

**St. Nicholas Board of Education**  
**Minutes**  
**November 13, 2018**

**Members Present:** Chris Schmidt, Jodi Roskowski, Jill Cropsey, Terri Romitti, Jim Newhouse, Jayne Vosters, Kathy Brennan, Father Walter

**Members Excused:** Jessica VandenHeuvel, Scott Vanderloop

**Others Present:** Tim Clark (Representing Pastoral Council)

**Open Floor:** No one present

**Approval of the Agenda:** Terri Romitti made the motion to approve the agenda with the change that the Executive Session will be held this meeting. Second by Jill Cropsey. Motion Carried (8-0).

**Valley Area Special Needs – No Representative:** No additional information at this time. Committee meets quarterly.

**Approval of the October Minutes:** Motion by Jayne Vosters to approve the October 2, 2018 minutes. Second by Jodi Roskowski. Motion Carried (8-0).

**Pastor's Report – See Attached Report:**

- Correction was made on server of the month. It should be October, not September.
- There was discussion on the mass with youth participation on Sunday, November 17<sup>th</sup> at 10:30 p.m. The Board is concerned with who has been included to sing at the Mass. The Board would like to make sure that this is an all-inclusive invite so that we are working towards our goal of interconnection between School and New Evangelization. Board members were thinking there would be more youth involvement within the Mass besides singing. Father Walter clarified that this is not a "Youth Mass" it is a Mass with youth participation.

**Financial Reports:** Board members reviewed the financial reports dated 11/6/18 which showed data through September 2018. Clarification was asked on a few items. Discussion was held on the detail on the report and what each column represented. Jill Cropsey will talk to Cortney Curran to see if we can get a break down of some of the accounts or if the subaccounts can be listed.

**Administrative Reports:**

- a. New Evangelization Program – Kathy Brennan
  - i. Administrative Update – See Attached Report
- b. St. Nicholas Catholic School – Scott Vanderloop
  - i. Administrative Update – See Attached Report

**Old Business:**

- a. Marketing Plan
  - i. The letter that Scott drafted for the 2, 3, and 4 year old's was reviewed by the Board. Some changes were recommended and those will be forwarded to Scott. This letter is due to be completed by November 30<sup>th</sup>.
  - ii. The marketing plan asks for a minimum of four Facebook posts per month. The Board commends those who are doing these posts both for the New Evangelization and School. Both have been exceeding the minimum and have included a great variety of posts. Keep up the great work!

- iii. Scott is compiling a plan for Catholic Schools Week. We will discuss this at our December meeting.
- b. BOE Goals – Catholic Identity, Accreditation: Scott Vanderloop sent information to Tim Clark from Parish Council. Tim noted that they will review the information at their meeting on Thursday. Scott’s plan is to achieve accreditation by August of 2019. After the Parish Council has reviewed the information submitted, Tim Clark will let the Board of Education know if they need anything more.

**New Business:**

- a. 2019 – 2020 Budget
  - i. Board of Education will need to approve the budget at our December meeting. Chris Schmidt and Jill Cropsy are meeting with Scott Vanderloop, Chad Rottier, and Don Murphy to work through some of the budget. The Board has a consensus that we need to take small steps to get where we need to be in the future.
  - ii. Fundraising formula was discussed. The Board understands the reasoning for such formulas. Chris Schmidt mentioned that we would like to see no surprises and formulas in place so the budget can be worked through accurately.

**Executive Session:** Board of Education went into Executive Session at 8:00 p.m. Returned to open session at 8:45 p.m.

**Closing Prayer**

Jodi Roskowski made the motion to adjourn the meeting. Second by Chris Schmidt. Motion Carried (8-0).

Adjourned at 8:50 p.m.

Next meeting is scheduled for December 4, 2018 at 6:30 p.m. in the School Library.

Submitted by: Terri Romitti

Pastor's Report Saint Nicholas 181113  
November 13, 2018

1) Education

- a) I presented items to the school staff at the in-service Nov. 9
  - i) Budget
  - ii) Considerations of Thursday Mass
  - iii) Bulletin art
  - iv) Building for the Future
- b) The parish investment in the parish school is a decision made each November for the next fiscal year. Here is the baseline calculation from the Strategic Plan for Catholic Schools in the Diocese of Green Bay:
  - i)  $(\text{Annual regular parish contributions}) \times (0.35) = (\text{Saint Francis Xavier assessment}) + (\text{Investment in Saint Nicholas School})$
  - ii) Please plug in the numbers and, voila!
- c) Consider this: Todd Blahnik, the Superintendent of Catholic Schools suggested maintaining a student to teacher ratio between 12 and 26. The "sweet spot" seems to be 18 students per teacher. Schools may want to provide a classroom aide for cohorts of more than 18 students.
- d) NE students grades 3-11 will be offered the sacrament of penance in November and December

2) Worship

- a) Server of the month for September is Sydney Peterson
- b) Mass with youth participation Sunday Nov. 17, 10:30am
- c) Parish Advent penance service Tues. Dec. 11 at 6:30pm

3) Living Justice

- a) "Born into the arms of Angels" cemetery site
- b) Mass with anointing of the sick. Supper following tonight

4) Holy, Engaged, Alive:

- a) Holy Hour Tuesday November 20, 4:45pm
- b) I will attend spiritual theology for priests at USML Feb. 18-28

5) Finance council

- a) Building for the Future
- b) Fund raisers

6) Pastoral council

## NE November Board Report

### 1. NE Wednesday catechetical classes

- Classes are underway and are running very smoothly thanks to our great catechists and support staff
- We have 13 catechists for grades K-5, 5 for grades 6-8, and 12 for grades 9-11.
- On Wednesday, October 24<sup>th</sup> 14 of our catechists attended an in-service sponsored by ProCLAYM (professional organization for Catechetical leaders). Tony Pichler (from Green Bay) was our speaker and he shared with us what it means to be “Fishers of Men.”
- On Wednesday, October 31 grades K-11 and their families worked on their first home study lesson. I have received many wonderful family saints report to date.
- High School Evangelization Night November 4<sup>th</sup>. Our grade 9-11 students heard Jason Evert, a nationally known speaker on Theology of the Body speak at Holy Spirit in Kimberly. This event was sponsored by the Fox Valley Youth Ministry Association. Attendance was good and our students were very well behaved. Jason’s talk was very good and the feedback we received from a number of students was very positive!!



### 2. Sacramental Preparation

- Baptism: Marny and Tim Clark assisted Deacon Gary prepare 2 couples on Tuesday, October 9<sup>th</sup>  
Pat and Kelly Liebman assisted Kathy prepare 2 couples on Sunday, October 21<sup>st</sup>  
Deacon Gary and I both received positive feedback from the couples who attended these gatherings. Comments were: great to come together to share how to raise our children in the faith, having a meal prepared for them made them feel welcomed, being able to come as a family was very helpful. The parents that we met with also said they would like follow up conversations with the mentor couples.
- First Reconciliation: Rachel Van Handel from Spiritus worked with our second grade parents on Thursday, October 18<sup>th</sup>. The feedback that I received was very positive and a few parents stopped to tell Rachel how much they appreciated her talk and to share that they learned a great deal from what she shared.  
November 4<sup>th</sup> our second graders and their parents met the Prodigal Son and discussed God’s mercy and forgiveness.  
Our attendance for these programs has been very good.

### 3. Youth Ministry

- Harvest Bazar (a number of students attended this event and helped in the kitchen)
- HYPE (Middle School) will be attending Youth Jam on November 11<sup>th</sup>
- John 3:6teen (High School) Have met once—12 students attended—high energy and many ideas were shared

### 4. Youth, Young Adult, Adult Ministry: 16 students, young adults and adults will be attending the March For Life in Chicago on January 11-13. Jen Wipick from Holy Cross

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in Kaukauna is organizing this event and we will be working with her over the next couple months as we prepare for this life changing event.

5. Adult Ministry

- The Grief support group has been put on hold due to health issues with the coordinators of this group.
- Karen Court is reviewing the Foot Prints of God DVDs by Steven Ray and will be meeting with me soon to discuss how to use this series as a promotion for Steven Ray's mission in late March.
- A book study will be offered beginning in January. Karen Court is working on this and will be choosing her book soon.



St. Nicholas Catholic School  
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November 5, 2018

The month of October was a blessing and very busy for our school with Bishop's Rikken's mass at Holy Spirit, to the Open Houses, to the professional development, to the day to day activities.

During the month of October we had two focuses within the building, anti-bullying and respecting our neighbors. It was great to see so many students who are always respectful to each other and themselves. We had 22 award winners for the month of October. The anti-bullying campaign was a great way for parents and students to talk about during the month. In hearing some feedback from parents, it is something that I would like to make sure it is written and we continue to discuss going forward.

I have been doing some research on ACP, and incorporating it into our school. Before, I go further, I want to make sure this is something that we want to do, because it is going to be another class the students are going to be required to take.

We had one open house and one parent communication meeting. The parent communication meeting was very well attended, 30 different families, as we marketed as Breakfast with the Principal. The parents would like to do another one, I did get some requests to do it in the evening, which is very hard for me to make. The painting pumpkin open house was well attended with over 30 people there. Three new families that were thinking of sending their kids to St. Nicholas and a fourth family who had one year olds who wanted to check out the open house.

We had a field day for the fifth through eighth graders, to get them outside and play. Also, the students are interested in coding and I received a coding kit from Google that I hope to implement this month.

Abby Linwood and I are working on marketing our school. Abby and her mom created our brochure for our open house. We have some more ideas that we would like to do and unveil them at Catholic Schools Week. Abby is also putting together a young readers week, with different activities for the students to do throughout the week.

We finished up pizza making this past Friday. It was great to see all the volunteers and students interacting with one another.

*Rooted in our Catholic faith we empower, model and share the  
light of Christ with all we meet.*