

**Report to Council
St. Matthew Parish
Submitted to the Vice Chairperson
Committee: Board of Education
Person Submitting: Christine Apple**

Meeting Date: 5 January 2009

Members Present: J. Barber, C. Apple, K. Dolan, J. Heiges, M. Studer, J. Lee, J. Otto, S. Margraff, L. Cheaney, M. Knorr.

Excused: Fr. Pat; S. Shawver

Guests: Teri Karpinski

1. Opening Prayer/Question of the Week.

Old Business

2. **Previous meeting minutes reviewed:** Motion to accept amended minutes by Lisa, second by Matt.
3. **Review of open items from previous meeting-**discussed throughout the meeting.

New Business

4. **Marketing Update** – Samples of completed school information pamphlets were handed out to the Board of Education. The pamphlets were printed at a cost savings thanks to the generosity of a Parishioner who owns a printing company. These can then be distributed in Churches, libraries, community centers, surrounding Parish Bulletins, etc. The marketing committee worked on marketing the Open House (Catholic Schools Week) at St. Matthew School. The committee made Bulletin inserts for the January 11th and January 18th Masses at area Parishes. The inserts will invite prospective school parents to come to our open house. Board of Education members and others have volunteered to post at the masses and help answer questions about St. Matthew School and invite them to come to the open house to get more questions answered and take a tour. The marketing committee also worked on delivering bulletin inserts to the Churches, placing ads in the Catholic herald and the Racine Journal times advertising Catholic Schools Week. Fliers will also be put in mailboxes advertising Catholic Schools Week. The Yard signs promoting St. Matthew's were distributed and are currently being displayed in yards.

5. **Qualifying Parish Policy** – A letter to the Parish Council from BOE will request help to make it policy that that participating Parishioners from other Parishes can send their children here with no required additional cost. In other words, people from other Parishes would pay the St. Matthew Parishioner tuition rate. The Christian Formation Committee meets in February. John Lee will send a copy of a drafted policy reflecting these thoughts to the CFC chair. From there, it will be forwarded to the Parish Council.

6. **Catholic Schools Week**– A Catholic Schools Week Subcommittee consisting of teachers and parents met to help develop the activities for the week. The theme this year from the National Catholic Education Association is “Celebrate Service.” The doors in the school will be decorated with a Biblical theme prior to Sunday. Every student will write a letter indicating why they like attending St. Matthew School and the letters will be placed on the lockers. Ms. Daun will form a list of school alumni who are now in service professions such as teachers, health care professionals etc. and recognize their service work on the kiosk in the gathering space. The alumni will also be spotlighted in the bulletin and are invited to attend school mass on Friday and to visit in classrooms. On Tuesday 28 January there will be a Prayer Service and Christian Rock. On Wednesday, there will be Faculty/Staff relay races and a Jeopardy competition in the lunchroom. On Thursday there will be High Interest Day with over 40 volunteers. In that afternoon, there will be an assembly with participation from Milwaukee Wave players. On Friday of that week, there will be a mass recognizing the distinguished service of graduates of St. Matthews along with a power point presentation. In the afternoon there will be a movie and popcorn. School families will be asked to spend time with a service organization to help highlight the theme.

7. **Principal Updates** –Enrollment is steady at 217. There was an attempt to install the Smart Board but an incorrect part was shipped so the attempt was thwarted. Infocorps is not at fault but the part is on order from Smart Technologies. White boards were installed in the 1st grade classroom. Others are slated to be installed. The Oak Creek Police Department will present a child safety program “Charlie Check First” to the students. The older “Stranger Danger” program is no longer being used in favor of this current program. Kim Bogati from the OCPD is looking at dates when the program can be made available. The Oak Creek Fire Department is also setting up dates to come to St. Matts to do CPR/AED training. Ms. Unti has agreed to be the lunch recess aide. A new copy machine was purchased over Christmas break and has been well received by the teaching staff. There will be different copy codes for the different school organizations such as Home and School, SMPAA, Auction committee etc. There is some thought to having more active Mass attendance by school families. Ms. Barber will contact St. Jerome School to see how they word their contract to include attendance at Mass.

Floor items –

*Sue M. – Informed Thomas Moore High School that they should send out a list of their Honor Roll students to advertise in our Bulletins.

*Matt Knorr. – The Scrip Tuition proposal was accepted by the Parish Council. The Scrip Coordinator and Home and School will work with the parish Council to help with accountability. There was discussion as to the feasibility of the Scrip Coordinator being a paid position. Mr. Lee will draft a letter regarding same and send it to the CFC for the February meeting. Mrs. Heiges will look at what other schools are doing with regard to the Scrip Coordinator position.

*Teri K. – At the last Home and School Board meeting, volunteer buyout hours were discussed. Many families pay the buyout fees and as a result, it is becoming increasingly difficult to get volunteers for events such as the cookie walk etc. The possibility of raising the buyout fee was briefly discussed. The next home and School meeting is Wednesday 14 January. Georgetta Serdynski will be the guest speaker.

* Mike S. – The owner of the Comedy Café offered his business as a fundraiser. The entrance fee for the show would be profit for the school and the only benefit to the club would be the two drink minimum charge. A door prize could be offered as well. This idea was well received.

Respectfully submitted...Christine Apple