

St. Susanna School Commission  
July 20, 2017  
Parish Center East

Attendees: Fr. Glenn O'Connor, Michele Tillery, Joe Sandifer, Jennifer Andres, Mike Bedel, Lori Olejnik, Art Laker, P.J. Orlando, Clark Griffin, Al Chlupacek, Christine Bender, Edie MacLaughlin, Lisa Arickx. Absent: Kelly Foster and Jenny Shayotovich

The minutes from the prior meeting on June 26, 2017 were previously approved via e-mail.

Meeting opened at 7:00 p.m. Fr. Glenn opened with prayer. Attendance taken by Mike Bedel

Joe Sandifer welcomed everybody to the meeting. All members in attendance introduced themselves.

Jen Andres proposed a slate of officers – Jen Andres as President, Mike Bedel as Vice-President and Al Chlupacek as Secretary. PJ Orlando moved to approve and Al Chlupacek seconded. It passed unanimously.

Michele Tillery presented her principal's report in a written form. Discussion followed on the following topics:

- Updates to staffing
- Updates to enrollment were shared
- Eat 'n' Greet is August 5
- Back to School night is August 16 – all grades

Fr. Glenn distributed a draft of the communication to be sent to the parish and school about the strategic plan. This will be mailed to all parish and school families.

Committees of the School Commission were discussed. Some chairs for committees were assigned as follows. Members not yet assigned were asked to contemplate where they will best serve:

- Executive Committee – **Jen Andres**
- Committee on Commission Members – **PJ Orlando**
- Policy and Planning
  - Mission Effectiveness Sub-Committee
  - Strategic Plan Sub-Committee
- Facilities Committee
- Finance Committee – **Mike Bedel**
- Fund Development Committee
- Educational Advancement Committee – **Lisa Arickx**
- Marketing Committee – **Kelly Foster**
  - Enrollment Sub-Committee
- Internal Communication Committee
- Middle School Committee – **Edie MacLaughlin**
- Service and Outreach Committee

A strategic plan presentation will take place between 9:00 AM and 11:30 AM mass on August 13.

Jen Andres thanked Joe Sandifer for his service to the School Commission and announced that Joe Sandifer will stay on the commission one more year in an ex-officio role as past-president.

The assigned NCEA topic was discussed.

#### Action Items

- Commission training is September 12, 6:30-8:30 at the Catholic Center downtown for new members
- School Accreditation Visit is September 14, School Commission Members are encouraged to attend/be present
- The school commission retreat will be held July 29 from 9:00 a.m. – 12:30 p.m.
- E-mail your choices for committee chairs to Jen Andres, she will send a list of open committees
- Finance committee will construct a 3-5 year forecast

Next Meeting August 17, 2017

Fr. Glenn led a closing prayer.

Meeting was adjourned at 8:45 PM. Commission Only Session began and Michele Tillery and Joe Sandifer left the meeting.