



Finance Meeting ***October 18, 2022***
Time 6:15 PM ACHS Library

Agenda

- | | | | |
|----|-----------------|------------------------------|---------------|
| 1. | Prayer | | Daniel Minter |
| 2. | Finance Meeting | | Michele Haas |
| | a. | Update on 2022-23 financials | |
| | b. | Update on 2023-24 budget | |
| | c. | Delinquent tuition | |

Education Commission
Time 7 PM ACHS Library

- | | | | | |
|----|---------------------------------|-----------------------------------|---------------------|-----------|
| 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 | | |
| | | i. | WI DPI Report Cards | |
| | c. | Athletics | | |
| | d. | Advancement | | |
| | e. | Enrollment | | |
| | f. | Royal Parents | | |
| 6. | New Business | | Angie Peters | |
| | a. | 2023-24 proposed calendar | Daniel Minter | (10 mins) |
| | b. | DOJ Digital Mapping Grant | Daniel Minter | (5 mins) |
| | c. | updated delinquent tuition policy | Angie Peters | (20 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

September 2022 Education Commission Meeting Minutes

In attendance: A. Peters, B. Rosandick, Fr. Weller, Fr. Guanella, D. Minter, M. Haas, P. Fochs, S. Bruley, J. Dolan, C. Smits, J. Lynch, J. Vruwink, B. Mattott, A. Braaten, E. Moody, K. Meinel Absent: Fr. Schaller, T. Halbersma, L. Schill

Prayer

Calendar Highlights

- Google calendar integrated with ACS website
- Oct 9th, ACS Fall Festival
- Bingo sponsored by Royal Parents 2x per month
- End of Hex 1 Parent/Teacher Conferences

School Reports

- School reports included in email
- President report
 - Advisory mtg Diocesan wide SIS System being discussed for schools. Mr. Minter not in favor as it will cost ACS if we have to switch from FACTS(our current system) to SIS. Diocese will not cover the cost.
- Athletic report
 - All sports booklet completed
 - Successful Golf Scramble in July
 - Working on Cranberry Classic
 - Cross Country Team to compete at the State Level
- Advancement report included in email
- Enrollment report
 - Current enrollment at 426
 - New student tours still happening
- Royal Parents report
 - 1st Bingo generated \$400 for Royal Parents and \$400 for Cross Country Team
 - Discussing a location to store bingo equipment so borrowed equipment from OLQH does not have travel back and forth.

New Business

- Election for Vice Chair.
 - Paper ballots used, collected, and counted by Fr. Guanella & Fr. Weller.
 - Brad Mattott abstained from voting.
 - Results: Craig Smits 3, Brad Mattott 1
 - Craig Smits will be the new Vice Chair
- Police walkthrough of school buildings took place
 - Overall walkthrough went well
 - Looking at ways to improve MS/HS Door Security
 - Emergency Drills for DOJ will be held in December 2022
 - Updated ALICE training for all ACS staff is being explored
- School Building and Ground Issues
 - OLQH Parish will take care of any concerns. Dan/Shelly to bring concerns to parish.
 - SV would like ACS to take the lead on any concerns.
- Assumption Building Boiler install nearly completed. Waiting on a few parts to arrive.

Prayer / Meeting adjourned at 7:46pm



Our Lady Queen of Heaven K-2 Oct. 18, 2022 Commission Report

- Father Guanella blessed all the students' pets on Friday, Sept. 30 in honor of St. Francis.
- Our first and second grade small reading groups are underway. Four times a week students read with their assigned group which enables them to work on targeted skills. These groups are led by 1st and 2nd grade teachers, support staff, and volunteers.
- Monthly birthday breakfasts have resumed. Once a month students who have birthdays that month are invited to a special breakfast hosted by the OLQH principal and administrative assistant.
- October is Bullying Prevention Month and our staff and students continue to use the *Second Step* program to help our school be a safe, respectful place where everyone can learn.
- On Tuesday, Oct. 4 our school students traveled to the Wisconsin Rapids PAC to watch the Eau Claire Children's Theater touring production of "Don't Let the Pigeon Drive the Bus! The Musical."
- On Thursday, Oct. 7, The National Theatre for Children visited our school and performed the twenty-five minute play titled *Energy Endgame*. This engaging production, sponsored by Wisconsin Rapids WW & LC, taught our students about energy conservation and resources.
- On Tuesday, Oct. 14, the Rudolph Fire Department hosted our first and second graders for a tour and fire safety presentation.
- On Monday, Oct. 17, our kindergarten students were visited by the Wisconsin Rapids Fire Department to learn about fire safety.

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

October 2022
Commission Report



A Building With Four Walls And Tomorrow Inside

- Completion of Fall STAR Assessments. Teachers and staff collecting the data, which will guide the instruction in the classroom and through the school.
- Celebrating the Month of the Rosary and the Virtue of the Month-hope-at our prayer services
- Parent/Teacher Conferences-
- School Improvement Efforts-
 - Facility concerns with roof and asphalt; working with parish
- Had our pets blessed on the Feast Day of St. Francis.

Br. Joe Breuner stayed with us until he had to return to Bolivia. We showed our appreciation and well wishes in true Royal fashion. Hip, Hip, Hooray! Hip, Hip, Hooray! Hip, Hip, Hooray!



Our safety Patrol has been trained and blessed and they are ready to roll. Thanks to Mr. Klicka and Officer Pelot getting everything prepared for the students: belts, badges, flag folding practice, etc. Thank you to Fr. Weller for spending Wednesday afternoons with us.



ASSUMPTION MIDDLE SCHOOL/High School (6-12)

MS/HS

Over the past few weeks there have been some exciting events that have taken place at the Assumption Catholic Middle and High Schools. We have completed a successful Hex 1 with the students and teachers and are looking forward to another successful Hex 2. Below is a description of some of the events that have taken place over the past few weeks.

Mid-State Trip (Juniors) September 27

All juniors had the opportunity to attend an event held by Mid-State to meet with various colleges, universities, tech colleges, etc. The students were very excited about this opportunity and returned to campus talking with their peers and teachers about their futures. It was clear that this was a successful and fruitful trip for the students to look at their futures.

Parent/Teacher Conferences Oct. 4 and 6

We had a successful turnout for the return of in-person conferences. These are long days for teachers/staff but are extremely important to take the time to spend speaking with parents. Overall it was well received and we had a great turnout. We were very thankful for the Royal Parents providing dinner to the staff!

Heavy Metal Tour (8th Grade)

The 8th grade students had an opportunity to tour A & B Process Systems/JBT Stratford and Hay Creek Pallet Pittsville. These tours were organized by Mid-State to allow students to view different industries and learn about various types of jobs. It was a fruitful trip and students learned a great deal about the two industries and how to interview for a job. The owner of Hay Creek sent the following statement to the school following our tour.

Yesterday we were able to host the Heavy Metal tour at Hay Creek.. Assumption was one of three schools that toured our facility. I noticed the Assumption students and teachers were by far the most responsive and had the best questions. Just wanted you to know from my brief observation I think you are giving the students an advantage over other schools. Just wanted you to know, from my observations you have a lot to be proud of and that you apparently have a good program. Great job! Keep up the good work.

Campus Ministry

Campus Ministry has started a Mission team with the high school students. The mission team focuses on four ministries. There are a total of 36 students that have signed up!

Prayer Ministry-students pray for students, teachers and the overall Assumption community on a weekly basis.

Hospitality Ministry-students clean and organize any rooms that are in need.

Heavenly Grounds Ministry-students sell coffee before school to raise money to help continue the growth of campus ministry across K-12

Holy Family Statue Project-students are in charge of the Holy Family Statue and beautification of the statue.

Campus Ministry will also be running a used book sale Nov. 10-12 at SSPP. The proceeds will go into campus ministry to help pay for things such as retreats, events, Steubenville, March for Life, etc.

Other News

There have been various discussions about bringing the Musical back to Assumption. We have not run a musical in a few years due to various reasons but we currently have two people learning about the process and very interested in bringing a musical in the spring. As of right now we are looking at March 17-19.

Upcoming Dates:

Oct. 12 PSAT Assessment

Oct. 14 New Teacher Formation (Wisconsin Rapids)

Oct. 28 Professional Development Day

Nov. 10 New Teacher Formation (Marshfield)

Advancement Commission Report - October 2022

Raised Royal Newsletter - October 2022

A Raised Royal newsletter was delivered to alumni and ACS constituents beginning this past week. We hope to see some incoming gifts to Royal Fund and component funds as a result.

Fall Fest (Royal Event transition) - October 2022

Fall Fest took place on **Sunday, October 9th** on the campus of Assumption High School. We partnered with Chat-R-Box restaurant to offer a pancakes/sausage/scrambled eggs breakfast, followed by a chili feed. We also had vendors in the hallway, a 50/50 raffle, Wisconsin lottery pulltab tickets for sale, the King Cone ice cream trailer, a fall family photo booth and many kids' activities. Royal Parents hosted bingo in the gym at 1:00 pm. The overall event was well-received, however not as well attended as we would have hoped. We continue to strive to invent new way to connect with our Assumption families, alumni, and the community at large. We do think covid has changed the structure of how families spend their time on the weekends, but we also recognize that today's economy doesn't help matters either. If you hear of specific feedback related to the Fall Fest event, please let me know so that it can inform planning for future events of this nature.

Young Adult Faith and Finances Workshop – October 2022

We're partnering with CUF to host a Young Adult Faith and Finances Workshop at AHS on **October 12th**. Are you ready to start "adulting" your finances? Young adults are invited to attend a workshop about topics that are key to healthy finances. Designed for newly married couples and career-oriented single adults, each workshop breaks down truths about every-day financial habits and concepts that are easy to grasp and put into practice. Families with students ages 16 and over are also invited to attend and bring your child along. Key topics include keys to a financial foundation, paying down student debt, basic savings and investing, estate planning for families with children, understanding insurance and more. The workshops will take place at Assumption Catholic Schools at 7:00 p.m. on October 12th. Contact Vicky Giacalone at (920) 475-3196 or vgiacalone@catholicunited.org to RSVP or learn about what to expect at the workshop.

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

10/5/2022

ENROLLMENT REPORT

ACS Enrollment 2022-2023				Updated 10/05/2022			CURRENT YEAR		
OLQH (K-2)		SV (3-5)		AMS(6-8)		AHS(9-12)			
5K	28	3	27	6	34	9	36		
1	26	4	26	7	41	10	29		
2	30	5	34	8	42	11	38		
	84		87		117	12	36		
							139	Total K-12	427

WPCP UPDATE: 166

SNSP UPDATE: 25 & 1 Partial

ACS Enrollment 2021-2022				Updated October 13, 2021			Prior Year		
OLQH (K-2)		SV (3-5)		AMS(6-8)		AHS(9-12)			
5K	25	3	23	6	34	9	28		
1	31	4	32	7	39	10	43		
2	26	5	24	8	38	11	36		
	82		79		111	12	25		
							132	Total K-12	404

WPCP UPDATE: 148

SNSP UPDATE: 21

9/16 was the 3rd Friday in September Count Date.

A new 4th grade student started on 10/3.

1st Board of Directors Meeting of the year is Wednesday, October 12th at 4:30pm in the AHS Library.

DPI District Report cards will be released on November 15th.

August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Green (No School - Professional Days)

Purple (No School – Holidays/Spring Break)

Yellow (First/Last days of school)

First Day of School K-12 – August 24th, 2023

Last Day of School K-12– May 24th, 2024

AHS Graduation – Friday, May 24th, 2024 @ 7pm

Last day of school for teachers May 29th , 2024

175 days K-12 =1187 instructional hours

Contracted days 175 instructional plus 10 in-service (12 for new) allows for 2 days offset for P/T conferences and 3 flex days outside of instructional time for PD (1 for new), the flex days could be taken in July, August or June or outside of instructional days during the school year.

Approval of Master Calendar for 2023-24

The administration at Assumption Catholic Schools is proposing the attached master calendar for the 2023-24 school year.

First day of class K-12 Thursday August 24, 2023

Last day of class K-12 Friday May 24, 2024

Graduation 7 PM on Friday May 24, 2024

Vacation Days Sept, 4, Nov 22, 23, 24, Dec 23- Jan 1, Feb 16, Mar 25 – Apr 1

This will provide for 175 days of instruction (1187 hours) which exceeds the minimum required by WPCP and allows for 6 emergency closure days

Contracted staff 190 days as follows

Hired prior to 2023	Hired in 2023
August in-service 21, 22, 23	August in-service NTF 1, Aug 16, 17, 21, 22,23
Sept PD	Sept PD
Oct PD - Diocese	Oct PD - Diocese
Nov PD - probably Nov 27	Nov PD - probably Nov 27
Jan PD	Jan PD
Mar PD – Diocese	Mar PD Diocese
May 28, 29	May 28,29
PT conferences 2 days	PT conferences 2 days
Total 12 or 187 days allow for 3 flex days to be taken in July, August, June or outside of instructional time during the school year	Total of 15 or 190 days no flex dates.

The exact scheduling of the PD and vacation days depend on information from WRPS, Nekoosa and the Diocese.

Assumption Catholic Schools Finance & Commission Contacts 2022-23

Updated 08-16-2022

	Served Since		Phone	eMail
Finance Committee:				
Kuhn, Jeff	2016	SVDP	715-421-4920	jandekuhn@solarus.net
Pecher, Andrea	2012	HR	715-569-4734	napecher@tds.net
Newton, Ed	2003	SL	715-424-0954	rubydo1@charter.net
Open		SA		
Peters, Angela	2003	OLQH	715-421-0102	capeters1@charter.net
Steinle, Christy	2018	SP	715-340-3552	csteinle@wctc.net
Miller, Adam	2021	SH	715-886-3592	adam.s.miller86@gmail.com
Minarcin, JJ	2022	SSPP	715-213-1173	minarcin.nd@gmail.com
Rosandick, Bill	2022	SJ-Pittsville	715-238-7805	billrosandick@gmail.com
open		St James		
Education Commission:				
Open		SL		
open		St James		
Halbersma, Tania	2017	HR	715-421-0678	tania7037@gmail.com
Mattot, Brad (vice-chair)	2017	SVDP	715-213-8447	bsmsm399@wctc.net
open		SH		
Peters, Angela (chair)	2003	OLQH	715-421-0102	capeters1@charter.net
open		SA		
Smits, Craig	2014	SP	715-435-3576	princeedog2@gmail.com
Dolan, Jim	2022	SSPP	715-213-0438	jndolan@solarus.net
Rosandick, Bill	2022	SJ-Pittsville	715-238-7805	billrosandick@gmail.com
ACS Leadership:				
Birkhauser, Joe		Athletics	715-422-0915	jbirkhauser@assumptioncatholicschools.org
Wendels, JoAnn		SL ECCC	715-422-0992	jwendels@assumptioncatholicschools.org
Fochs, Pam		SV	715-422-0980	pfochs@assumptioncatholicschools.org
Bruley, Shelley		OLQH	715-423-0982	sbruley@assumptioncatholicschools.org
Haas, Michele		Controller	715-422-0904	mhaas@assumptioncatholicschools.org
Lynch, Jimmy		ACHS/ACMS Pri	715-422-0937	jlynch@assumptioncatholicschools.org
Meinel, Kerry		Admissions	715-422-0901	kmeinel@assumptioncatholicschools.org
Minter, Daniel		President	715-422-0902	dminter@assumptioncatholicschools.org
Schill, Linda		Advancement	715-422-0914	lschill@assumptioncatholicschools.org
ACS Organizations/Groups:				
Birkhauser, Bob		Athletic Assoc	715-886-3158	Robert.Birkhauser@gmail.com
Moody, Erin		Faculty/Staff K-5	715-422-0980	emoody@assumptioncatholicschools.org
Morrow, Amber		Faculty/Staff K-5	715-422-0980	amorrow@assumptioncatholicschools.org
open		Faculty/Staff 6-12		
Jill Vruwink		Royal Parents	715-252-3451	jvruwink@yahoo.com
Getzin, Mary Anne		Foundation	715-422-0241	getz@wctc.net
Parish Leadership:				
Father Schaller (dean)		SSPP	715-423-1351	frschaller@ssppwisrapids.org
Deacon Mark Quayhackx		SA	715-887-3012	stalexander@wctc.net
Father Patric		SV	715-423-2111	jerryyshe@gmail.com
Father Guanella		OLQH	715-423-1251	fr.guanella@our-lady.org
Father Stephen Weller		ACS Chaplain	715-422-0906	frweller@assumptioncatholicschools.org
Father Nathan		HR, SJ, SJ	715-884-6815	frnathan74@gmail.com
Father Swing		SH	715-886-3422	sachtnek@wctc.net
Father Janusz		SL, SP	715-421-5777	januszek2002@yahoo.com
Father Dave		SJ (Adams)	608-339-3485	frdavebruener@gmail.com
Diocesan Leadership:				
Reichenbacher, Tom		Diocese		treichenbacher@diolc.org
Schams, Nathan		Diocese		nschams@diolc.org



BY-LAWS OF THE ASSUMPTION CATHOLIC SCHOOLS EDUCATION COMMISSION

Article I. Name of the Organization

1. The name of this organization will be the Assumption Catholic Schools Education Commission, hereinafter referred to as the Commission.

Article II. Purpose and Function

1. The Commission is established by the Dean as a consultative body to assist the Dean, the Pastors of the supporting parishes, the System President, and other administrative leaders in the operation and governance of Assumption Catholic Schools (ACS). The Commission derives its authority and responsibility from the Bishop of the Diocese of La Crosse and the Dean (Vicar Forane) of the Wisconsin Rapids Deanery.
2. The Commission is a representative group of supporting parishes and organizations, responsible to the Dean and Pastors, which has delegated authority to identify and articulate Assumption Catholic Schools' educational goals and objectives by being a policy forming and consultative body and an advocate of approved policies. The Commission's responsibility to the Dean is not to stifle the leadership of the members, but to enable their leadership to emerge in a genuinely ecclesial context and manner.
3. The Commission assists the Dean and the President in the operation and governance of Assumption Catholic Schools in the following areas, though it is not limited to these areas:
 - a. Long range planning;
 - b. Policy formation;
 - c. Financing and budgeting;
 - d. Development, fund-raising, and alumni relations;
 - e. Public relations, marketing, recruitment and retention;
 - f. Consultation, evaluation, and information sharing;
 - g. Transportation and busing; and
 - h. Cooperation with other school systems, both private and public.
4. The Commission's collaborative responsibilities will include, but are not limited to, the establishment, maintenance, and management of:
 - a. Strategic planning;
 - b. Long-range plans, goals, objectives, programs, designs, and evaluations;
 - c. Policy formation and recommendations;
 - d. Early childhood through secondary education goals, programs, athletics, and school activities;
 - e. Adjunct programs which support the mission of Assumption Catholic Schools;
 - f. Financing and budgeting;

- g. Remuneration programs and schedules for administrative, instructional, and support personnel;
 - h. Facility/building usage, improvements, and maintenance;
 - i. Effective student recruitment;
 - j. Advancement, fundraising, and alumni relations;
 - k. Public relations, marketing, and recruitment and retention of students and staff;
 - l. Communication and collaboration with other school systems;
 - m. Personnel practices and procedures; and
 - n. Any other duties and responsibilities as directed by the Dean.
5. All policies formulated by the Commission and approved by the Dean and Pastors of the supporting parishes will be binding upon all member parishes and schools. Certain formulated policies will be submitted for diocesan review and approval to ensure they comply with the directives of the Diocese of La Crosse. Such policies subject to review are the prerogative of the Diocese of La Crosse.
 6. The Commission will help implement the policies and procedures of the Diocese of La Crosse relative to educational programs and goals and will be an advocate of approved diocesan policies and regulations relative to educational programs, personnel, and school system governance and administration.

Article III. Relationship with Other Groups

1. In its consultative role, the Commission is guided by 1) the recognition that the responsibility of pastoral authority rests with the Diocesan Bishop, the Dean, and the Pastors, 2) that the Commission has collaborative responsibilities for planning and policy formation, and 3) that the President has the responsibility and authority to administrate and carry out the policies of the Commission, the Wisconsin Rapids Deanery, and the Diocese of La Crosse. See Bishop John J. Paul's *Pastoral Letter On Consultation in the Parish and Deanery* of August 15, 1985.
2. The clear distinction between policy formation, the proper work of the Commission and its committees, and administration, the proper work of the President and his/her staff, should be maintained. At the same time, school system administrators, faculty, and staff should offer to the Commission and its committees their knowledge and judgment regarding questions under discussion.
3. In order to properly carry out its educational mission, the Commission will establish close working relationships with its respective parish Pastoral Councils (and any Education Committees that exist) and parish Finance Councils. The Commission will also foster close working relationships with the Royal Parents, the Athletic Association, and other school-related associations in order to provide open communication, school system transparency, and accountability.
4. The Commission will collaborate with local businesses, local government, other private and/or parochial schools, public school districts, and institutions of higher learning to enhance and broaden the educational and extracurricular programs of Assumption Catholic Schools.

Article IV. Membership

1. Regular members of the Commission are one (1) representative from each of the supporting parishes:
 - a. Sacred Heart, Nekoosa
 - b. St. Joachim, Pittsville
 - c. St. Alexander, Port Edwards
 - d. St. Philip, Rudolph
 - e. Holy Rosary, Sigel
 - f. St. James, Vesper
 - g. Our Lady Queen of Heaven, Wisconsin Rapids
 - h. SS. Peter and Paul, Wisconsin Rapids
 - i. St. Lawrence, Wisconsin Rapids
 - j. St. Vincent de Paul, Wisconsin Rapids
2. St. Joseph Parish in Adams/Friendship, as a non-supporting parish, is welcome to send an observer to Commission meetings. If the parish becomes a supporting parish, the observer status would be changed to that of a regular member.
3. *Ex officio* members of the Commission include the following:
 - a. Dean;
 - b. Pastors or Parochial Administrators of the supporting parishes listed above;
 - c. Assumption Chaplain;
 - d. ACS President;
 - e. All Administrators: Building Principals and Director of Early Childhood Program;
 - f. ACS Controller;
 - g. Diocesan Superintendent of Catholic Schools;
 - h. Chairpersons of the various parent organizations;
 - i. Representative from the Assumption Foundation, Inc.; and
 - j. Two (2) faculty representatives: one (1) representing the elementary grades and one (1) representing middle/secondary grades (appointed by principals).
4. The role of the Pastors is important and their active and regular participation in the affairs of the Commission is strongly encouraged.

Article V. Membership Selection

1. The Pastors shall appoint respective lay parish representatives in consultation with the Dean. Lay representatives are to be introduced at the June Commission meeting and seated at the next regularly scheduled Commission meeting.
 - a. School system employees, or the spouse, parent, or child of system employees, may not serve as parish representatives on the Commission.
 - b. Representatives serve the Commission without remuneration for their time.
 - c. The Dean, in consultation with the respective pastor and with the consensus of the Commission, may remove a representative from the Commission if that representative has engaged in actions that are detrimental to the function of the Commission or school system.

2. Lay representatives from the parishes should also serve their respective Pastoral Councils and/or parish Education Committees by personal presentation or report in order to foster communication of issues coming before the Commission.
3. Lay representatives from each parish shall serve a three (3) year term and may be reappointed to one (1) additional three (3) year term. Membership will be staggered over a three (3) year period to ensure that no more than one third (1/3) of the membership leaves the Commission in a given year. Appointment terms begin with the August meeting. Special circumstances may require a member to stay until a further appointment can be secured.
4. Lay representatives are expected to participate fully in regular meetings of the Commission and to actively serve on Commission committees, to promote communication of Commission deliberations to the parishes, and to faithfully support and promote the goals of Assumption Catholic Schools.
5. Lay representatives, but not *ex officio* members, who are absent and unexcused from two (2) consecutive meetings without notice and sufficient cause, or who no longer support the mission of Assumption Catholic Schools, or who are unable to fulfil their term length, with the approval of the Dean, and consensus of the Commission, may be removed by their respective Pastor.
6. Interim appointments are to be made through a similar process as regular appointments. An individual serving an interim appointment would still be eligible for two (2) additional three (3) year terms.
7. The representative of the Assumption Foundation, Inc. will be appointed by the Foundation in consultation with the Dean, unless the Foundation adopts by-laws to make the commission representative a position elected by the Foundation membership. The Foundation representative shall serve a one-year term and may be reappointed for up to five additional terms. Special circumstances may require a member to stay until a further appointment can be secured.
8. All Commission members must be practicing Catholics in union with Holy See. This means that members must accept the teaching authority of the Catholic Church on matters of faith and morals, aspire to live in accord with the precepts of the Catholic Church, and are in good standing in the Catholic Church. Lay representatives should be known for their prudent judgment and engagement within their parish.
9. The names of the members of the Commission and of all Standing and Ad hoc Committees are not confidential and may be made known to all who inquire.

Article VI. Officers and Executive Committee

1. The officers of the Commission will be Chairperson and Vice-Chairperson. The term of office shall be one (1) year beginning with the August meeting. The current Vice-Chairperson shall assume the duties of the Chairperson for the subsequent year. Each year a new Vice-Chairperson will be chosen through election by, and from, the regular members

of the Commission. Nominations for Vice-Chairperson shall be accepted at the April meeting and the election shall be held at the May meeting. The new officers are to be introduced at the June meeting and seated at the August meeting.

- a. The recording secretary will be the executive assistant to the President or another person nominated by the President.
2. The Commission Chairperson will 1) preside at all meetings and supervise the affairs of the Commission, 2) serve as the Dean's delegated spokesperson for the Commission, 3) with the Dean and the President, prepare annual Commission objectives and meeting agendas, and 4) recommend Standing and Ad Doc Committee members and chairs for review by the Commission and appointment by the Dean.
3. The Vice-Chairperson will 1) assume the duties of the Chairperson in his/her absence, 2) perform such duties as the Chairperson and/or Commission directs, and 3) be willing to serve as the next Chairperson.
4. The President will 1) serve as an *ex officio* member of all Standing and Ad hoc Committees, 2) keep permanent files of all regular and special meetings, 3) distribute agendas and minutes of all regular and special meetings, 4) with the Chairperson, prepare annual Commission objectives and meeting agendas and recommend Standing and Ad hoc Committee members and chairs for review by Commission and appointment by the Dean.
5. The Recording Secretary will 1) record minutes of all regular and special meetings and provide them to the President for distribution, 2) maintain attendance of members, visitors, and guests, and 3) post approved minutes for distribution (electronic or otherwise).
6. The Dean, in consultation with the President, may appoint a replacement to fulfill the remainder of an officer's term in the event of a vacancy or after removal by the Dean.
7. The Executive Committee of the Commission will be comprised of the Dean, the President, the Controller, the Chairperson, and the Vice-Chairperson.
 - a. The committee may meet as required between meetings of the Commission to discuss or act on Commission business.
 - b. The committee will be responsible for preparing recommendations for the Commission on matters which do not fall under the guidelines of any other Standing Committee.
 - c. The committee has the authority to act on emergency matters between meetings.
 - d. The committee will also provide orientation for new Commission members. This requirement is not intended to be a formality. It addresses the need to renew often one's understanding of consultation in the Church.
 - e. Since the Commission best fulfills its advisory functions only with sufficient knowledge, the committee and ACS administrative staff shall regularly provide information concerning the educational programs, major activities, and other related matters to the Commission in a timely fashion.

Article VII. Standing and Ad hoc Committees

1. The Standing Committees of the Commission will be: the Executive Committee (see Article VI, section 7), the Finance Committee, the Building and Grounds Committee, and the Advancement Committee. The primary purpose of the committees is to make recommendations for action to the Commission. They do so in cooperation with the Dean and President.
 - a. The Finance Committee exclusively directs itself to sound policies of management of the school system funds and plant. Receiving from the Dean, Pastors, and system administration the program of school life, it organizes the temporal goods of the system for the implementation of the program of school life. At the same time, it frees the Commission from the time consuming and often technical concerns of developing sound financial policies. The work of the finance council, however, remains spiritual. It is accomplished by members of the Church for the sake of the Church's mission.
 - i. The Finance Committee will address financial issues and assist the President in preparing an annual budget to be presented to the Commission. It shall review financial statements and budgets, provide solutions to financial challenges and facility needs, and capitalize on opportunities available to ACS.
 - ii. *Ex officio* members of the Finance Committee are the Dean, supporting Pastors, President, and Controller. A recording secretary will be appointed by the President.
 - iii. Appointed members of the Finance Committee are one (1) representative from each of the supporting parishes and one (1) representative from the Assumption Foundation, Inc., who should be different from the members of the Commission, unless particular circumstances demand otherwise.
 - iv. Other members dedicated to the Church's mission and skilled in dealing with financial matters may be appointed by the Dean in consultation with the Executive Committee.
 - v. All appointed members should be known for their ability and integrity in the administration of temporal goods; however, all close relatives of the Dean, President, and Controller are excluded from appointment to the Finance Committee, as are system employees, or the spouse, parent, or child of system employees.
 - vi. Because of the particular qualities required of the members of the Finance Committee, the appointed members are to be appointed by the Dean after careful inquiry regarding who among the faithful are best qualified for appointment. The names of candidates for appointment, however, should be kept in confidence lest, if they are not appointed, any questions be raised publicly regarding their good character or competence in temporal matters.
 - vii. All appointed members of the Finance Committee serve a two-year term that may be renewed indefinitely (following, nonetheless, the requirements of Article VII, section 5).
 - b. The Buildings and Grounds Committee consists of an expanded group of individual volunteers charged with providing recommendations and information regarding prioritizing capital improvements and maintenance of all system physical property.

- c. The Advancement Committee will address internal communications, public relations, marketing strategies, enrollment management, alumni relations, special events, major gifts, capital campaigns, planned giving, and stewardship. It will also address coordination with the Assumption Foundation, Inc.
2. Ad hoc committees may be established by the Commission as necessary or upon the recommendation of the Chairperson and/or President. Members and chairpersons are appointed by the Executive Committee. These committees will dissolve upon completion of their designated task or purpose.
3. All Standing and Ad hoc Committees will submit regular reports to the Commission. Consensus and feedback from the Commission must be sought on any proposals which would substantially alter a line item in the annual budget prior to the implementation of any action items under such projects or proposals.
4. Membership and committee chairs for both Standing and Ad hoc committees are not restricted to members of the Commission. Committee members are appointed by the Dean, with consultation from the Executive Committee. Committee chairpersons are also appointed by the Dean, after consultation with the Chairperson and the President. Each committee must include at least one Commission member to act as a liaison between the Commission and committee and to ensure that the committee is acting within the intent of the Commission and in compliance with these By-laws. Committee members and chairs serve without remuneration for their time.
5. All committee members and chairpersons will be presented annually at the August meeting for review by the Commission and (re-)appointment by the Dean.

Article VIII. Meetings

1. The Commission will meet monthly, except for the months of July and December. Additional meetings may be called by the Executive Committee or the Dean, at his discretion.
2. Quorum is necessary to hold a meeting. Quorum is three (3) of the regular members plus the Dean (or his delegate) and the President.
3. Meeting agendas and supporting documentation are to be prepared by the President, in consultation with the Chairperson and the Dean, two (2) weeks prior to the scheduled meeting and distributed to each Commission member one (1) week prior to the scheduled meeting.
4. All meetings should begin and end in prayer. The awareness of God's presence, the fruit of prayer, should continue throughout the meeting. If the discussion which takes place is not done in prayer, is not inspired by the Holy Spirit, it will not lead to the building-up of Christ's Body.

5. Generally, Commission meetings are open meetings. However, the Executive Committee reserves the right to hold a closed session of the Commission. The Executive Committee will determine who may remain in attendance at closed meetings. By its very nature there is a presumption of confidentiality regarding matters discussed in a closed session.
6. Any person may request the privilege of addressing the Commission. The topic is to be known and the request approved in advance by the Chairperson. Such addresses may be limited by the chairperson to a predetermined period of time.
7. Policies or revisions of policies are to be formulated or introduced at one meeting and recommended to the Dean for approval at a future meeting. Diocesan policy always supersedes local policy. The President will seek the counsel of the Diocesan Superintendent of Catholic Schools, the Vicar General, and/or the Diocesan Attorney on matters involving legality or proper legal or canonical procedure.
8. The meetings and recommendations of the Commission will be conducted on the principles of consensus rather than on parliamentary procedures. Commission recommendations are made by the consensus of the members present. Consensus does not require unanimity: it is the mutual agreement that all legitimate concerns have been addressed and members agree to support the recommendation. A formal vote is an option under two conditions: 1) the vote is understood only as a recommendation which is offered to the Dean, Pastors, and/or President for consideration and 2) only regular (parish) members and the representative of the Assumption Foundation, Inc. have a vote.

Article IX. Annual Budget Process

1. The Commission has the responsibility to approve an annual budget to be prepared and submitted by the President. Normally, the following process is to be followed, in order:
 - a. The draft budget will be developed by ACS administration;
 - b. The draft budget will be presented to the Dean and Pastors for approval at a deanery clergy meeting;
 - c. The draft budget will be submitted to the Finance Committee for review, revision, and then recommendation to the Commission;
 - d. The draft budget will be submitted to the Commission for its recommendation for final budget approval and submission to the Diocese;
 - e. The final budget will be submitted to the Diocese for review and approval.

Article X. Amendments

1. The By-laws of the Assumption Catholic Schools Education Commission should be formally reviewed for continuing relevance at least every five (5) years.
2. Any part of the By-laws can be altered or amended by consensus of the Commission at any regular meeting, provided that:
 - a. The proposed amendment was presented to members at a prior meeting.
 - b. The proposed amendment is consistent with the Code of Canon Law, the civil law in force, and the policies, directives, and regulations of the Diocese of La Crosse as they pertain to Catholic schools.
 - c. The amendments are approved by the Dean.

Approved August 16, 2022

Addendum 1: Responsibilities of Regular Education Commission Members

As a Person

- Is faithful in witnessing to Jesus Christ and is willing to spread the Good News.
- Is a practicing Catholic.
- Is committed to Catholic school education.
- Is an active member of the parish.
- Desires to give Christian ministry and service.
- In Christian humility, subordinates personal interests for the good of the Commission and Catholic education.

As an Official Participant in Meetings

- Studies materials sent prior to meetings.
- Presents materials, agenda items, and lengthy discussion points prior to meetings to ensure full and fair consideration of such items without undue surprise.
- Attends all official meetings unless excused.
- Tries to be objective, ask questions, seek facts, and contribute to discussion without dominating it.
- Expresses dissent prior to the decision of the Commission.
- Understands and subscribes to the distinction between Commission membership and administration.
- Understands the need for teamwork among the Commission and the administration.
- Respects the confidentiality of confidential materials which may be presented from time-to-time.
- Accepts and supports majority recommendations of the Commission.

Addendum 2: Sample Agenda

Finance Committee August 15, 20xx **Time: 6:15 PM – ACHS Library**

- | | |
|--------------------------------------|----------------------------------|
| 1. Call to Order and Prayer | Committee Chair/President |
| 2. Financial and Budgetary Report | Controller |
| 3. Buildings and Grounds Report | President/Controller |
| 4. Old Business | Committee Chair/President/Others |
| 5. New Business | Committee Chair/President/Others |
| 6. Announcement of Next Meeting Date | Committee Chair/President |
| 7. Prayer and Adjournment | Committee Chair/President |

Education Commission August 15, 20xx **Time: 7:00 PM – ACHS Library**

- | | | |
|--------------------------------------|------------------------------|----------|
| 1. Call to Order and Prayer | Chairperson/President | (2 min) |
| 2. Calendar Highlights | Chairperson/President | (2 min) |
| 3. Reports | Chairperson/Others | (10 min) |
| a. Schools | | |
| b. President, Dean, Diocese | | |
| c. Athletics | | |
| d. Advancement | | |
| e. Enrollment | | |
| f. Royal Parents | | |
| g. Other | | |
| 4. Old Business | Chairperson/President/Others | (x min) |
| 5. New Business | Chairperson/President/Others | (x min) |
| 6. Business from the Floor | Chairperson/Others | (x min) |
| 7. Announcement of Next Meeting Date | Chairperson/President | (1 min) |
| 8. Prayer and Adjournment | Chairperson/President | (2 min) |

DELINQUENT TUITION AND FEES PAYMENTS POLICY – ACS P3120.1

The success of Assumption Catholic Schools relies upon the commitment of families to:

- Make Catholic education a financial priority.
- Be involved in their student(s) education.
- Make their tuition and fees payment(s) on a timely basis.
- Communicate with us when changing circumstances warrant

Assumption Catholic Schools encourages families to maintain open communication with Central Office to ensure an understanding of each family's financial circumstances. A goal of Assumption Catholic Schools is to provide a Catholic school education to every student that desires one. By working together, we can make sure this goal is met.

Delinquent tuition occurs when payments are not made in the manner described by a parent/guardian's tuition agreement and there is no communication regarding the need for modification.

The following steps will take place:

30 Days Past Due

- When an account becomes **30 days past due**, the family shall receive written notification that their account is past due with copy of this commission policy.
- It is the responsibility of the family to contact Central Office within 15 days of receipt of the past due notice to correct the situation or make an acceptable alternate plan for payment.

60 Days Past Due

- When an account becomes **60 days past due**, the family shall receive written notification that their account is past due with copy of this commission policy.

Additionally:

- The dean of Assumption Catholic Schools will be informed of family account balance and activity
- Report cards and transcripts will be withheld until payment arrangements have been made

90 Days Past Due

- When an account becomes **90 days past due**, the family shall receive written notification that their account is past due with copy of this commission policy.

Additionally:

- The dean of Assumption Catholic Schools will be updated of family account balance and activity
- Finance Committee will be informed of family account balance and activity
- Report cards and transcripts will be withheld until payment arrangements have been made
- In connection with tuition and fees commitment delinquencies, the finance committee with approval of the dean may instruct Assumption Catholic Schools administration to pursue legal action against, or require promissory notes from, parent/guardians for failure to honor their tuition agreement.

- Such notes or legal action will only be sought in an amount equal to the amount of tuition and fees outstanding at that time.
- Parent/Guardian account information and activity will be submitted to the Bishop of the Diocese of La Crosse, diocesan office of Catholic schools, and diocesan attorney for review.
- If a parent/guardian refuses to act in good faith, the administration, after consultation with the commission's executive committee, may refuse to accept the children as students in the system and may turn the delinquent balance over to a collection agency.

New Policy

Senior Account and End of Year Account Balances

Families with Senior (12th Grade) Students

- By May 15th All account billing and fees for senior students must be paid or the family must have an alternate plan for payment approved by Central Office.
- Senior students will not receive grade transcripts and diploma until the balance is paid in full or acceptable arrangements for payment are made.
- Failure to abide by the agreed upon payment plan shall result in the outstanding balance being turned over to a collection agency immediately upon default.

End of School Year Balances

- By June 30th All account billing and fees must be paid or the family must have an alternate plan for payment approved by Central Office.
- Families with account balances and unpaid fees that do not have an alternate plan for payment approved by Central Office shall receive written notification that their account is past due with copy of this commission policy.

Additionally:

- The dean of Assumption Catholic Schools will be updated of family account balance and activity
- Finance Committee will be informed of family account balance and activity
- Report cards and transcripts will be withheld until payment arrangements have been made
- In connection with tuition and fees commitment delinquencies, the finance committee with approval of the dean may instruct Assumption Catholic Schools administration to pursue legal action against, or require promissory notes from, parent/guardians for failure to honor their tuition agreement.
 - Such notes or legal action will only be sought in an amount equal to the amount of tuition and fees outstanding at that time.
- Parent/Guardian account information and activity will be submitted to the Bishop of the Diocese of La Crosse, diocesan office of Catholic schools, and diocesan attorney for review.
- If a parent/guardian refuses to act in good faith, the administration, after consultation with the commission's executive committee, may refuse to accept the children as students in the system and may turn the delinquent balance over to a collection agency.

Any grievance by a parent/guardian against the school or its employees shall be resolved through Diocesan Administrative Recourse. (See Diocesan Policy DSP 1391/1392)

November 16, 1999

Approved January 2005

Affirmed June 19, 2007

Amended September 15, 2009

Reviewed 09/23/2010

Reviewed 11/19/13

Reviewed 3/2020

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Any questions please contact:

Jenna Lynch at 715-781-5254

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