

St. Matthew School Commission

Meeting Minutes

September 14, 2011

Attendees: Caryl Houghton, Judy Good, Andrea Cotton, Kelly Englert, David Smock, Ed Freije, Craig Wetli, Karen Ridenour, Pat Sorensen, Katie Lee, Pam Frank

Meeting called to order by Caryl Houghton.

Information and Reports:

Current enrollment is 316.

Karen Ridenour reported on findings of the ad hoc Enrollment Committee. Along with Karen, committee members included Jan Baele, Caryl Houghton, Ed Freije, Tim Harshbarger, and Dave Worland. Their purpose was to 'identify root causes of the declining enrollment at St. Matthew School and implement changes to optimize enrollment'. Recommendations are as follows:

1. Establish a 3-5 Year Goal to focus on increasing enrollment in Pre-K, Kindergarten, and 1st Grade and retaining these students
2. Develop a marketing strategy with a marketing thrust
3. Implement Controls to ensure the Quality of Education that we desire for all SMS Students.
4. Integrate Technology into Curriculum
5. Offer More After School Activities and Academic Club Opportunities
6. Collectively establish SMS goals & priorities each school year between School Commission, Pastor, and Principal. Measure, report, and evaluate against goals on a regular basis
7. Fr. Paul and School Commission should establish measures of success for Principal. Principal should report to Fr. Paul and School Commission regarding performance against these measures
8. Implement Craig Wetli's aesthetic improvement plan for the school

School Commission to review and prioritize recommendations and draft timelines for implementation. Parish Council has requested monthly progress reports.

Asbestos was removed and contained in specified areas. We have passed inspection and are up to date with current guidelines.

A variety of clubs will now be offered at St. Matthew. Registration information is going out to students this week. Some clubs will start in as early as two weeks.

David Smock meeting with Duane Emory, Director of Marketing at Cathedral, to discuss marketing strategies for St. Matthew.

A copy of the Teacher Tuition Benefit Proposal was given to the commission for review. Once approved, it will go to Finance Committee for final approval to be implemented the 2012-2013 school year.

Need to get approval from Fr. Paul for summer camps before any further development.

PFA Committee:

Volunteering at a Verizon concert went well. Planning to sign up for more of these opportunities.

Marketing Committee:

Marketing Committee to meet third week in September.

Open house scheduled for November 20th from 12:30 to 2:30. David Smock and Fr. Paul will give a welcome address at the beginning. An updated St. Matthew School fact sheet will be available. All specials and clubs will be represented. Working on ideas to follow up with interested families. Possibly sending free tickets to the fish fry, or emailing them a copy of Warrior World.

The second open house is planned for spring. It will tentatively take place during class time to give parents a chance to see a class in progress, teacher/student interaction, changing of classes...

Finance Committee:

The 'Bridge the Gap' campaign has been successful. The gap has been bridged. Funds available in budget for a new Kindergarten teacher, Megan Knoth. She will teach with the current kindergarten teacher, Mrs. Specht, for a couple weeks. The class will split into two rooms mid September.

The annual budget will be sent out a couple weeks prior to being passed, giving the commission a chance to review it and have any questions/comments/concerns addressed.

Parish Council:

Recommendations for Child Safety and Behavior at Parish Social Events were handed out. There was general consensus on the need for such guidelines, and approval of the recommendations. Implementation may be challenging.

Building Committee:

New, easy to clean, tables to arrive in café mid September. Craig is working with Tom Heraly on directional signage and will check with Loral on the mats.

Next School Commission: October 12th, at 7:00pm in the ramp room.

Meeting was adjourned.