

## **Joint School Committee Minutes**

**October 10, 2016**

**Present:** Ben Holzem, Jeff Bajczyk, Erin Heaton, Cindy Gaudion, Matt DeMarais, Pat Donahue, Barb Romanello and 5 members of St. Bruno's committee

**Absent:** Ed Brady, Paul Graff, Joe Siekierski, Fr. Chuck, Cindy Robinson

*Prayer and Introductions were made at beginning of meeting*

### **Old Business: New Role of Principal at both schools**

Mr. Holzem reported that his role as split principal is going well. The structure is in place with head teachers at both schools taking leadership roles when Mr. Holzem is not in building. Mr. Holzem conducts weekly staff meetings to update teachers and to work through any conflicts school is having. He is always available to contact when not present and will leave building of one school to address the needs of another when necessary. He puts out a weekly bulletin and calendar highlighting the scheduled events and activities. Teachers of both buildings have been signing up for a "Pre Observation" (15-20 minutes) in preparation for an "Announced Observation". Mr. Holzem is continuing to communicate with John Shanahan and sees this as a great mentoring opportunity and a significant resource to Mr. Holzem.

The Challenges of a split principal is that no school day ever happens twice and now he multiplies that by 2. Although the combined enrollment is not large it is more to his comfort of past experience. Discipline has not been different with him in the building or absent from the building.

The question arose about meeting with perspective families as John Shanahan did as Chief Recruiter to St. Paul. Mr. Holzem said he will continue in this same way. Mr. Holzem did say he has been putting together a marketing initiative with Mr. Milovic (employed at Marquette Marketing Division) and Mr. Drolet (the Drolets recently held a pumpkin roll and dinner for all 4K families). He is confident that we can retain at least 10 -15 students for the 5K program next year. Eventually St. Paul and St. Bruno will share marketing strategies and resources. Mr. Holzem

feels having more opportunities for socialization throughout grade levels also enhances the recruitment process. Another area in which Mr. Holzem is working on is the Hispanic ministry and the exposure to those families.

**New School Committee Members:** Welcome to Erin Heaton and Rick Drolet who have agreed to join St. Paul's committee. We will continue to recruit new people. Ideas of how to widen our search for volunteers were discussed. It seems the tapping on shoulder approach still works. A central email data base would be helpful, however St. Paul lacks this). If okayed by Fr. Chuck to have a sign up at weekend masses, Matt DeMarais would be able to tackle the compilation of names and emails. Soliciting names using 21<sup>st</sup> century technology would definitely be a plus.

**SOP:** Our standard operating procedure for each meeting will be a joint meeting at 7:00 where the host school sets the agenda and conducts the meeting. Then after completing this, the two schools will separate and discuss information that is only pertinent to the individual school.

**Grant Application:** A mix up was made in the process for getting money from the Catholic Community Foundation. This grant is given yearly to schools for tuition assistance and is roughly \$10,000. At this time St. Paul is unsure if deadline was reached. Mr. Holzem agreed to have his name as contact person from now on to avoid any miss communication. St. Bruno did make deadline and is hoping to receive money.

**Principal's Report:** Soles Walk is this Saturday October 15. A bus will pick up St. Bruno families at 7:30 A.M. and arrive at St. Paul to load families and depart by 8:30 A.M. to Mount Mary. Walk begins at 10:00 and all St. Bruno and St. Paul's walkers will meet at the Deanery 5 area. St. Paul shirts have arrived and Peggy Smith will hand them out on Tuesday, October 11.

On October 29 from 11:30 – 3:30 St. Paul Home and School will host a "Trunk and Treat" event. Students will be able to go from car to car and trick or treat. Home and School will have bouncy houses and a hot dog lunch on site. All are welcome to attend and RSVP is due to office by October 21.

St. Paul Student Council will be having a “Penny Challenge” starting October 17 for Peru and the Layette ministries.

On October 26, St. Bruno will have a Town Hall Meeting from 6:00-7:00 and Mr. Holzem will have St. Paul’s Town Hall Meeting on November 1. The meetings will discuss the status of the school year.

A big thank you goes out to Mr. Drolet for hosting the 4K evening at his home. Approximately 64 people were in attendance.

In accordance with the School Choice Program, schools need 2 open meeting dates at their schools. St. Paul’s meetings will be held on February 13 and May 8; while St. Bruno’s meetings will be held on January 9 and April 3.

Home and School will have their first joint meeting between St. Paul and St. Bruno on Wednesday, October 12.

On October 10, St. Paul’s Middle School classes met with Catholic Memorial Ambassadors to discuss what CMH has to offer for high school. This is a yearly presentation at St. Paul.

3K-Grade 1 are taking a field trip to the Pumpkin Farm on October 27.

**St. Bruno’s Report:** Soles Walk – same info as St. Paul

Middle School religious retreat (put on by Amy Golden). Mr. Holzem suggested we have a joint Lock-in including attending mass.

Recruiting help to promote the Hispanic Ministry with Betty as lead.

Vendor Fair

Chip Shop Fundraiser in November

Harvest Dance October 22

Ben acknowledges that he intends to meet with as many parents and families as he can in both school communities. Target’s Grant has been applied to for the joint field trip to Madison for 4<sup>th</sup> graders.

St. Bruno's duty schedule changed to accommodate lunch room supervision.

**Security** and safety are priorities in both schools. Fire drills have happened at both schools reporting great time in exiting the buildings. Mr. Holzem and others will be going through and obtaining a comprehensive review of both buildings.

The Archdiocese has a clear chain of command to assist the principals with grievance situations. St. Paul has this published in the handbook.

### **Individual Meeting for St. Paul**

#### **Committee Reports:**

**Grants** – Nothing to report

**Building and Grounds:** Paving looks nice. Leaders are looking into security issues.

**Technology:** Matt DeMarais reported that he compiled a list of items to deal with on the website. He will share that list with Mr. Holzem, Ms. Kramer, and Ms. Romanello. The 3 will decide how to move forward.

**Marketing:** As already stated, Mr. Holzem is developing a Marketing nucleus to review previous strategies and materials and to devise a plan on how to move forward. More information to follow as this nucleus meets.

**Our next meeting to be held at St. Bruno's on November 14.**

**Respectfully,**

**Barb Romanello**