

St. Susanna School Commission  
October 12, 2017  
Parish Center West

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

The minutes from the prior meeting on September 21, 2017 were previously approved via e-mail.

Meeting opened at 7:00 p.m. Fr. Glenn 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:

- Hard As Nails – Good feedback from kids
- Jamboree – Final numbers are not in yet. In the positive. Fun event. Very organized. Less tickets sold. A plan is being drafted. Plan to have a feedback/followup meeting.
- Friends and Family Day – Positive feedback. A little long at times. Chick-Fil-A lunch went well. Music program went well. Book fair in better location. Recommended having the music program in the church. Discussed video recording the program too.
- Cardinal Ritter Preview Night – No one showed.
- Letter Grade – Received a B. Looking forward, how do we improve? Students identified for support DNP ISTEP/ 25% or below on STAR. 35% - 26% on watch. Small group inclusion, with some individual work. Monitoring progress with class tests, work and STAR (monthly). Suggested to focus on the 50% or below. However, manpower is an issue. Try do small group and differentiation in the classroom. Assistants not being there has had an effect. Showed software and additional support to help kids. Ask teachers to reissue passwords and software suggestions and any kids that need help.
- Math license – Mr. Vachon approved for temporary license (1 year); taking Praxis in November to add MS math. Sr. Merrita beginning classes to add MS math to license (has elementary license).
- Bradford Woods – Follow up with staff; overall valuable experience. Too long – 1 overnight (6-8); 5<sup>th</sup> grade one day; less down-time. More explicit student prep (especially behavior) and chaperone expectations prior to trip.
- 1<sup>st</sup> Q reviews on teachers new to building. Ongoing meetings with each to mentor/coach, as needed. Will do end of semester reviews on all teachers.
- Nurse/Reception Position: Now open at this time. Principal is working to fill position.
- Accreditation review tomorrow to staff.
- Coaching visit for leader in me this week.

#### Previous Actions

- Get names to Christine for MS open house – Michele
  - She received them. Have already started to reach out some. Also, advertising via social media and hardcopies. Panel of parents and kids. 3 weeks out. Definitely have alumni there. Reach out to St. Thomas Moore and Mary Queen of Peace. Word of mouth. Announce at mass. Send a letter/card. Service hours and dress down days as incentive.

- Help Fund Committee (Lori) with corporate match – Al
  - Good discussion. Need to reach out to parents. Need to have a follow up with Lilly school parents and parishioners without kids at school. Also, need to see if other companies do something similar.
- Committee names to Art/Jenny – Jen
  - Glenda Roundtree would like to participate in policy and planning committee.
- General committee updates – Everyone
  - Lori - Discussed bingo, can you spare a dollar, annual fund, and other fund raising
  - Christine- More middle school discussion
  - Kelly – Ideas on service such as library shelving. Ask kids to serve

#### New Business

##### President Items

- Parish Council meeting report
  - They were happy on the middle school goals.
  - Art toured the school. Recommended that others in commission to do the same.
  - Jeff McQueen volunteered for marketing committee.
- Inviting Teachers to Meeting
  - Good idea to get teachers
- Michele to give a report on how we are meeting standards.

##### NCEA Topics

- An excellent Catholic school develops and maintains a facilities, equipment, and technology management plan designed to continuously support the implementation of the educational mission of the school.

##### Action Items

Prepare for MS open house - Christine

Discuss how school is meeting standards - Michele

Committees to have action plan November mtg– Committee Leaders

Committee Assessments December mtg - Committee Leaders

Promote Veterans Program - Michele

Closing Remarks – Fr. Glenn ended in prayer.