

**Regis Catholic Schools
Education Commission Meeting Minutes
Thursday, September 17, 2015
Regis Room 107, 5:00pm**

Present:

Becky Alexander	Meghan Kulig	Rev. Derek Sakowski
Renee Cassidy	Linda Marx	Tanya Schmitz
Mark Gobler	Kelly K. Mechelke	Reid Sollberger
Rev. Alan Guanella	Very Rev. Don Meuret	Rev. George Thayikuzhithottu
Rev. Paul Hoffman	Rev. Dan Oudenhoven	Patty Usher
Rev. Tom Krieg	Paul Pedersen	

Absent:

Gayle Flaig	Val Knobloch	Carisa Smiskey
Teresa Johnson	Pat Lange	Bill Uelmen

Minutes: Tanya Schmitz

I. Opening

Call to Order: Patty Usher

Opening Prayer: Rev. Alan Guanella

August Minutes: Accepted

II. Restructure the Standing Committees presented by Patty Usher

a. Current Committees:

- i. School Life
- ii. Governance
- iii. Catholic Identity
- iv. Teaching and Learning
- v. Executive

b. Catholic Identity is an active Committee and will continue as such; Becky Alexander presented the following in regards to the Catholic Identity Committee:

- i. Committee Meeting included Rev. Alan Guanella, Rev. Derek Sakowski, Paul Pedersen, Jan Wolfe, Tom Falbo, Marianne Callaghan
 1. Pro-life Club and Life Chain in October
 2. Hallway TVs used to deliver message and promote school
 3. Campus Minister not yet hired
 4. 10-12 students going to PA for the Pope's Visit
 5. Religious Vocations display being updated
 6. No Choice students have opted out of Religion classes
 7. Consideration for starting a speaker fund
 8. CSW and Winter Carnival will not overlap this year

c. Mark Gobler recommends each member of Leadership in the buildings drive a Committee

VERY REV. DON MEURET, DEAN, leaving as of 5:13pm

REV. DEREK SAKOWSKI acting as DEAN from this point forward:

- d. Renee Cassidy agrees that each school leader take one area, she will take Governance
- e. Rev. Alan Guanella advised Governance should be revising policy, handbooks, etc. not advancement; commented that Executive Committee should be saved for by-laws and advancement strategies
- f. Rev. Alan Guanella added that School Life includes: Alumni Relations, Booster Club, Town Hall Meetings, etc

- g. Patty Usher asked if Meghan Kulig could support School Life due to her overlap with the Heads of the above listed departments: Alumni, Booster, etc
- h. Rev. Alan Guanella feels that School Life Committee meetings should be mandatory for those people holding Head positions within above listed departments: Alumni, Booster, etc
- i. Kelly K. Mechelke advised the need for policies and procedures for overall Curriculum implementation before Teaching and Learning Committee can gain traction
- j. Rev. Derek Sakowski stressed that the idea of having these Committees is for the people in them to take ownership of their respective Committee and give people a place to voice their concerns; also requested that building Heads who take the lead in these Committees facilitate meetings of those who are key players relevant to the respective Committee
- k. Rev. Derek Sakowski would consider joining Teaching and Learning Committee at Kelly K. Mechelke's request
- l. Rev. Dan Oudenhoven would take Catholic Identity for Rev. Derek Sakowski if he switched Committees
- m. The following is only tentative with a follow-up meeting between Mark Gobler, Patty Usher, and Meghan Kulig to make adjustments and finalize:
 - i. School Life: Paul Pedersen, Meghan Kulig, Pat Lange, Alumni Relations Head, Booster Club Heads
 - ii. Governance: Mark Gobler, Renee Cassidy, Patty Usher
 - iii. Catholic Identity: Rev. Dan Oudenhoven, Becky Alexander, Linda Marx
 - iv. Teaching and Learning: Rev. Derek Sakowski, Kelly K. Mechelke, Val Knobloch, Reid Sollberger, High School Guidance Counselor Position
 - v. Executive: Mark Gobler

III. Choice Update presented by Mark Gobler

- a. Increase from 65 to 134 students, address verification still needed but they are coming in
- b. Teresa Johnson and Mark Gobler had a webinar last week that mostly regarded testing
 - i. No WKCE or Badger Testing
 - ii. Replaced with Wisconsin Forward for 3rd-8th Grades, less expensive exam
 - iii. DPI thinks it will be affordable even for non-Choice students to take
 - iv. ITBS still set for this year
 - v. ACT Aspire 9th and 10th Grades
 - vi. ACT 11th Grade
 - vii. 16/17 NEW Requirement: all students in Wisconsin required to pass Civics exam
 - 1. Can be done anytime throughout the year
 - 2. Government class in Junior year
 - viii. Mark Gobler anticipates the Choice program amounts to be just over \$7200 for K-8 Choice student and just over \$7800 for High School Choice students

IV. Moving Baccalaureate Mass to Rotating Parishes slated to be presented by Very Rev. Don Meuret: Tabled for next Commission meeting

V. Controller Status/Ideas presented by Mark Gobler

- a. Laura Talley and Rick Lambrecht involved in feedback for this process
- b. Feedback ultimately was a Head Accountant is needed for RCS
- c. Denise Boos was 70% Human Resources while sitting in the Controller position: perhaps someone will be hired to fill Human Resources, this may be outsourced
- d. Laura Talley has a line on a prospect and Mark Gobler is meeting with that person soon
- e. Mark Gobler complimented Mark Wacek's and Vicki Sanders' work during this time

VI. Communications Update presented by Meghan Kulig

- a. Branding guidelines are not up to date with the new Rambler
 - i. Rev. Alan Guanella recommends branding guidelines
 - ii. Meghan Kulig working with Tracy Yengo to channel all Athletic Department/Booster Club items through Meghan Kulig for approval before materials/apparel is ordered

- iii. Meghan Kulig commented that the propriety in message and logo consistency are important
- iv. Paul Pedersen says notifying print shops that approval by key people prior to processing order would be another avenue to deter unapproved materials and Mark Gobler agreed this should happen
- b. Updating school closings and delays processes
- c. Sharp Photo to go into classrooms, mass, etc to obtain images for new marketing materials
- d. Don Byrne with Post House aiding in a commercial and web video
- e. Freshening items for enrollment period
- f. Kindergarten Previews and other events: dates are in place so early marketing can happen
- g. Expo in October that will kick off enrollment marketing
- h. Letterhead updating all kinds: RCS, school-specific, Foundation, etc
 - i. Letterhead adjustments were accepted as Meghan Kulig proposed with one adjustment: Rev. Alan Guanella asking that the tagline font be a little smaller
- i. Birthday (ages 1-4) and baptismal cards are being freshened
- j. Rambler Report set for distribution mid-November before Thanksgiving

VII. Change In/Delivery of Curriculum presented by Paul Pedersen

- a. Typical school year starts in April with a Matrix being created by the High School Guidance Counselor
- b. Students picking classes in May
- c. 90% of students have their schedule in June
- d. With Terry Allen's departure as well as some late resignations, decisions in class offerings had to be made in a time-forced manner and did not go through Commission; Paul Pederson offers an apology to the Commission for such measures
- e. These measures included a change in the way some classes were delivered including the use of Odysseyware for some Business classes; these classes are supervised in the library
- f. Paul Pedersen introduced the classes the first day to create transparency of what the class would entail in its new method of delivery and technology issues were resolved in short order
- g. Kelly K. Mechelke affirmed this occurrence as an example of why policies and procedures need to be in place for Curriculum implementation adding that a hierarchy or an organizational chart for these decisions would be ideal
- h. Kelly K. Mechelke advised that the High School Guidance Counselor be a part of the Teaching and Learning Committee due to the involvement of that position in the Matrix of Scheduling and Curriculum
- i. Mark Gobler stated that he was part of this decision-making and that teacher shortages are global
- j. Patty Usher asserted that RCS salaries are not competitive
- k. Rev. Derek Sakowski wanted confirmation that only two people made this decision and asked how pastors, parishioners, and parents have a say in this so not only administrators are making all decisions
- l. Patty Usher inserted that this is where Strategic Planning comes in so that 1-year, 3-year, 5-year visions are in place; added that maybe a few bigger meetings are needed to work this out and that the Teaching and Learning Committee must pursue this
- m. Rev. Derek Sakowski wants communication on these issues sooner
- n. Rev. Tom Krieg complimented Paul Pederson on doing what he could do given the circumstances at the moment

VIII. New Bus/Regis Entrance Project presented by Mark Gobler

- a. New bus coming whose funding was split three ways between RCS, Booster Clubs, and Foundation
- b. All the entrance overhangs need to be replaced due to structural issues and the hope is to accomplish this before snow comes

IX. Blended School presented by Paul Pedersen

- a. Two students from Ashland utilizing Google Hangouts and Odysseyware
- b. Few technology hiccups worked out in short order
- c. German through Wisconsin Virtual
- d. Presents a realistic way to educate and creates genuine excitement

- e. Background for this now in place will allow more blended students in different locations to be added
- f. Paul Pedersen traveling to Diocese of Superior to visit these students, meet the Superintendent of Superior Diocese, and attend a school board meeting
- g. Blended school to be reviewed by the Teaching and Learning Committee along with the Finance Committee
- h. Rev. Derek Sakowski laid out the need for proper job descriptions and people in place expressing his concern that many teachers are doing items outside their descriptions and having an extended day
- i. Mark Gobler assured that proper channels would be followed for these faculty members who overlap into blended school via teaching and technology support

X. Non-Sibi Preview presented by Mark Gobler

- a. Mark Gobler reminded the Commission that Non-Sibi is taking place this weekend
- b. Meghan Kulig added that they are expecting a big turnout

XI. Parent Meeting Date Ideas presented by Mark Gobler

- a. Tentative date of Monday, November 16 for the first parent meeting
- b. Considering a picnic in winter theme for February parent meeting along with a lightly-structured open forum

XII. RCS Administration Reports

- a. Immaculate Conception presented by Renee Cassidy
 - i. Monday's staff development to detail Danielson Framework
 - ii. Pro-grow: pick a domain to work on or perhaps Administration to encourage a particular domain for a particular staff member
 - iii. New teacher evaluation process is in place
 - iv. Kindness in Chalk is Friday, October 9
 - 1. Anti-bullying campaign highlighted using kindness messages in chalk
 - v. Pope's visit creating excitement at school
 - vi. IC School will have a table at the October 3 & 4 Ministry Fair at IC
- b. St. James and St. Mary's presented by Kelly K. Mechelke
 - i. Kindness in Chalk is taking place at both St. James and St. Mary's on the same day as IC
 - ii. Playground at St. Mary's; enrollment was expected to be down but the addition of the playground has bolstered enrollment back to the levels of last year
 - iii. Enrollments
 - 1. St. James: 109 elementary and 30 preschool
 - 2. St. Mary's: 122 elementary and 31 preschool
- c. Regis presented by Paul Pedersen
 - i. Utilizing Deans as Mentors for new teachings temporarily until assigned to a veteran teacher
 - ii. German trip this year: upcoming teacher meeting with parents on this topic
 - iii. TV's in halls are wonderful for announcements; would like to add evening events to the TV, a Saint of the Day, short prayer, etc.
 - iv. Dress code implementation has been received well with the process of dress code infraction notification going smoothly
 - v. Child Development Centers: Gayle Flaig absent due to Safe Environment Committee meeting with the Diocese

XIII. Miscellaneous Items

- a. Mark Gobler distributed 15/16 Strategic Plan
 - i. Rev. Derek Sakowski wants to know how it is assessed as to whether the objectives are met and inquired if there is pastoral feedback on this
 - ii. Patty Usher asks that the framework be well-reviewed
 - iii. Meghan Kulig feels the item distributed is a draft and not the final copy; she will distribute final once confirmed

b. Handouts

- i. 2015/2016 RCS Education Commission Members distributed by Mark Gobler
- ii. Diocese of La Crosse Individual Professional Growth Plan distributed by Renee Cassidy
- iii. Charlotte Danielson's Framework for Teaching distributed by Renee Cassidy
- iv. 2015/2016 Strategic Plan Framework distributed by Mark Gobler

Closing Prayer and Adjournment at 6:40pm by Rev. Dan Oudenhoven