is now on the first floor and is shared with Kristin Betlej the campus minister. The HS guidance counselor is now in the same hall as the MS guidance counselor and will share an administrative assistant. Viterbo held four weeks of courses in room 107. The gym hosted 3 weeks of Regis athletic camps and was made available to Altoona basketball teams as their building was not available. Lockers on the first floor are still being installed.

Faith / Religion / Retreats: We have two new religion teachers in the high school. One will teach 11th grade and another will teach 12th grade. Regis has a new campus minister, Kristin Betlej. Her office will be shared with Fr. Guanella and now located on the first floor. Retreats for the seniors and juniors have already been scheduled and will be conducted by Net Ministries. Dates for the sophomore, freshman and middle school classes will be set when Fr. Guanella is back. The new Faith Counsel Booster Group has continued to move forward. There is much interest in this group's endeavors and future. A Regis/Religious Education Retreat Opportunity has been put into place with the coordination of Kristen Betlej.

Academic Subjects: CVTC instructor will be used to teach Anatomy. We just hired a new physics instructor this week. We are interviewing for the band position on Friday. Personal finance and Economics will again be delivered only by Oddyseware or through Distance Learning. Looking to the future - finding certain types of teachers will continue to be very difficult – especially in HS math, HS science, foreign languages, etc.

In Progress: Communicating with ECPD to Update Crisis Plan. Have Communicated with ECPD for a K9 Sniff – Date: TBD

2016-2017 School Year Focus – Area's to Address/Improve Upon

Staff Level Goals: Communicated to Staff at the First Teacher In-Service of the School Year

- 1) Professional Responsibilities – Grading Procedures, Skyward Entries, Building Responsibilities, Best Practices
- 2) Staff to Maintain a Regis Catholic Schools Page for Current Unit Objectives/Goals.
- 3) Support Regis Catholic Schools and Eau Claire Deanery of Parishes.
- 4) Communicate with Students and Parents Proactively. Foster Positive Relationships With Students and Families. See the 1969 faculty handbook exert below:

1. Public relations:

a. Every faculty member should be an agent for good Public relations. No one is in a better position to interpret the school's goals and problems for public airing. The school's image reflects the attitudes of the faculty.

b. It is most important that each faculty member make every effort to understand the problems, difficulties and joys of other members. Freely sharing and cooperative efforts are most beneficial. A teacher should take every precaution to uphold fellow faculty members in front of students and all classroom situations. One goal is a common one.

c. The relationship between a high school faculty member and a student should always be a professional relationship. We need have special concern for the moral, spiritual and emotional welfare of the child. More help is given them through the identification process than through intimate friendships, which tend to impair effectiveness in dealing with entire groups and dangers an objective means of dealing fairly. Every effort to uphold a student's good name is important. Their weaknesses and failings have no place in the Free "jam" sessions--serious harm may be done to their reputation!

- 5) Seek and Request In-Service/Workshops/Professional Development Days that will support improved instruction leading to student achievement measurable by current standardized assessments. IOWA / ACT

Student Level Goals: Communicated to Students at an Assembly During the Second Week of the School Year

- 1) Grow your faith, develop a deeper relationship with Jesus Christ and be active in your parish.
- 2) Maintain the Integrity of the Classroom. Ensure the Learning of One's Self and Others. Protect the Value of All Student Work.
- 3) Improve Awareness and Accountability of Students Social Media and Digital Usage. The Use of Social Media or Other Electronic Formats which Result in Another Student's Hurt, Discomfort, or Being at 'Odds' with Other Students regardless if Posts/Digital Communication is done inside or outside of the school year or school hours of the week is an 'every student' responsibility.
- 4) Use School Support Services for Counseling, Planning Future Course Selection, Career Path Choices, and help with Post Graduate Endeavors (for Seniors).
- 5) Advocate for the Dignity of One's Self and that of Others.