



Finance Meeting

September 20, 2022

Time 6:15 PM ACHS Library

Agenda

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|-----------------------------------|---------------|
| 1. Prayer | Daniel Minter |
| 2. Finance Meeting | Michele Haas |
| a. Update on 2022-23 financials | |
| b. Update on staff and enrollment | |
| c. Delinquent tuition | |

Education Commission
Time 7 PM ACHS Library

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|------------------------------------|---------------|-----------|
| 3. Opening Prayer | Daniel Minter | (2 min) |
| 4. ACS 2022-23 Calendar Highlights | Angie Peters | (2 min) |
| 5. Reports | | (10 min) |
| a. Schools – see printed report | | |
| b. President/Diocese | | |
| c. Athletics | | |
| d. Advancement | | |
| e. Enrollment | | |
| f. Royal Parents | | |
| 6. New Business | Angie Peters | |
| a. Election for vice chair | Angie Peters | (10 min) |
| b. Building Security and Doors | Daniel Minter | (10 mins) |
| i. Safety walk through | | |
| c. Update on facilities plans | Daniel Minter | (10 mins) |
| 7. Any other business | | (5 min) |
| 8. Closing Prayer | Daniel Minter | |

2022-23 Meeting Dates 3rd Tuesday of the month August 2022 – May 2023 6:15 PM Finance and 7 PM Commission

The mission of Assumption Catholic Schools is to inspire excellence and personal growth grounded in Catholic principles and traditions

Commission Meeting 8/15/2022

In attendance (bold indicates Parish Education Commission Member):

D Minter, P Springer, Fr Weller, M Haas, S Bruley, K Meinel, R Birkhauser, **A Peters**, J Lynch, **J Dolan**, Fr Guanella, Fr Schaller, P Fochs, J Cruwink, A Braaten, **T Halbersma**, **B Rosandick**

Parish Education Commission Members not in attendance: C Smits, B Mattott

Prayer

Introduction of new members:

- Father Weller – Associate Pastor at OLQH and HS/MS Chaplain
- Bill Rosandick – Newly appointed commission parish member from St. Joachim's

Calendar Highlights

- Royal Parents will be running Bingo the 1st & 3rd Sunday, September thru May
- Google Calendar changes will be reflected in real time on our website
- Homecoming Week begins on September 12th

Presidents Report

- ACS is fully accredited
 - Each school is working on Action Plans as laid out in accreditation report
 - Will check yearly with updates on goals
 - Next site visit 2027/2028 school year
- USCCB and ACS focus this year will be "The Beauty of the Eucharist"
- The USDA clarified its position, noting that educational institutions can obtain an exemption if there is "a conflict between Title IX and a school's governing religious tenets."
 - Religious schools do not have to submit a written request to claim an exemption, the USDA noted.
 - Religious schools are not required to follow new Title IX rules on sexual orientation and gender identity in order to receive federal meal funding, the United States Department of Agriculture

Athletic Report

- Monsoon washed out the morning session of the Golf Scramble
- Sports booklet is being made
- ACS Night at the Rafters was sponsored by Athletic and Royal Parent Assoc.
- Fall sports are beginning: Tennis, Cross Country, Football & Volleyball
- Looking ahead to Cranberry Classic in November

Enrollment Report

- Enrollment currently at 426
 - 26 Kindergarten students, highest number in a long time
 - 6th grade had the largest growth

Royal Parents Report

- Bingo license was obtained.
 - Bingo 1st/3rd Sunday Sept-May
 - Inviting groups to help run the event.
 - 50% profit will go to group helping
 - Other 50% will go to Royal Parents
- Meetings will be held on the 2nd Wednesday of every month in the AHS library at 6pm
- Used clothing sale on 8/17 & 8/18

New Business

- By Law Revisions
 - Final Draft on Quarum & Officer Election
 - Vote of approval made.
- Nominations for Vice Chair
 - Craig Smits & Brad Mattott
 - Election will take place next month
- Meeting day and time will remain the same this year
 - 3rd Tuesday of each month
- By Law regarding absences
 - Commission members unable to attend a meeting must inform the President as to the reason for their absence.
 - 2 unexcused absences will result in dismissal from commission
- No parish member representation for a number of our supporting parishes.
 - No members from St. James, Sacred Heart, St. Lawrence and St. Alexander
 - Fr Schaller and Dan Minter will work with parish priests to fill these openings.
- Building Security
 - With a desire to tighten security, the WRPD did a walk-through of all buildings.
 - Signage will be visible on all doors to enter via one entrance during the school day.
 - No unaccompanied visitors in the hallways
- A new boiler will be installed in the Assumption building, hopefully before the snow falls.
- Discussion to re-establish a building and grounds committee.
 - OLQH & SV – parish will handle
 - Assumption building – will meet monthly with principal

Prayer

Meeting adjourned



Our Lady Queen of Heaven K-2 Sept. 20, 2022 Commission Report

The new year school year is off to a great start. The students and staff are excited to be back and are enjoying learning together. We have eighty-four students enrolled at OLQH.

We are very happy to welcome Mrs. Sara Rifleman, music teacher, and Mrs. Aubrey Derezinski, paraprofessional, to our OLQH team.

Through the *Virtue=Strength* program our students are learning about the virtue of faith. This Catholic virtue-based formation program is being used in grades K-12 this year. One of the components of this program is Catholic identity through school ceremonies. Fr. Guanella conducted a classroom blessing ceremony on Friday, August 26, 2022, as part of this program. He blessed our students and their classrooms.

Homecoming week, "Home Sweet Homecoming", is scheduled for Sept. 12-16, 2022. Our OLQH students will participate in themed dress down days, attend an all ACS system Mass, and enjoy a special performance by the AHS band and choir.

The Catechesis of the Good Shepherd program will expand this year and will include a level 1 class for 3-6 year olds on Tuesdays from 10-11:30 am. The Catechesis of the Good Shepherd program for our K-2 students begins the week of Sept. 19.

OLQH and SVDP faculty and staff have begun taking part in Compassion Resilience trainings which will occur throughout the next two school years. In these trainings our staff will explore their professional role in alleviating student, colleague, and other's distress while maintaining their own well-being.

Respectfully submitted by:
Shelley Bruley

Mission: To inspire excellence and personal growth grounded in Catholic principles and tradition
Vision: A community of academic excellence, Catholic in spirit and culture, nurturing integrity and respect.



St. Vincent Depaul School



A Building With Four Walls And Tomorrow Inside

September 2022 Commission Report

Beginning of the Year

Our Royal Rising/Orientation for our new students was well attended. Our third graders received Royal t-shirts and a great time created by the staff. They were ready to go on the first day!

Welcome to SVDP-A building with 4 walls and tomorrow inside

New staff joining us this year:

Peg Wasshausen-3rd grade teacher

Lynda Borgen-5th grade teacher

Gloria Rayles-Office Administrative Assistant

Pamela Hustedt-Food Service

Current Friends in a New Role:

Lauri Zalewski-Interventionist

Haley Breidel-3rd grade teacher

Emma Grygleski-4th grade teacher

Phy Ed/Gym

Children wear their non-marking shoes when playing on the surface. We ask that all parents and visitors use good judgement when utilizing the SV gym. Coaches need to follow the process with maintenance. Flyer is on the door by the broom. The doors always need to be checked to make certain they are secure, especially the doors going out of the building.

Spirit Point Mentoring Program

The staff at SV has put together an opportunity for all students to be able to have small group time with a staff mentor. Training has included 7 Habits for Happy Kids, 40 Developmental Assets, Are You a Royal, and the Diocesan Virtue Program/Virtue=Strength. Our groups meet once month at the end of the day.

Volunteers Welcome

We are currently looking for volunteers to read with students and also to help out in the kitchen during our lunch time.

Field Trips

We are planning our fieldtrips already, and have already gone on one!

Playground

We continue to improve our playground.

Respectfully submitted,

Pam Fochs



St. Vincent DePaul School



A Building With Four Walls And Tomorrow Inside

September 2022 Commission Report



Fr. Patric took time to bless all of the students, staff, and building at the beginning of school.

ASSUMPTION MIDDLE SCHOOL/High School (6-12)

MS/HS

Throughout the week of September 12-17 the school had Homecoming week. Below is a description of what took place in both the middle and high schools throughout the week. It's an extremely busy week but a lot of fun for the Assumption community.

Homecoming:

Monday:

High School:

Event: Class Volleyball Tournament

Theme: Seniors-Disney, Juniors-Groufit, Sophmores-Jersey, Freshman-Dress Like A Teacher, Staff-Crazy Hair

Middle School:

Event: Work on Lions throughout Assembly

Theme: Cowboy/Baseball Caps

Tuesday:

High School:

Event: Class Dodgeball Tournament

Theme: Color Day: Seniors-Black, Juniors-Red, Sophomore-Pink, Freshman-Brown

Middle School:

Event: Color Day by Homeroom: Marshaus-White, Rezin-Red, Noyes-Green, Diedrich-Pink, McCarty-Yellow, Shaw-Orange

Sports:

Volleyball vs Marathon 5:30/7:00

Wednesday:

High School/Middle School:

Event: All ACS Mass-Dress Up Day followed by the parade

Thursday:

High School:

Event: Torch Run/Tailgate 4:00-6:00/Pep Rally 6:30

Theme: Country Western Day

Middle School:

Event: Torch Run/Tailgate 4:00-6:00/Pep Rally 6:30

Theme: Down on the Farm (bibs, flannels, cowboy boots, etc.)

Friday:

High School:

Event: Cross Country @ Marshfield/Football Game 7:00

Theme: Blue and White Day

Middle School:
Theme: Blue and White Day

Saturday:
Dance 7:00-11:00/Grand March 7:00

STAR Testing:

Throughout the week of September 6-9 the middle and high school students completed their STAR Assessments. These assessments help us gather data to see where the students are currently in their reading and math abilities. Over the next few weeks I will be organizing these scores to look at with staff to determine what we can do as a staff to continue to improve the students reading and math success.

Campus Ministry:

We kicked off the school year with the Feast of the Assumption party. The purpose of the event is to bring families together before the school year and to try and raise money for Campus Ministry. This year was a great turnout and we raised about \$3,500.

This year we have made a strong emphasis on the importance of the Eucharist. Our first day of school we held a Eucharistic procession around the building with all MS/HS students and staff. This was well received and a tradition that we started last school year. We have also been encouraging students to attend daily Mass in the Chapel. There have been an average of about 22 students in the Chapel everyday celebrating Mass which has been incredible to witness. We also will continue to hold our First Friday Benediction where the Eucharist is exposed throughout the school day in the Chapel with students rotating shifts in the Chapel and ending our day all together in the gym for Benediction.

Our weekly Bible studies also began last week. Around 20 students showed up and participated in great conversation.

Another area that we are excited about regarding our Campus Ministry is our collaboration with Our Lady Queen of Heaven, Saints Peter and Paul, Fr. Weller and Rebecca Zalar.

We will be collaborating to bring our Campus Ministry even more fruitful experiences for our Youth. Over the course of the year we will be offering High School with weekly events and Middle with events twice a month. These nights will rotate between men/women's group, Dead Theologian Society, and Mission Nights. Fr. Weller, Rebecca Zalar, Anna McCarty, Jenna Lynch and myself will be heading these nights and working together throughout the year to see how we can continue to improve our Campus Ministry efforts.

Upcoming Dates:

Sept. 27-Juniors to Mid-State for a College Visit
Oct. 4 Parent Teacher Conference
Oct. 6 Parent Teacher Conference

Advancement Commission Report - September 2022

Raised Royal Newsletter – September 2022

A Raised Royal newsletter will be delivered to alumni and ACS constituents this fall. The focus will be celebrating our graduating class of 2022, honoring and thanking donors from 2021-2022, a highlight of our state of the schools address from President Minter, etc.

Royal Event transition - October 2022

Assumption's Royal Event/Fall Fest has transitioned to the fall months again this year. We've been brainstorming ways to breathe new life into this event for our Assumption families and the community at large. This year's event will take place on **Sunday, October 9th** on the campus of Assumption High School. We will partner with Chat-R-Box restaurant to offer a pancakes/sausage/scrambled eggs breakfast from 9-11 am, followed by a Chat-R-Box chili feed from 11am-1 pm. Royal Parents Bingo will held in the gym from 1-3 pm. Bingo card sales will take place from 12 pm to 1pm only. We will also have an indoor farmers market and handmade craft vendors in place, and we're looking into an Assumption apparel sales booth, dessert foods, etc. We're continuing to brainstorm activities for kids and families that are low cost to participate. (ie. Face painting, crafts, etc.) The Packers play an early game that day (9 am, I believe) so we will attempt to offer audiostreaming at the very least for the game. Wisconsin Lottery pulltabs will be sold, along with beer/wine and kids refreshments from 9am-3pm. If you have specific ideas that you would like to discuss and potentially chair for us, please reach out to me directly.

Annual Appeal - November 2022

Work will soon begin on our annual appeal mailing for Royal Fund 2022-2023. Projected mail date would be mid-November of this year.

Alumni Directory Update - 2022/2023

PCI staff continues to market and conduct outreach with our Assumption Alumni. The process continues through the end of 2023. After the directory is complete, PCI will enter into a phase called an Oral History Project, which will result in a compilation of alumni stories and reflections that can be compiled in a book and sold to AHS alum and beyond. Any questions about the project should be directed to Linda Schill in Advancement or Joe Birkhauser in Alumni Relations.

Catholic United Financial Raffle - 2023

We've been approved to host another CUF Raffle in 2023. The raffle will begin in late January during Catholic Schools Week. We're unsure of an exact draw date at this time.

Royal Regards,

Linda Schill
Director of Advancement

9/7/2022

ENROLLMENT REPORT

ACS Enrollment 2022-2023

Updated 9/7/2022

CURRENT YEAR

OLQH (K-2)	SV (3-5)	AMS(6-8)	AHS(9-12)	Total K-12
5K	28	27	9	36
1	26	25	10	29
2	30	34	11	38
		8	12	36
	84	86	117	139
				426

WPCP UPDATE: 166

SNSP UPDATE: 23 & 1 Partial

ACS Enrollment 2021-2022

Updated September 16, 2021

PRIOR YEAR

OLQH (K-2)	SV (3-5)	AMS(6-8)	AHS(9-12)	Total K-12
5K	24	23	9	28
1	31	32	10	43
2	26	24	11	36
		8	12	25
	81	79	110	132
				402

WPCP UPDATE: 148

SNSP UPDATE: 21

Breakdown of new students:

K	28	7th grade	7
1st grade	2	8th grade	3
2nd grade	3	9th grade	8
3rd grade	3	10th grade	1
4th grade	2	11th grade	
5th grade	2	12th grade	1
6th grade	12		
K	28		
grades 1-12	44		
Total New	72		

Breakdown of students who did not return: 30

1st grade	7th grade	1
2nd grade	4 8th grade	1
3rd grade	2 9th grade	10
4th grade	4 10th grade	
5th grade	11th grade	4
6th grade	4 12th grade	

Safety Walk through

August 29 2022 – walk through the MS HS building with WRPD, Dan Minter, Jimmy Lynch and Yvonne Audi

Overall in good situation. Also discussed ALICE training for later this year

Talked about exterior door security, changes made in 2022 and cameras

scrip door – suggestion look into installing a teller window in the vestibule and then locking security doors where the silver doors are

OR

Remodel the lobby – maybe put an office door in the vestibule (where heating unit is) if practical

Or

Extend the office out by 10 feet or so into the lobby with a secure entrance to office area where west most doors are now – lock the other doors down.

August 30 – OLQH

Over all in good shape. Make sure all outer doors and all rooms are numbered – should be visible from inside and out

SLECC

Over all in good shape. Make sure all outer doors and all rooms are numbered – should be visible from inside and out

SVDP

Over all in good shape. Make sure all outer doors and all rooms are numbered – should be visible from inside and out. Is there a way to restrict access to the cafeteria – perhaps not practical due to mixed use and multiple ways in.

ALICE Training

It has been at least 5 years since a full ALICE training

Suggestion trainings in the next few in-services

MS HS and OLQH – first wave each one ½ day

SVDP 2nd wave ½ day

Draft Security Policy revised after commission meeting 8/16

In an effort to bolster security and safety for students and staff at Assumption Catholic Schools, beginning with the 2022-23 school year the following policies are in place.

General Visitor Policy

All visitors to the building must enter through the main door, identify themselves on the door speaker and when admitted proceed immediately to the main office.

In the main office, the visitor will sign in on the visitor log identifying his/her name, time of arrival and who is being visited. The visitor will be given an ID badge to wear during the visit.

The administrative assistant will contact the person being visited who is being visited and that person will come to the office to pick up the visitor.

Visitors must be accompanied by a staff member at all times when in the building.

If the visitor wishes to see multiple people on the same visit, the visitor should indicate that on the log in and will be escorted by a staff member to the next person.

At the end of the visit, the visitor will be escorted back to the main office where he/she will sign out and return the ID badge.

Main Doors

SLECC – the door under the awning

OLQH – the door between the rectory and playground

SVDP – the door closest to the church/rectory and then to the 1st floor security door

Assumption Building – the door on Chestnut Street

Signs will be placed on all doors directing visitors to the main door of the building

Exceptions

1. A parent wishing to drop off or pick up materials at the middle or high school office should use the Chestnut St. door. MS materials will be brought to HS office.
2. A person buying scrip may use the door on Hill St. but may only go to the scrip office. If the scrip purchaser has other business in the building they must either go back out and around to the Chestnut St. door OR be met in the scrip office by the person he/she wishes to see.
3. Vendors and Contractors – for the Assumption building may use the door by the kitchen/staff parking lot but if going beyond the kitchen need to be escorted to the main office to sign in. For the other buildings use the main entrance and if going beyond the kitchen sign in at the office.

Door Locking Policy

1. All classroom and office doors are to be kept in locked mode, the door may be open to the hallway but should be locked.
2. Security and all other outside doors **MUST NOT** be propped open **if unattended**.
3. Outer doors will be as follows
 - a. Assumption building – all 4 outer doors will be unlocked from 7 AM to 7:45 AM and again from 2:45 PM – 3:15 PM. **Activities needing access after 3:15 for practice, games or meetings should coordinated with the appropriate person AD and/or principal so that the IT director can adjust the specific doors as needed.**
 - b. SVDP – the inner and outer security doors are locked 8:45 AM – 3:45 PM
 - i. Before care and after care (working on)
 - c. OLQH – the main security door will be unlocked from 7:00 to 8:45 and again from 3:45 to 5:30
 - i. Before care and after care (working on)
 - ii. Door between the cafeteria and school shall be locked at all times
 - iii. Door at the south end of the hallway shall be locked at all times.
 - d. SLECC – the inner and outer security doors will be locked at all times – parents have codes to get in.

Violations of this policy by any staff member including coaches or volunteer may result in removal of access privileges and possible further sanctions.

Door Phones

OLQH – phones ring on main office line – software on computer to unlock door

SVDP – phones ring on main office line - software on computer to unlock door

MS/HS – kitchen, Chestnut and Mead ring at the HS office- software on computer to unlock door

NEW

Scrip Door – rings on scrip phone, need to install a camera feed for the door and door software plus train the scrip staff on how to use.

Note the SVDP and OLQH before and after care we are still working on a plan for secure access.

Proposal to establish a building and grounds procedure

Purpose – to establish a procedure to advise on building and grounds topics as it related to Assumption Catholic Schools

For the parish school buildings – OLQH, SVDP and SLECC

The principal/director shall consult with staff to make a list of the needs and wants related to the building, grounds and equipment. The principal/director shall collaborate with the president to establish priorities for the list and determine if the item is best referred to the parish for financial consideration or if it is a school specific function. Noting that any modification to the physical structure even if being paid for by school funds still needs approval of the parish. Principal and president shall coordinate, inform and seek approval of the appropriate parish councils and pastor. Where possible actual quotes for projects will be obtained prior to final financial discussions taking place.

Examples of these items are

School specific most likely not cost share – drinking fountains, kitchen equipment used exclusively by school, technology, office equipment, security etc.

Parish approval and cost share – physical changes to the building, playground, windows, window treatments, carpet, etc.

For the Assumption Building

The principal/director shall consult with staff to make a list of the needs and wants related to the building, grounds and equipment. Where possible actual quotes for projects will be obtained. Principal, IT, AD Finance and Maintenance shall collaborate to prioritize the list.

Combined List

Once the individual building lists are created a master list of projects will be created. This work shall be done by the principals, president, finance, IT, AD, maintenance and advancement. Estimates of when each of the projects could be accomplished will be attached to the list. If a project involves parish participation it will be prioritized based on finances of the system and parish.

By splitting this way shared teachers can attend sessions for each school

Overall suggestions

Look at getting a secondary door security for offices and classrooms that would be in addition to the lock and help keep the door closed.

On all exterior doors with windows and on ground level classroom windows (exterior) and all all classroom, office doors (interior) one way film to prevent someone from seeing in – on interior doors and windows this could be another sort of window covering

Make sure that all floor plans are current with room numbers and identified exterior doors. Include church area for SVDP and OLQH

Make sure that all rooms are clearly marked to be seen from the outside with room number. Also suggested having the room number and a compass showing North inside the room

Provide floor plans to Wood County Dispatch – looking into the DOJ grant for the K-12 buildings.

Provide emergency camera access to Wood County Dispatch

Provide emergency camera access to WRPD and FD

Review individual room lockdown procedures to make sure everyone knows what part of the room cannot be seen from the door – when closed