

St. Susanna School Commission
August 17, 2017
Parish Center East

Attendees: 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, Kelly Foster, Lori Olejnik, and Jenny Shayotovich
Absent: Fr. Glenn O'Connor and Joe Sandifer

The minutes from the prior meeting on July 20, 2017 were previously approved via e-mail.

Meeting opened at 7:00 p.m. Jen Andres opened with prayer. Attendance taken by Al Chlupacek.

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

- Eat N Greet – Good success. Dinner a little late for little kids but was after mass.
- Back to School Night – Leader in Me presented.
- Sign in Procedure – Updated to be more welcoming.
- Strategic Plan – Communicated major points at Back to School Night. Leader in Me received several comments and one challenge. Email to be sent out tomorrow to parents on this. Religion will be tied into this. Teachers have started using the language.
- Eclipse – Safe glasses purchased through Thousand Oaks Optical. Grades 3-8 only view. Younger grades will view online.
- School accreditation – Sept. 14. School commission will be asked to volunteer.
- EDM – New director. Much calmer atmosphere. Hired two people to assist. Discussed how EDM from 330 – 345 is in limbo due to fast pick up. Kids sit long time. Things don't really get started until 420. Things will improve by 15-20 minutes if we start EDM by 330. Good discussion. Agreed a 5 minute grace period should be used.
- Parent shared that 7th grader is doing well in Plainfield. Nice selling point on school. We prepare kids for school. Discussed on how to retain and not let people think they are at a disadvantage.
- HANM: Special Presentation will be done on Sept. 27. 4 presentations for the school. West deanery middle schools to be invited. No cost to the school. Family presentation at 630 pm.
- How do people hear about us?: Families at church, those who know families at school, website, driving by. Not much on social media.

Financial Review – Mike Bedel

Strategic Plan Presentation – Jen Andres/Jenny Shayotovich

- Light attendance
- Did get out sign ups for committees
- Fr. Glenn spoke
- Michele spoke as well.

Previous Actions

Mike work in on 3-5 yr financial forecast
Commission training Sep 12. Just show up

New Business

President Items

- Attended parish council. Need to keep them updated of what we are doing. Discussed possibility of them having someone attend.
- Thanks for people volunteering for committees. Need to continue to fill them. Need to ask teachers for what they are interested. Need their input.
- Committee Update – Will go around for any updates.
 - Lori voiced concern with her committee. Grant writing and fundraisers. Need to get help from committee members. Ask for what people would be good to be involved. Get with Jen if any help is needed.
 - Jenny Shayotovich needs help. Tom Stader said he will help.
 - Clark Griffin – Spirituality. He asked about Sr. Merrita. She organizes all school masses.
 - Kelly talked about marketing committee and getting kids involved at masses to increase visibility

Stewardship Fair

- Michele and Edie will attend 530 pm mass.
- Attend if you can.
- Committee lists will be there.

OCE Training

- Good training
- Carpool if necessary

NCEA Topics

- We are doing well here. Good strategic plan.

Action Items

Fill committees with members - Everyone

Michele Tillery – Ask teachers for committee participation

Jen Andres – Report back on stewardship fair

Mike Bedel – 3-5 yr financial forecast. A few months out.

Closing Remarks – Jen Andres. Said thanks for everyone helping.