



Finance Meeting

April 16, 2019

Time 6:00 PM AHS Library

Agenda

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| 1. Prayer | Daniel Minter |
| 2. Finance Meeting | Michele Haas |
| a. Update on 2018-19 financials | |
| b. Updated 2019-2020 budget | |
| c. Enrollment Update | |
| d. Roof Update | |
| e. contracts | |
| f. Cancel May Meeting? | |
| g. Combine June Meeting both groups with dinner? Date? | |

Education Commission 7 PM AHS library

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| 3. Opening Prayer | Daniel Minter |
| 4. ACS 2018-19 Calendar Highlights | Daniel Minter |
| a. Check web site for other events | |
| b. Walk for Virtues – May 17 & 24 | |
| 5. Approval of March Minutes | Angie Peters |
| 6. Reports | Angie Peters |
| a. Schools – see printed report | |
| b. President/Diocese | |
| c. Athletics | |
| d. Royal Parents (WILL BRING TO MEETING) | |
| 7. New Business | |
| a. Key Card Policy | Daniel Minter |
| b. Cancel May Meeting? | |
| c. Combine June Meeting both groups with dinner? Date? | |
| 8. Any other business | |
| 9. Closing Prayer | Daniel Minter |
- 2018-19 Meeting Dates 3rd Tuesday of the month August 2018 – June 2019 6 PM Finance and 7 PM Commission
May 21 and June 18

Education Commission APRIL Meeting Notes

Attendees: M. Getzin, Deacon Merk, P. Fochs, P. Springer, B. Gudelis, A. Peters, B. Birkhauser, D. Minter, K. Meinel, C. Smits, T. Halbersma, C. Hunn

1. Opening Prayer Daniel Minter
2. ACS 2018-19 Calendar Highlights Daniel Minter
 - a. Check web site for other events
 - OLQH Spring Concert-April 11
 - Commission members who would like to come to Musical Dinner show—1/2 price tickets-see Linda to purchase
 - b. Musical Apr 4-6 Dinner Show on the 4th
3. Approval of February Minutes Angie Peters
 - Athletic Report from last time changes: mist should be midst; moved Catholic Schools night at the Rafters to August, not raffle drawing;
4. Reports Angie Peters
 - a. School Reports *attached
 - Pam reported that 5-8 Forensics was held at SV today and went very well; St. Paul and Immanuel students participated as well
 - b. President/Diocese/WCRIS
 - Dan sent award apps to the Diocese for the student awards
 - Diocesan Regional is Friday—two teachers are attending a different Regional due to conflicts
 - Dan attended a leadership meeting and attended sessions: reading aloud to children; tracing history of private schools in US; internet policy; creating/developing advancement development department
 - Budget proposal from Gov Evers—changes unlikely to be approved by legislature; choice program is written into state statues so just minor tweaking could happen
 - ACS has a Diocesan Teacher of the Year—will be announced at Regional on Friday
 - c. Athletics
 - raffle drawing will be held June 2 in AHS gym at 5pm
 - teachers and staff will receive vouchers for tickets to the ACS night at Rafters this year, courtesy of the Athletic Association
 - all spring sports are practicing
 - 2 wrestlers went to state—1 lost in first round, the other went on to take 4th place in weight bracket
 - Still in need of MS baseball coach—unsure of where we are at with how the season will go
 - d. Royal Parents *attached
 - Bob would like the address of the brat fry at the Port Edwards garage sale posted for all to be able to find
 - Wrapped up Seroogy's/Cotton Candy/Apparel sales
 - Working on spring plant sale
 - e. Advancement Report
 - See Linda for ½ price dinner show tickets
 - Looking for less-intensive fundraisers for spring
 - Royal Fund is up for 2019
 - One the negative—the AHS/AMS roof leaks
 - f. Enrollment *attached
 - Numbers change every day—those on the report are current
 - 100 applied for Choice—new vouchers will be awarded at the end of May

5. New Business

Daniel Minter

a. WRISA Process and Standards

- WRISA is an accreditation for private schools—previous years we were accredited by AdvancEd
- Now we can accredit as a Catholic system and it's \$3000 cheaper
- There will be a site visit for each of the four sites in March 2021- OLQH, SV, AMS, AHS
- Commission members will be interviewed
- Spring 2020-March 2021 we will be making preparations for the site visits
- August 21 inservice at 10am staff will be trained on WRISA standards and how to gather evidence—commission members are welcome to attend
- SL is currently not part of accreditation—possibly included in the future; clarification, SL is a 5th program with 2 sites- SL and SH
- Briefly went over 13 standards
- Asking for volunteers to help with self-study team on standards

b. Meeting schedule 2019-2020

- Dan wants everyone to think about how to schedule meetings for next year—keep them at once a month or go to every other month
- We'll decide next meeting

c. Snow day updates

- 20 total minutes has now been added to school day—public schools changed times and busing so we did as well.
- If we have no more days off, we won't add any days and have Easter Monday off
- If we have a day off before Easter, we will have school Easter Monday
- Next year we have only 3 snow days built into the calendar

6. Any other business

7. Closing Prayer

Daniel Minter

2018-19 Meeting Dates 3rd Tuesday of the month August 2018 – June 2019 6 PM Finance and 7 PM
Commission Apr. 16, May 21 and June 18



APRIL School Reports



ASSUMPTION CATHOLIC >> ST. LAWRENCE EARLY CHILDHOOD CENTER

Spring Themes include: Insects, turtles, Easter, Frogs, Garden, Picnic, Marvelous mom, lions, tigers, and bears

Each classroom is full to capacity for spring, summer and next school year fall

SLECC will be celebrating week of Young Child April 8-12th

A youth apprenticeship from Lincoln high school starts April 12th.

ASSUMPTION CATHOLIC OUR LADY QUEEN OF HEAVEN >> ELEMENTARY SCHOOL K-2

- • Mrs. Allison's class took 2nd place for their grade level in the Literacy Planet Word Mania Competition, a nation-wide competition.

- Learning the Bunny

Hop in Phy Ed class

- 2nd graders are preparing to receive their 1st Holy Communion at their home parishes.



ASSUMPTION CATHOLIC ST. VINCENT DE PAUL >> ELEMENTARY SCHOOL GRADES 3-5

St. Vincent Volunteer Recognition Breakfast

May 8 after 9:00 a.m. Mass the students from St. Vincent's will be celebrating the volunteers from our school year.

ABC Countdown

ABC Countdown begins this month. Alphabet activities are planned for the last 26 days of the school year. This has been very popular with our students.

Royal Parent Collaboration

Volunteer opportunities for parents and family members are being shared with the group. Please keep a look out.

Playground Update

The 2nd piece of equipment is ready to be installed. Fund raising opportunities are being planned for the last 3 pieces.



Math Madness Championship 2019 Walker Livernash, 5th grade and Emmercyn Breu, 3rd grade. Walker Livernash won the bracket!!

ASSUMPTION CATHOLIC HIGH SCHOOL & MIDDLE SCHOOL >> GRADES 6-12

AMS

Middle School Retreat was held March 15.

Shannon Shaw was recognized as the Diocesan Middle School Teacher of the Year.

AHS

Shadow Stations is completing their presentations at parishes in our deanery

The Passion of the Christ and Mass on March 19.

The musical Big Fish was a very successful!

AMS/AHS

The Viterbo Concert Choir performed in the AHS gym on April 8

The Lenten Penance service was held on March 10

The reverence committee organized an observance of the Stations of the Cross

St. Vincent, AMS and AHS worked with Dave Ecke at St. Lawrence to do a presentation of Screenagers on April 10 in the AHS library.

2018-2019 Enrollment/Reenrollment by School - Updated March 13th, 2019

OLQH		SV		AMS		AHS			
5K	26	3rd	30	6th	23	9th	26		
1st	25	4th	30	7th	35	10th	27		
2nd	23	5th	37	8th	40	11th	32		
						12th	32		
TOTAL	74		97		98		117	386	

2018-2019 Enrollment/Reenrollment by School - Updated April 5, 2019

2018-19 School Year: 107 Choice Students

Re-enrollment began at the end of January: The numbers go up daily. As of 4/8/2019

- About 271 students have re-enrolled.
- WPCP applications opened on Feb. 1st. 115 students have re-applied/applied. Deadline is April 20th.

Student Name			Grade	Country	Host Family
Hou, Xinyi (Iris)	11	3	China	Ed & Sue Newton	
Kim, Chaerin	11	4	S. Korea	Jeff & Jenny Faivre	
Tagarelli, Anna	10	4	Italy	Charlie & Missy Nelson	
*Tran, Anh (Steve)	12	2	Vietnam	Ken & Georgianne Elsen	
Azuaje, CastellMarti	11	0.5	Spain	Tim & Anne Zacher	

International Students 2018-19

Advancement Report – April 2016

“BIG FISH” DINNER SHOW

Advancement and Enrollment staff decorated the AHS lobby and coordinated the dinner show for the choral department's Big Fish spring musical production on Thursday, April 4th. Attendance was fabulous... we served 142 guests this year compared to 113 last year. Feedback from attendees was extremely positive. There's a great deal of work involved to coordinate the dinner show. We're extremely grateful to the volunteers that did step forward to help this year. We will conduct a review the financials compared to the expense and time involved in hosting and determine a plan for incorporating more parents of musical participants to help next year.

Advancement and Enrollment also supported the Friday and Saturday evening performances of Big Fish by coordinating volunteers, working both evenings, and offering flower sales for guests. Attendance for Friday evening was approximately 150 guests and Saturday approximately 185.

APPEAL LETTER FOR ROOF REPAIRS

Advancement will be working with Dan Minter to prepare and send an appeal that would offset expenses to repair/replace the roof at AHS/AMS. The hope would be for this mailing to be delivered prior to Easter break.

ANNUAL APPEAL PROOF LETTER

The Royal Fund annual appeal proof letter is in progress and will mail likely in the month of May, as a last push for donations prior to fiscal year end on June 30th.

Mark your calendars for Royal Event 2019 on Sunday, September 22!

Draft Key Card Policy

All faculty and staff of ACS will be given a key card that allows access to the building(s) he/or she needs access to during the hours of 5:30 AM to 10:00 PM. Administrators, maintenance and other designated staff will be given cards that allow access to the needed building(s) 24 hours per day. Staff is also defined to include a volunteer coach or club advisor approved by the athletic director, in the case of coaches and appropriate building principal.

Head coaches will be given upgraded 24 hour per day access during their respective athletic season to facilitate building access upon return of late away games and other needs. This 24 hour access is limited to the ACS building only.

A master list of all key cards assigned will be maintained by the IT department with copies in each school/parish office as appropriate and in the central office.

A key card holder must return his/her key card to the controller of ACS upon ending employment before he/she will be given his/her final paycheck.

Lost key cards must be reported as soon as possible to the IT department, the building principal and central office.

A lost key card will be replaced by payment of a \$10 fee to cover the cost of the replacement card.

A key card holder is not to give his/her key card to any person for purpose of access to a building without the permission of the ACS central office which will make sure that the person gaining such access has completed the necessary paperwork for use of facilities. A keycard holder must be on site to open the doors, when a non-keycard holder is using his/her access. Repeated violations of this procedure will result in the loss or restriction of key card access.

A key card holder cannot use his/her access to non ACS owned buildings (OLQH, SVDP, SLECC) without checking with ACS Central office, the building principal and the parish on whether such non ACS use of the facility will be permitted by the parish. ACS must coordinate access to the parish owned buildings with the advice and consent of the parish in question.

Use of building facilities – gym, weight room etc. Specific to the ACS building

With permission of the athletic director, director of alumni relations and the building principal subject to the following conditions students and alumni can use the facilities at the ACS MS/HS building during the hours of 5:30 AM to 10:00 PM on non-school days.

- 1. No current student under the age of 18 may be in the building alone, supervision by an approved employee, coach or advisor is required.*
- 2. In addition, students under the age of 18 must have a signed permission form/liability/conduct form from his/her parent or legal guardian.*
- 3. Students over 18 and alumni must file a liability/code of conduct form with the athletic director/alumni relations director and complete the safe environment process prior to using the facilities.*
- 4. Access for students and alumni 18 and older is to be provided by the keyholder requesting this access.*

Code of Conduct for Building Use

I the undersigned recognize that use of the Assumption Catholic Schools facilities is a privilege and not a right. In return for use of the facilities I agree to the following

- 1. ACS is not responsible or liable for any injury sustained while using the facilities.*
- 2. No illegal substances will be allowed on the property in in the buildings.*
- 3. No alcohol, smoking or use of E cigarettes on school property is permitted.*
- 4. User is responsible for making sure that all lights are turned off when leaving.*
- 5. User is responsible for returning all equipment to its proper place.*
- 6. User is responsible for cleaning any mess left behind.*
- 7. User is responsible for the repair/replacement cost of any equipment or facility damaged by his/her use.*
- 8. User will complete the Diocesan background check for safe environment prior to first use of the facilities.*