



Providence Catholic School Education Committee
January Meeting Minutes
Meeting Held on January 28th, 2010
7:00 PM @ West Campus

Attendance:

Todd Meyers, Eric Holmes, Steve Reiter, Roy Christensen, Mary Sue Lux, Ray Gromacki, Scott Berzin, Sister KD, Donna Stevens, Ryan Buchberger

Absent:

Father Don Thimm, Lori Weis, Ruth Danner

Guests:

Marie Frederick, Aaron & Beth Frederick

The meeting was called to order at 7:03pm by Todd Meyers
The opening prayer was led by Sister KD

Pastor Comments

None, no pastor present

Guest: Aaron & Beth Frederick – Request for Reimbursement

Aaron & Beth requested that fees deducted from their tuition reimbursement be reimbursed.

Team Reports

- Home & School
 - Calendar raffle sales: roughly 920 calendars were sold on a target of 1200
- Athletics update (Ryan Buchberger)
 - The boy's basketball "C" team took first in the St. Alphonsus tournament.
 - The Providence boy's basketball tournament will be held January 29th thru 31st at Paris Grade School. We have ten teams registered to participate.
 - Girl's basketball tournament, only four girls signed up. St. Alphonsus offered a team merger; the archdiocese will be asked if this is possible.

The Athletics department is selling discount cards for area businesses; cards are \$10 each and we keep 50% of the card sales revenue. This was communicated to our families in the Friday folder.
- Technology update (Ryan Buchberger)
 - A Technology committee meeting was held on January 27th.
 - Both campuses' computers are up to date and the focus now is on getting both on the same domain.
 - Ryan thanked Jim Kayler for donating the new door at the daycare.
 - The new ProCare software at the daycare will only hold information for 60 families and we currently exceed 70 families. ProCare will be approached about adding additional functionality.

Old Business

- Daycare Agreement with SJB (In Lori's absence Sister KD updated the committee)
 - Lori Weis has been in communication with Sister KD. All agreements are drafted and will be presented to Parish council at the next meeting
- New Member Update (Todd Meyers)
 - There were possibly two potential persons interested in being on the committee, Todd will contact them.
- Marketing update (Scott Berzin)
 - Kids expo at Burlington RV on February the 6th; we'll have a booth to advertise the school.
 - Catholic schools week is upon us and the flyers have mailed out.
 - Nancy Lauzon and Jean Ford are organizing a family mass and Karen Zirbel will ask parents to be readers.
 - Marie Frederick is working to get marketing help from Ken Dillon, Mary Mills, Karen Fleming and hopefully an East campus parent; the goal is to refocus our marketing efforts to better get the school's name out in the community.
 - Providence was omitted from the CSW ad in the Kenosha news, not sure why? We were included in the Racine paper's version. It was suggested we ask Kenosha news to print a correction.
- Service hours update (Mary Sue Lux)
 - Letters were mailed out to inform families of service levels.

CLOSED SESSION

- Principal Comments (Donna Zolinski-Stevens)
 - Email updates are now being sent to the parents and seem to be well received.
 - Event and student information is also being shared with the parishes to be included in the bulletin.
 - Substitute teacher list was thin; Donna did some interviews and has had an opportunity to expand that list. A recent substitute teacher was so impressed with our school she wrote a letter about the pleasurable day spent at our school.
 - The computer curriculum K-8 has been entirely revamped. A copy of the new curriculum was distributed at the meeting.
 - Donna asked "can we offer access to computer lab to the community for continuing education?" Concerns were: security, training, supervision, times of day, parishioners only, guest accounts created for PC access? The issue was tabled until these concerns can be addressed.
 - Donna researched two companies that specialize in tuition collection (Smart tuition and Facts). Costs average \$50 per family per year. Something to review for next year. <http://www.smarttuition.com> and www.factsmgt.com. It was stated that a common theme at new principal's meeting was difficulty in collecting tuition.

Old Business

- Review December 1st meeting minutes
 - Scott Berzin made a motion to accept the minutes with only minor changes and Eric Holmes seconded it. A vote was taken and the motion passed.
- Review Long Range Plan and Goals (Roy Christensen)
 - Ideas have been collected from staff and the Five Year Plan is being updated
- Discipline Policy Update (Roy Christensen)
 - An amended Discipline policy was presented and reviewed. A motion to approve the policy with minor changes was made by Steve Reiter and seconded by Mary Sue Lux. A vote was taken and the motion passed.

New Business

- Catholic Schools Week Update (Donna Zolinski-Stevens)
 - The book fair will be open all week
 - Stuff the bus will be going on again. Please give all you can.
- Budget / Salaries / Tuition Review (Steve Reiter)
 - Aaron & Beth Frederick's request for reimbursement was discussed. A motion was made by Eric Holmes and seconded by Ray Gromakci to reimburse the requested amount. A vote was taken and the motion passed.
 - The school budget was reviewed and ways to balance the budget were discussed.
- Calendar Review Next Year (Donna Zolinski-Stevens)
 - It was suggested that for alignment reasons, we wait for the public schools to set their calendars before we finalize ours.

Team Reports

- Signage (Roy Christensen)
 - Roy Christensen will work with Scott Berzin to get bingo signs out in the community.
- Supporting Parishes (Sister KD and Ruth Danner)
 - Items needing discussion were covered earlier in the meeting
- Community Comments
 - None

The meeting was adjourned by Todd Meyers at 9:52pm

Closing Prayer was lead by Sister KD.