

St. Nicholas Board of Education
Minutes
February 6, 2018

Members Present: Chris Schmidt, Father Walter, Leah VanHandel, Jodi Roskowski, Jill Cropsey, Terri Romitti, Jessica VandenHeuvel, Travis Gerrits, Mark VanderLinden, Kathy Brennan

Members Excused: None

Open Floor: No one present

Approval of the Agenda: Terri Romitti makes a motion to approve the agenda. Leah VanHandel seconds it. All in favor and motion passes.

Valley Area Special Needs: – Chris Schmidt

- a. St. Nicholas representative opening – Volunteer still needed
 - i. Stephany Leurquin – VASNRE Director – 920-636-6580 or leurquins@holyspirit-parish.org Stephany was not able to make it to this month's meeting. There were no minutes to share, as they did not have a meeting.

Approval of the January Minutes: Mark VanderLinden makes a motion to approve the minutes. Jessica VandenHeuvel seconds it. All in favor and motion passes.

Pastors Report Saint Nicholas February 2018 by Father Walter

1. Education

- a. New Evangelization Assistant position is posted in the bulletin and the Compass
- b. Saint Nicholas School Budget 2018 to 2019
 - i. Regular parish giving 2018-2019 est. \$654,102
 - ii. Meitler recommended 35 % maximum subsidy to k-12 school and high school assessments
 - iii. Xavier High school assessment for 2018-2019 est. \$18,055
 - iv. $(654,102 \times 0.35) - 18,055 = 210,880$ for the Saint Nicholas school subsidy. (we approved \$245,140)
- c. Todd Blahnik is willing to help us with interpreting and implementing the Diocese of Green Bay Catholic Schools strategic plan.
- d. Awesome Catholic Schools week, the psalm on Sunday was the best!
- e. Awesome WinterFest!
- f. Awesome CountryFest coming up!

2. Worship

- a. January server of the month: Tyler VerVoort
- b. Mass in Spanish/English, 8:15am Thursday January 18
- c. First Reconciliation, Feb 1. Kids were well prepared. Suggestion for next year to have ushers send families by pews to the awaiting priests. This will prevent long lines and chatting.

- d. New crucifix, corpus, arch
 - e. Pew frontal and kneelers for front row, near left and near right
3. Holy, Engaged, Alive:
- a. Holy Hour, Tuesday February 20, 4:45pm
 - b. I will be at USML February 26 to March 8 for continuing studies for Catholic priests
4. Finance council
- a. 2018 Bishop's Appeal, Bishop's video message Feb. 10-11, Bob Schommer testimony Feb. 17-18
 - b. Year-end statement and New Year stewardship letter was mailed the last week in January
 - c. Goal: Attain a generosity level that each family contributes 2.5% of household income to Saint Nicholas. (1/40 of income; or roughly the first hour of a 40-hour work week) US census figures show 2016 average household income in Freedom was \$81,301. A giving rate of 2.5% would yield \$2,032 per year. Multiplied by 1,115 registered households would yield \$2,266,265. Our 2017-2018 budget lists \$630,000.

Financial Reports: Reviewed

1. We spoke about selling a salad bar that is no longer used. Father Walter will check with finance council about selling it
2. For New Evangelization payments, 1/3 of payments still need to be paid.

Administrative Reports:

New Evangelization Board Report February 2018

From Kathy Brennan

1. First Reconciliation rescheduled due to weather occurred at February 1st.
2. First Eucharist parent meeting with Rachel VanHandel as the guest speaker took place on January 25. There are 52 total 2nd graders.
3. Students in grades 3 – 10 have been given the opportunity to receive the Sacrament of Reconciliation during class.
4. Continue to look for person to fill open assistant position.
5. Attending a planning meeting on January 30 with other Appleton parishes. Working to bring in Steven Ray for a series of talks in March 2019.
6. End of Life talk on January 23 had 23 people in attendance.

St. Nicholas School Administrator Report February 2018

From Travis Gerrits

1. St. Nicholas School has officially entered the Wisconsin School Choice Program. The application period began on February 1st. I am meeting with two families this week about getting their children applied for the upcoming school year.
2. We have completed Catholic Schools Week. The students participated in many events during the week to celebrate Catholic Schools. Some of the events during the week included a talent show, Grandparent's Day, a pep rally, Tom Pease performance, and a trip to Skate City. The students who read and sang at the weekend mass did a great job. The congregation really seemed to enjoy participating with the Praise Team.
3. Registration has begun for the 2018-2019 school year. I obviously do not have final numbers

yet, but we have had many inquiries and registrations already for the 3K class. It also seems as though there may be some additional students entering 4K. The other number I need to find is how many of the 15 4K students will continue to kindergarten next year.

4. St Nicholas Nook (A story time for children 4 and under) has continued through the month of January. We have been getting groups of 5 to 10 students attending each week. Liz Evers has planned some really neat activities for the children.
5. The forensics team competed on January 25 and all three of the groups received very high assessment scores for their performances. Also, the robotics team recently received the Judges Award at their last competition. The judges award is given to the team that work well together and showed positive problem-solving skills.
6. The St Nicholas Auction took place on January 27 and seemed to be a huge success. I received a lot of positive feedback regarding the night. Thank you to Carol VanCamp for heading up the planning of this event and to all the people who volunteered or donated to make this event such a wonderful evening of fun and fellowship.
7. Informational letters and registrations were delivered to the 5th graders at St Edwards before the start of Catholic Schools Week.
8. Members of the Diocese and representatives of Super Kids are coming to St Nicholas on February 16 to observe our K-2 “Super Kids” reading program. The assistant superintendent of the diocese has been encouraging the program throughout the diocese and we happen to be one of the schools who has implemented the program.
9. Father Walter led and the students took part in our annual Spanish Mass on January 18.

Old Business:

1. St Nicholas School proposed budget – Finance council
 1. Finance council is aware of budget deficit
 2. There was discussion of the formula. The Board is unsure if it's only for CountryFest or applies to all fundraisers.
 3. Tuition has been approved for 2018-2019 school year.
 1. 3K ½ day 2 days = \$1950
 2. 3K ½ day 3 days = \$2500
 3. 3K full 2 days = \$2500
 4. 3K full 3 days = \$2950
 5. 4K ½ day 5 days = \$2450
 6. 4K full 5 days = \$2950
 7. K-8 1st child = \$2850, additional children = \$2600
 8. Registration fee = \$150 / \$75 (½ off) if paid by a certain date
 9. There is no 3% discount for paying full amount
2. Marketing – What have we accomplished since last meeting? St. Ed's info, 3 and 4 year olds, St. Nicholas Nook, etc.
 1. Jill created a St. Nicholas Board of Education Marketing Plan, including Baptismal program, Facebook updates, Letters to families, story time and flyers to community, among others.
 2. The Board went through the plan and made a few changes. Jill will have a revised/updated plan at the next meeting.
3. Update on the door
 1. Finance Council said one door will not be enough for the needed security.
 2. The door will not be added at this time.
4. Greeters
 1. We spoke about having the ushers serve as greeters at each entrance before Mass.

5. Point System for St. Nicholas teachers
 1. The teachers would earn points by assisting with fundraising, coaching, volunteering, etc.
 2. Jodi gave examples of how her school implements the program, 1 hour of time = 1 point
 3. Travis will work on this for the 2018-2019 school year.
6. Employee handbook for St. Nicholas school staff
 1. There is a Diocesan handbook that is not detailed. It has generic requirements.
 2. The teacher contract includes details of vacation days and sick days.
 3. Each teacher is allowed 10 sick days and 1 personal day for absences
 1. Travis keeps track of this for teachers.

New Business:

1. Winterfest Auction
 1. It was a great success!
2. March 6 meeting reschedule to March 13. Father Walter is not available on March 6
 1. The meeting is rescheduled. Leah VanHandel will not be able to attend this date.
3. Volunteerism, financial commitment and sense of community brainstorming
 1. We spoke about inviting people in and how we can be more welcoming.
4. Board of Education replacements for Mark and Leah brainstorming
 1. Their term ends at the end of June.
 2. We spoke about what we would like to see in a new member (good with numbers).

Closing Prayer at 9:45 PM

Jodi Roskowski makes the motion to adjourn the meeting. Jill Cropsey seconds it. Motion passes, meeting adjourned.

Next meeting **March 13****, 2018 at 7:30 PM in the Notre Dame Room

**Changed from first Tuesday of the month for March.

Submitted by: Jessica VandenHeuvel