

-OCTOBER COMBINED CSC MINUTES-

-Core Committee-

Catholic School Commission Core Committee Meeting
10/18/2011 Meeting Divine Savior, New Holstein Campus

Core Members Present: Joe Zenk, Br. Steve Kropp, Sr. Deb Golias, John Reetz, Patrick Lofton, Kay Henschel, Amy Christianson, Linda Jelinek, Jodi Slowiak, Lori Grahl, Kevin Ditter, Mike Wahl, Dean Thelen.

Excused: Gary Stepanek, Rev. Joe Coerber, Dr. Joe Bound, and Dr. Kathleen Cepelka.

Prayer Br. Steve

Address to Observers

Introduction and Welcome to John Reetz, Assistant Superintendent of Schools, Green Bay Diocese, he is assisting Joe Bound, and will be attending these meetings. Please continue to keep Joe included in the e-mail correspondence.

Communications Committee

– Do we have a budget for hospitality? Yes, a case by case budget recommended. Funded by the present schools.

- Reminder the 3rd Wed. of the month is the deadline for each committee's update for the newsletter. Less than 100 words please.
- Discussed Survey. Turn around time is 4-5 weeks. Expecting Information by Dec. meeting.
- Discussed adding general facts to newsletter to keep parents a little more informed in the process. Will be easier the closer we get to making recommendations, and when we have more facts to give.

Governance Committee

- Handout chart which includes the 6 options available to recommend.
 - o No changes to CPES or DS
 - o Combine Upper grades (5-8 or 6-8) as a separate school with each school having a "school board" (3 boards total)
 - o Combine Upper grades (5-8 or 6-8) as a separate school with a "school board" for DS and CPES, these school boards would make a combined "school board" for the middle school.
 - o Combine upper grades (5-8 or 6-8) with DS running a k4-8 program and CPES running a K4-4 or 5 program with CPES support for students to go to DS for the upper grades.
 - o Combine as one school board with one "school board" with k4-4 or 5 at 2 locations and 5-8 or 6-8 at one location.
 - o One new school location with one new school board.
- Need answer for each square under each category for what applies to your committee. Need a yes or no and why.

Meeting adjourned 7 pm.

The next meeting is at the Marytown Community Center (Ball diamond) at 6:30 p.m. on Wednesday, November 16th.

LISTENING SESSION MINUTES
10/18/2011
Catholic School Commission

Core Members Present: Joe Zenk, Gary Stepanek, Br. Steve Knopp, Sr. Deb Golias, Pat Lofton, Kay Henschel, Amy Christianson, Linda Jelinek, Jodi Slowiak, Lori Grahl, Kevin Ditter, Mike Wahl, and Dean Thelen.

Opening Prayer by Br. Steve 7:10p.m.

Introductions of Core Committee

Br. Steve Kropp, Pastor St. Isidore the Farmer Parish, We are having discussions and have created this committee because at best it is difficult and at worst it is impossible to continue as we are today.

Joe Zenk, Parish Director for the Parishes of Ss. Peter and Paul, Kiel, Holy Rosary, New Holstein, and St. Anna, St. Anna.

Pat Lofton, Associate Superintendent of Catholic Schools for the Milwaukee Archdiocese. Previously he was the principal for a school in crisis, which consolidated and increased its enrollment by 20% after consolidation. We are here because we need to "think about what we can be" and "How do we grow Catholic Education". The Core Committee will make recommendations to the Bishop of Green Bay and Archbishop of Milwaukee Diocese and they make the final decision.

Sr. Deborah Golias, Sister of St. Agnes, Marian University, Fond du Lac. She is excited to be a part of this process because the Sisters of St. Agnes founded the Catholic School system in the Holy Land. She would like to see a strong Catholic Education system to continue for many years to come.

Communications Committee Co-Chairs, Lori Grahl and Jodi Slowiak, Check the website for questions and to keep you informed. There is a survey coming please answer as completely and honestly as possible. Our goal is to be transparent, and get information to you to keep you informed. If you have questions you can ask them anonymously through the website.

Education Committee Co-Chairs, Linda Jelinek and Amy Christianson, We are looking at the quality of our education. We are looking into other options to add to curriculum and extra-curricular (show choir, other languages, enter 9th grade as Spanish 2, etc)

Facilities Committee Chair, Dean Thelen, We are looking at the options for the facilities and the bussing options. Please answer the survey so we can have the information to be able to formulate recommendations.

Finance Committee Chair, Kevin Ditter, Our job is to formulate a budget. We could use additional help on the committee if anyone is interested; a financial background is not required. We are looking into where the money is coming from, and keeping tuition down. Please answer the survey it will help formulate the budget and tuition costs.

Governance Committee Chair, Mike Wahl, We look at the structure of the schools and work with other committees to answer questions, and to come up with a recommendation. Your survey answers will help us come up with a strong recommendation.

Listening Session Facilitator, Pat Lofton

I'm new in my position, and now realize not everyone here feels they reside in the Holy Land, think of the Divine Savior Schools and Consolidated Parochial Elementary Schools.

Time to answer questions and small group discussions.

1. What are your hopes for Catholic Education in the Holy Land?
2. What questions or concerns do you have regarding Catholic Education in the Holy Land?
3. As the Core Committee works collaboratively to develop a new model of Catholic Education in the Holy Land, what do you feel is essential for the Core Committee to take into consideration in planning for high quality Catholic education?

Welcome to the families from Chilton.

Question and Answer Session

- If a new school is built, where would the location be?
 - o Pat L. We need to look at demographics. Joe Z. We have to look at what makes sense for everyone. Dean T. We are in the process of looking at a map and identifying where all the families live, and also will look at baptismal records and parish families not attending our school for potential students to be prepared.
- What are the six possibilities or scenarios?
 - o No changes to CPES or DS
 - o Combine Upper grades (5-8 or 6-8) as a separate school with each school having a "school board" (3 boards total)
 - o Combine Upper grades (5-8 or 6-8) as a separate school with a "school board" for DS and CPES, these school boards would make a combined "school board" for the middle school.
 - o Combine upper grades (5-8 or 6-8) with DS running a k4-8 program and CPES running a K4-4 or 5 program with CPES support for students to go to DS for the upper grades.
 - o Combine as one school board with one "school board" with k4-4 or 5 at 2 locations and 5-8 or 6-8 at one location.
 - o One new school location with one new school board.
- What is the number of students we are losing each year?
 - o Joe Z. Divine Savior numbers 4yrs ago 135, 3yrs ago 109, 2yrs ago 101, 1 yr ago 92, and currently 89.
 - o Br. Steve CPES numbers 98, 96, and currently 92. CPES has half the number of students they had 10-12 years ago.
 - o Pat L. These loses are consistent with the trend across the country. Last year Kenosha Consolidated because of how it was presented the school opened with 100 more students than they had separately.
- How many students go on to Catholic High School or Colleges?
 - o Joe Z. Maybe 1 student per year go to Roncalli. Br. Steve Last year none, but the year before that several to St. Mary Springs. In part due to distance to travel to go to Roncalli or St. Mary Springs.
 - o Unsure how many go to Catholic colleges. Will look into this.
- What will the tuition be set at?

- Kevin D. It is hard to come up with numbers at this point. If everyone comes back next year there is potential for tuition to be the same as now or a possible decrease in tuition.
 - Pat L. Education is subsidized by the churches, but there has been a decline in donations to the church by parishioners. We need a sense of how many students plan on returning to give a better sense of this.
 - Br. Steve – For every child lost the subsidy by the church goes down \$3,500 and the cost per student rises because there is relatively the same overhead cost. This is why more children in school brings the cost down.
- Double the amount of children in school will keep the costs down. We have the same amount of families but less children per family than we did.
- When you fill out the survey please be as accurate as possible, because if a budget is made out for X amount of children, and then less come last minute we have a budget shortfall.
- Pat L. We need to think about the future to create something that will be here 10, 15, 25 years in the future.
- How are we going to beat what the public schools offer?
Bring more programs to school. Can we bring the brothers to school a few times a year to help lead more children to religious vocations? We are looking into what other programs to offer.
- Concern that we have lost the closeness with the individual parishes with the combination of the parishes. We need to work on that.
 - Pat L. Up to the individual families to keep that closeness with parish life and take it beyond 8th grade. We are challenged to keep kids engaged in parish life in public high school.
- Are we doing enough as a parish to get children to come to Catholic School?
 - Br. Steve Yes, we need to do more. Br. Steve and Joe can talk to people but it means more when parents talk to other parents about how great our school is. We need to show our best face. If we offer something great and we portray it as that we can get new people to come. Shepherd of the Hills is a great example. They are growing after revamping the school, education and opinion about the school.
 - We also need to change the attitude that the school might not be around in a few years.
 - Lori Grahl Marketing ideas from Divine Savior are very good. When we have a plan/recommendation we can get marketing going to bring more kids in. We also need our kids to be very happy with our school to help “sell it”.
- Word of mouth is the best marketing, our kids telling their friends how exciting our school is goes a long way. We need to do a better job marketing what we have now compared to what we had 15, 20 years ago.
 - We are marketing to children baptized in our churches but the numbers of baptisms are going down also.
 - Pat L. The Diocese has marketing help that can be customized to our school. The “Golden Circle” isn’t what you see on the outside but the “why”. Catholic Schools don’t let kids down. We may not have supplies but we have excellent teachers.
- We need to make the cost of tuition known to families.
 - Kevin D. We are addressing the streamlining of the fee. Looking into one tuition rate books included.
 - Pat L. We might want to publicize what the actual cost of educating a child is (in the newsletter or elsewhere) to show value.
- It is hard as a family to answer survey correctly if we are unsure what the tuition will be.

- Pat L. Financing Catholic Education is a 3 legged stool – Tuition, Parish Subsidies, and Fundraising. Maybe we can do better job of asking Alumni for donations (even alumni not in the area)
- What is the bussing situation?
 - Kevin D. (per Dean T.) the current scenario that is being looked is if we have 2 elementary schools and 1 middle school. Kiel will have the same bussing as now; The Holy land will have 1 bus. If we get enough students on a bus we may be able to have a separate bus (no public school children on it) for an extra fee. We are looking into this option.
 - Mike W. The bussing company is very open-minded.
- Do you have a date when you need the numbers by?
 - The committee is planning on having a preliminary recommendation by December. The goal is to send the recommendation to the Bishop/Archbishop by March. History says the Bishop and Archbishop usually go along with the plan if it is sound.
 - We need to look at not missing February registration for the public school, because we want to attract more students. By December we will pick one of the 6 scenarios to finalize between February and March. In December we can start promoting the scenario.
- We seem to be chasing a public school dream. We should celebrate what we can do with what we have.
 - Small class size, teachers can work one on one when necessary. Give the kids something the public schools cannot.
- If you haven't been a part of the process so far you can still join committees to share your ideas. Or you can just share your ideas through the website or by speaking to a committee member.
- Is it ever a problem to help people pay for school?
 - Joe Z. There is a fund to help. If someone is willing to send their children to our school we will find the money.
 - Br. Steve CPES also has a fund. We will find a way if problems.
- St Anna has fundraisers now to support the school. So now they are stronger as a parish than they were before consolidating parishes of Kiel, St. Anna and New Holstein.
- Mike W. We are looking at what will take us to the next level. Bring ideas of how to spread the word, be better, and be different than the public schools.

Adjourn meeting 9p.m. Joe Z. Closing prayer.

CSC Communication Committee Minutes

September 28, 2011

Prepared for the October 18th, 2011 Core Meeting

Meeting started 6:30 at Holy Rosary Parish Center, New Holstein

Committee Members in Attendance: Lori Grahl, Jodi Slowiak, Sarah Kraus, Janalle Feldner, Amanda Johnson and Dan Keuler

Committee Members Excused: Becky Meyer

Welcome new member Kris Tarnowski

1. Listening Session and School Tour for Parents (sub committee – Amanda, Janalle, Lori and Kris)
 - a. Date set for October 18th
School Tour 6:30 to 7pm
Listening Session 7:00 pm
 - b. Save the date flyers were sent out in school newsletters and notice added to bulletins
 - c. Amanda, Janalle and Lori volunteered for sub-committee to plan details of event. Lori will request \$ for refreshments.
 - d. One focus of the listening session is to answer parent questions from the September questionnaire.
 - e. Pat Lofton Assistant Superintendent of Milwaukee Arch Diocese volunteered to facilitate.
 - f. Follow up with a separate age appropriate listening session for the children after we have an idea of the direction the schools are headed. Discussed date of January or February 2012.
2. Website Update (Sub-committee, Dan, Janalle, Jodi)
 - a. Website for sharingavision.net was reviewed, details discussed, plan to go live occurred this week. Notice sent out to patrons that we are still under construction.
 - b. Leave a reply box discussed. All replies will go to Jodi for now and she will e-mail them to the appropriate Core Member to answer.
 - c. Discussed need for 1-2 backup webmasters to ensure checks and balances to the site. Lori will call a parent from CPES who may be able to assist. We are looking for volunteers.
3. Newsletter – (Sub-committee, Jodi, Sarah and Amanda)
 - a. Will be distributed no later than the second weekend of every month
 - b. Deadline for submissions is 3rd Wednesday of the month. Next deadline is October 19th for the November issue.
 - c. Amanda is editor for the October issue; Sarah is editor for November.
 - d. Continue to encourage committee chairs to submit “Blurbs” by the third Wednesday of each month to meet the deadline.

- e. November Newsletter will feature –“Message from Patrick Lofton” Associate Superintendent, Archdiocese of Milwaukee, Office for Schools
4. Questionnaire’s – (Subcommittee – Amanda- children’s; Becky, Janalle and Lori-adult’s)
 - a. Children’s – Amanda
 - i. Idea brought up by a teacher at core meeting. Five questions are being compiled for the students with age appropriate wording for elementary and middle school. Approval will be sent to core committee this week.
 - b. Adult’s questionnaire results are in.
 - i. Preliminary results were copied and given to the core SCS at the September meeting.
 - ii. Questions were take verbatim from the questionnaire and answered on the website and newsletter.
 - c. Complete results expected for both questionnaires by October 18th listening session.
 5. CSC September 12th report given by Jodi and Lori to update communications committee for the members that were not able to attend.
 6. Reviewed Sr. Deborah’s CSC list for Communications Committee agenda. These are now listed in order of Communication Committee’s opinion of priority.
 1. What are the means this committee will use to keep parish and school stakeholders up to date and appropriately informed about the Commission’s progress? *Already addressed via Newsletter, Website, Questionnaire, Listening Session, Upcoming Survey, and Question Boxes.*
 2. Pat Lofton’s addition: Think creatively to rebuild a unified relationship with the parents and staff. (i.e. calling families, availability after church, information table at the orientation days, etc) *Listening Session*
 3. What will the efforts be to maintain the present enrollment during this time of transition? *Plan to engage Mr. Stepanek in this discussion. Request Customer Service Education program (Lori).*
 4. How will positive public relations be maintained? *Team Building event in the spring*
 5. How will recruitment for students be conducted?
 6. How will marketing continue during this transaction?
 7. What way can this committee engage the school community in naming the new school system?
 8. How would a mascot be identified or created?
 9. Develop a 3-year plan to continue communication and marketing of the new entity.
 7. Discuss Survey (Sub committee Lori, Becky, Janalle)
 - a. Survey writer from Moraine Park will be contacted by Lori
 - b. Will continue to encourage Core Committee to give input for Timeline and about the type of information they hope to collect.
 - c. Main distribution will be an online survey, with paper surveys for those unable to access the Internet.

8. The importance of Combined Middle School Student Events was identified.
 - a. Some combined events are already scheduled.
 - b. Brainstorming ideas, skiing, snow shoing, will be tabled at this time.
 - c. Will discuss with the education committee and the teachers to see what the Communication Committee should address and what they would like to plan.

9. Questions Boxes to be set up in October
 - a. Creating and managing question boxes for newsletter topics
 - i. CPES (area churches and schools) Lori
 - ii. Divine Savior (area churches and schools) Amanda
 - iii. Electronically sent via e-mail – Jodi

10. Meet with existing CPES and DS “Marketing and Recruitment Committees”. Would like to meet with all committees. Will table until after the listening session.

Meeting adjourned at 8:47pm.

Next Meeting is October 26th, 6:30 at the St. Cloud School. Lori will get the key.

Regretfully, Dan Keuler has decided to resign from the Communications Committee. He has generously agreed to continue working with the Sharingavision.net website.

Governance Committee

We meet last week and spend the first hour+ reviewing the list of questions and making sure they were going to give us the data to make the decisions. We went through and updated and reworded several questions. I have attached this file for everyone to review. If you can't open please let me know and I can resend in a different format. We had a file corruption issue and lost our updates for the file. Lori had notes from the meeting and typed them up and sent them over, Thank you Lori. If anyone sees something that is different than you thought we had discussed please let me know.

The second half the meeting we discussed the surveys, upcoming listening session and what we are hearing from parents.

From this discussion Joe and Mike W are taking away the action items.

- Joe will put together an email to the main committee to explain what our concern about the speed at which we are moving and that parents what to hear from other parents (committee chairs + members) about what is happening.
- Mike W will discuss with the main committee on Oct 18th the concern about the speed at which we are moving.

I have received the update survey since our meeting last week and have also attached it.

We planned the next meeting for Oct 25th at the Marytown Athletic club at 6:30.

Finance Committee Minutes

Oct. 4, 2011

Subsidy - The committee has imputed information regarding all six parishes into the Estimated Subsidy Calculation formula.

Budget - We are currently working on the budgets for the different options.

Submitted by Cathy Kees

Scribe for Finance Committee

Oct. 11, 2011

The committee continued working on the budgets and the Estimated Subsidy Calculation formula.

Submitted by Cathy Kees

CPES and DS Questionnaire Results

The Communication Committee conducted an informal Questionnaire at the beginning of the 2011-2012 school year. Our focus was to get a parent perspective of the concerns they have with the upcoming consolidation of the two Catholic Schools.

	<u>CPES</u>	<u>DS</u>	<u>Overall</u>
Total families who received questionnaires	56	63	119
Total responses received	40	20	60
Percentage returned	71.4%	31.7 %	50.4%

Total of Students enrolled 2011-12 (K-8)	92	83	175
Total of Students in Pre K4	8	0	8
Total of Students in Pre K3	NA	7	7
Total Students	100	90	190

Question #1

How many children would you potentially have enrolled in the 2012-2013 school year?

CPES 39

DS 36

Question #2

Circle that which describes your current intentions for enrolling your child(ren) for the 2012-2013 school year, with the understanding that Divine Savior and CPES are working toward combining the Middle School (5th – 8th grades) or Junior High (6th – 8th grades).

	<u>CPES</u>	<u>DS</u>	<u>Total</u>
A) <i>Yes our family will be attending</i>	13 (32%)	17 (81%) 29 (49%)	
B) <i>We are uncertain at this time</i>	22 (55%)	3 (14%) 24 (41%)	
C) <i>No we will not be attending</i>	5 (13%)	1 (5%)	6 (10%)

Question #3

If you answered B or C, please list your concerns to ensure that the Catholic School Commission is fully aware of your individual viewpoint. (examples: bussing, location, distance to school, tuition costs, sports, music etc)

Topic headings were given as there were many overlaps:

- Merging communication
- Uncertainty of future changes
- Length of school day

- Expanded curriculum – foreign language, music, art, physical activity
- Bussing concerns – length of ride, school district issues, bussing w/ public & high school students
- Loss of students with merger
- Classmates leaving
- Tuition costs
- Education curriculum standards
- Requests 5th grade stay local
- Distance from home

Question #4

What do you feel the benefits would be to combine the middle schools of CPES and Divine Savior?

Topic headings were given as there were many overlaps:

- Increased socialization opportunities
- Increased stability security for Catholic education
- Larger class sizes
- Keeping catholic education alive in our region
- Keep attendance up
- Keep tuition reasonable
- Better pool of teachers

Question #5

Note: This question was asked differently for each school as DS already has higher tuition.

(CPES) Each Parish will continue to contribute toward your tuition, no matter what building your child will be attending. Knowing this, how much of a tuition increase would you be able afford, per child, to send your family to Catholic School in 2012-2013?

A) \$0	9
B) \$50	12
C) \$100	1
D) \$150	5
E) \$200	5
F) \$250	0
G) \$300	4
?	2

(DS) Each Parish will continue to contribute toward your tuition, no matter what building your child will be attending. Knowing this, how much of an influence does tuition make for your family in choosing Catholic Education?

A) Tuition is a minimal concern	4
B) Tuition is a moderate concern	10
C) Makes no difference	6

Question #6

What questions do you have for the Catholic School Commission that you would like us to address at a "Listening Session" Public Forum or the Newsletter?

- How will busing work to the different campuses and will there be an extra cost for bussers?
 - What will the location be for the campuses?
 - Is that main goal of the combining schools to save CPES financially or to try and increase class sizes?
 - If OK when schools combine what would the change as far as bus routes
 - Why aren't we combining lower grades also we have such low numbers
 - Specific costs associated with combining including any potential reduction in tuition costs
 - None at this time, I'm on one of the committees and the BOT for our school, so I have no questions
-
- Seems like it would be tough for many families who have gone through the process 4 yrs ago to do it again. Divine Savior's name, upper grades in NH, structure ex.. were originally step up to be welcoming to others specially the Holyland and Chilton if this sort of thing happened. What happens 3 or 4 yrs from now are we going to do this again? I'm afraid that starting over new name, identity would be the last straw for some families. How do we market if things get completely changed again. All maybe better off keeping DS what it is and welcome CPES upper grades when that time arises.
 - Benefits from the change
 - How this will change our children's education
 - As a parent will I see any changes
 - No questions just a comment Keep parents informed of details and happenings along the way.
 - The overall condition of the NH campus is poor. How will that be improved and with what money?
 - Will staff/teachers loose their jobs? Who will do the hiring?
 - Facility: New Holstein Middle School needs a lot of work to clean it up. It has been neglected for years and just needs some TLC to get it looking nice. It can all work out, just needs to get the work done.
 - I believe we have the opportunity to make this into a great school with the combined efforts of CPES and Divine Savior.
 - What are the cost savings?
 - Bussing concerns for those outside the district.
 - Is it possible that the NH school district lines may change when Hwy 23 is expanded?
 - What are we doing to retain the families we have? Or recruit new families?
 - Why have we not asked the public/surrounding communities for help before collaborating with DS?

- Why isn't the Diocese helping to keep this open? Where is the support? Green Bay backs their schools and support is a lot better!!
- Because the content and quality of education my child receives is my first priority. I would like to see a graph or print out of the results of testing from both buildings. Ex: Iowa Basics @ CPES vs. Iowa Basics @ DS, and any other standardized test results. This handout should go to all families.
- Rather than conducting or treating this like a business transaction, think about what is really best for the kids.
- We are encouraged to be excited but really.....are the majority of the parents excited...or am I just the minority?
- Volunteering, playground duty expectations?
- Bussing-our own bus or combined w/ public students? What extra activities programs will be available to all students? Tuition costs? How would classrooms be set up? One teacher per grade or 2 grades per 1 teacher? Prove to CPES/DS parents that studies taught are up to speed (or better) & comparable w/ the technology that public schools offer their students. How long do you foresee the "new school" to stay up and running. With both schools continuing to decline in enrollment, will the "new school" be open for 1-2 years, 3-7 years, 7+ years? Please make this year a great year for my kids; maybe they will want to attend again next year. I have one that does not want to attend this year, just found out. Also not fond of how some of the CPES families are handling/dealing with the families who have decided not to come back this year. We as parents have to be examples for our children & when I see parents/families criticizing a family for the choice they have made, it makes me wonder what kind of a Catholic family we really are?!?