

St. Matthew School Commission
Meeting Minutes
November 10, 2010

Attendees: Caryl Houghton, Marty Erlenbaugh, Judy Good, Mark Tarowsky, Juleen White, Pat Sorensen, Andrea Cotton, Craig Wetli, Mary Marsh, Katrina Dittmer, Nancy Watt, Gayle Kaster, Father Paul, Pam Frank

The meeting was called to order by Caryl Houghton.

Opening prayer was given by Juleen White.

Principal Report:

On the topic of bullying: Better communication with parents needed. Many were not aware that leadership shirts were taken away. Principal Advisory Committee to look at discipline policy. PAC along with School Commission, can set policies, but needs to be monitored/enforced by staff. Reestablish Climate Committee, with Andrea Cotton sitting in as School Commission representative. Climate Committee to ensure ideas are being implemented. Some initial suggestions: mailboxes, to ensure anonymity, to be located in classrooms and cafe, high 5's need to be consistent throughout school, affirm positive behaviors, middle schoolers partnered with lower grades (ambassadors)... some questions to address, 1)Can kids miss athletic events due to bad behavior (like they do for failing grades)? Right now it's up to the coaches and athletic director once they're notified. 2)What is the circle of people/parents who need to know of an incident and outcome? 3)Cyber bullying, if it impacts the school day, the school can get involved - add to policy.

Mrs. Clevenger has suggested Interactive Theatre for middle school and is trying to raise funds. Cost is \$1600. Some funds have been raised. Contact Finance Committee and check with PFA for donations. Email to parents to help fund(?)

The new math resource teacher started November 10th. Her name is Sherry Mini and she is a wonderful addition to our resource center.

New banner ordered but not in yet.

Technology Committee:

A decision was made not to pursue fund raising for technology at the gala. Looking into grant writing for raising funds.

Marketing Committee:

Committee was provided with a list of people to contact to replace current members rolling off committee.

The current committee members will stay through open house, which is scheduled for January 29th, the day after the gala. It will be held in the Guerin room. "Green bags" with SMS logo on them will be given to open house attendees to carry open house information folders inside along with a DQ freebie. Looking at other 'goodies' to include. Training sheet to be emailed to Marty from Kelly Englert. Question to be addressed for next open house: should we move open house to November?

Finance Committee:

Technology committee to submit proposal for funding.

Funding technology and specials campaign.

Parish Council: Strategic initiatives are to be assigned to specific council members to ensure completion. There will also be monthly progress reports.

Karen Ridenour and Jan Baele getting a small group together to look into declining student numbers and enrollment trends. Action taken will be based on findings.

PFA Committee:

Book Fair will be held in the Guerin room this year. Address questions to Monique Gains.

Building Committee - A plan was presented by Craig Wetli for aesthetic and functional updates to the school. Areas included are hallways, entryways (including classroom entryways) and cafe. Focus will be on interior finishes, directional and informational signage, and display areas to showcase student's creativity and achievements. Plan was well received and all were in agreement that improvements are needed, but cost is higher than initially anticipated, therefore Craig will be asking staff for their "top 5" choices from the update proposal and go from there.

Discussion Points:

Kim Whigham to contact 8th grade liaison about class gift to school.

Meeting was adjourned.

Closing Prayer was given by Father Paul.