



Finance Meeting

August 15, 2023

Time 6:15 PM Assumption Library

Agenda

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|-------------------------------------|---------------|
| 1. Prayer | Daniel Minter |
| a. Welcome Deacon Michael Lambrecht | |
| 2. Finance Meeting | Michele Haas |
| a. WPCP funds | |
| b. Audit update | |
| c. Financials end of 22-23 | |
| d. Financials for 23-24 | |

***Education Commission
Time 7 PM***

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| 3. Opening Prayer | Daniel Minter | (2 min) |
| a. Welcome Deacon Michael Lambrecht | | |
| 4. ACS 2023-24 Calendar Highlights | Brad Mattot | (2 min) |
| 5. Reports | | (10 min) |
| a. Schools – see printed report | | |
| b. President/Diocese | | |
| i. Office moves | | |
| c. Athletics | | |
| d. Advancement | | |
| e. Enrollment | | |
| f. Royal Parents | | |
| 6. New Business | Brad Mattot | |
| a. Orientation to the business of the commission | | |
| b. Proposed name change St Lawrence Child Care Center or SL Early Learning Center? | | |
| c. | | |
| 7. Any other business | | (5 min) |
| 8. Closing Prayer | Daniel Minter | |

2023-24 Meeting Dates 3rd Tuesday of the month August 2023 – May 2024 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

Our Lady Queen of Heaven K-2
August 15, 2023 Commission Report



School begins August 30 and the staff at Our Lady Queen of Heaven is excited to welcome each and every student.

Special thanks to all of the custodial staff who worked this summer to help prepare our building for the first day. Thanks for making our school sparkle!

Special thanks to Fr. Guanella, the OLQH Finance Council, parishioners, Assumption Catholic Schools, and the Royal Parents Association for their contributions towards a new sink for our boys' bathroom.

Our Little Royals Roundup will be on Monday, August 28 from **4:00pm to 6:00 pm**. Students and parents will be able to meet their teachers, classmates, and will have time to explore their classroom and ask questions.

OLQH School welcomes Joy Brey and Viridiana Fosnow to our team. Joy Brey will be working as a teacher's aide/paraprofessional primarily with our kindergarten students. She will work with the 1st and 2nd grade students as her schedule allows. Viridiana Fosnow will be working as our new OLQH cook.

The Catechesis of the Good Shepherd program will begin the week of Sept. 18 for all of our OLQH students.

Fr. Guanella will hold a school blessing ceremony with our students on August 31 at 9:00 am.

Our first school Mass will be Tuesday, September 5 at 9:00 am. Come share your faith with our little ones.

During the 2023-2024 school year the OLQH staff will continue to work on our WRISA school improvement goals including the documentation of our purposeful integration of religion and Catholic values into all subject matter.

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 de Paul School
August 2023 Commission Report

Welcome Faculty and Staff

Fr. Robert Schaller-Pastor and Dean
Fr. Daniel Williams-Associate Pastor
Pam Fochs-Principal
Gloria Rayles-Administrative Assistant
Haley Breidel-3rd grade Teacher
Peg Wasshausen-3rd grade Teacher
Suzanne Ruesch-4th grade Teacher
Emily Jablonsky-4th grade Teacher
Pat Springer-Literacy Lab Interventionist
Margaret Drefcinski-SNSP Interventionist
Tom Klicka-5th grade Teacher
Lynda Borgen-5th grade Teacher
John Wasshausen-Physical Education Teacher
Tama Woollums-SV Librarian
Heather Erdmann-Choral Music Director and band lesson leader
Molly Thomas-Band Director
Elizabeth Kuhn-Student Services
Fran LaChapelle-K-5 Art Teacher
Olivia Alvarez-Paraprofessional and Morning Care Specialist
Joan Brueggen-Paraprofessional and After Care Specialist
Kayla Sowers-Custodian
Pam Hustedt-Head of Food Service

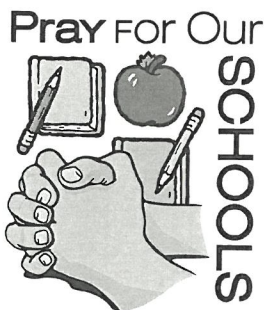
Building Areas

Continue to update, upgrade, and maintain the building and property. New gym lights installed in conjunction with Focus on Energy. Catechesis of the Good Shepherd Atrium relocated to room 103 from the rectory to create space for Fr. Schaller and Fr. Williams.

School Initiatives

Adopted Memoria Math Program K-6
Catechesis of the Good Shepherd expanded to include all of 5th grade.
Children's Mass time change to Wednesdays at 2:45

Respectfully submitted,
Pam Fochs



ASSUMPTION MIDDLE SCHOOL/High School (6-12)

MS/HS

Over the past couple of months we have been preparing for the new school year.

We have hired a new Middle School teacher, an SNSP Teacher, a Religion/Media position, and are currently looking for a Spanish Teacher. We are very excited about these hires and believe these hires will be a great addition to the Assumption community.

The first day of school for seniors will be August 28 to allow the senior class to continue to graduate on May 24. K-11 will begin school on August 30. We will continue our tradition of beginning the school year with a Eucharistic procession on August 30 at 9:00 a.m.

This summer we have been working with Mid-State and have come to an agreement that any senior at Assumption High School will be automatically accepted at Mid-State and will no longer need to go through the process of applying to the technical college. Members of the Mid-State staff will be coming at various times throughout the year to talk with any student who is interested in various topics such as how to apply for financial aid, scholarship opportunities, college planning process, etc. Information will be sent out to families early in the school year about how this process works and how it benefits the school.

Throughout the past few months the summer maintenance crew has done a wonderful job of preparing the building for the start of the school year. They have been working extremely hard and their efforts are truly appreciated.

Over the next few weeks the teachers will begin to prepare for the upcoming school year. Classrooms will be prepared, students will be receiving their schedules, and both students and teachers will begin to get back into the routine of school. We are looking forward to a great 2023-2024 school year.

Campus Ministry

In late July the Campus Ministry team took 40 high school students to Steubenville Ohio for a Catholic youth conference. It was an extremely successful trip and there were amazing stories that came out of this opportunity. Every year the students come back fired up for their faith and it truly helps the culture of the school by providing these students with a life changing trip.

This year we will also be starting a new program called That Man Is You. This is a Catholic men's program that is going to be open to any male parishioner 18 or older throughout the Deanery or any male parent of an Assumption student. The purpose of this program is to bring each man closer in their relationship with God and to help build a community of men. It will begin mid-September. More information will be going out shortly.

Curriculum Update

This summer I have been organizing the 2022-2023 school year data and have placed all of the current assessment scores on the curriculum webpage.

Advancement Commission Report - August 2023

Raised Royal Newsletter - Sept 2023

I'm currently writing a Raised Royal newsletter to be delivered to alumni and ACS constituents in mid-September. The focus is celebrating our graduating class of 2023 with Maleia Kolo, class Valedictorian, writing a short piece on her experience at ACS. This piece will also be honoring and thanking donors from 2022-2023, a highlight of our state of the schools address from President Minter, etc.

Auction Royale – November 4, 2023

As our Auction Royale is back to its original fall celebration. The event is Saturday, November 4th to be held at The Ridges in the West Wing. Menu has been decided for a sit down meal. Mark Skibba and Phil Hartley have agreed to be the Auctioneers. We have a great group of volunteer ladies helping to solicit items in person, online and on the phone. We have had three meetings to date to brainstorm ideas of how to get our Assumption families, donors and community to attend. We have had a great response to Sponsorships and donations. Our goal is to have the invitations mailed out on Friday, September 8th. Stay tuned for further details as we progress with the planning.

Annual Appeal - November 2023

Work will soon begin on our annual appeal mailing for Royal Fund 2023-2024. Projected mail date would be mid-November of this year.

Class 1973 Stage Renovation Project

I am currently working with Pete Brey, Brian Ruesch and Kevin Potter all from the 1973 AHS Alumni Class. This class is wanting to renovate our stage. We currently have quotes on the stage wood floor refinishing and the curtains. Donations are starting to come in. Their goal is to obtain \$25,000 for this project. Stage floor is tentatively scheduled to be refinished just prior to school starting this fall. The stage curtains would then be by mid of September. The 1973 Class is scheduled to have their 50th Class Reunion with tours of AHS on Saturday, September 16, 2023 from 9am – 11am.

Material Girls Quilt Club

Sue Wolfe, my contact for Material Girls Quilt Club, stated the group enjoyed their rental dates this past summer of June 15-17, 2023. They have already asked to return next summer, June 19-22, 2024. This coincides with the Cranberry Blossom Fest.

Class A & B Raffle Licenses

The Class B raffle license have been renewed. I have arranged with the State of Wisconsin to have both the A & B to get renewed at the same time. This is done annually with expiration date of 12/31 on both. We will get a reminder email from the State 60 days prior so the renewal can be completed online.

Partners in Mission

I attended a two day workshop in Chippewa Falls with Dan Minter and Kerry Meinel. We joined others from the Diocese schools to include Aquinas, McDonnell, Newman, Pacelli, and Columbus. I was able to network with the Advancement people to discuss what they are doing while Kerry met with the Admissions side. This was a great two days! I have a meeting set up on Wednesday, October 4th at

Aquinas where we will all meet again. We will try to hold these meeting twice a year. (October and April).

Campaign Performance Summary 2022-23

Campaign	Gifts Total	Gift Counts
Auxiliary Events	\$3,236.00	2
Capital Improvement Projects	\$37,200.00	3
Guardian Angel	\$3,973.00	2
Memorials	\$7,483.20	61
Modern Woodman OLQH Library	\$2,000.00	2
Royal Event	\$10,931.00	
Royal Fund	\$337,468.45	468
Sponsor A Student	\$808.00	1
Talent Show	\$500.00	5
Unsolicited Donations	\$1,825.00	7

We had 74 first time donors this fiscal year.

Respectfully Submitted,
Lorna Holewinski
Director of Advancement

From the Desk of Daniel Minter, President Assumption Catholic Schools

August 2023 Report to Commission

Summer was fruitful for Assumption Catholic Schools. A number of needed projects were accomplished.

1. Central office move to the SVDP office building
2. School roof at SVDP
3. Boy's bathroom at OLQH
4. 3rd floor water bottle station at Assumption
5. Gaga ball pit surface at SVDP
6. New magnetic white boards at SVDP and Assumption
7. New paint in gym lobby at SVDP
8. Class of 1973 is donating funds to refinish the Assumption stage floor and new curtain

The state of the schools report is completed and can be accessed at

<https://www.smores.com/anecr>



We are excited again to participate system wide with Virtue=Strength. The weekly virtue blogs have already started and each school and the athletic program will implement with the students as appropriate for their age range.

Bishop Callahan has asked us to make a special emphasis on the Eucharist as the summit of the Catholic experience.

News and Notes from the Diocese – meeting was held on August 8, will bring verbal updates if anything of interest.

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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 Hoc 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

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|--------------------------------------|----------------------------------|
| 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) |

STANDARDS FOR EDUCATORS IN CATHOLIC PARISHES AND SCHOOLS



WISCONSIN CATHOLIC CONFERENCE

106 E. Doty Street, Suite 300, Madison, WI 53703

The 2023 *Standards for Educators in Catholic Parishes and Schools* are based on standards first published by the Wisconsin Catholic Conference (WCC) in 1975, and have developed through a periodic review process sponsored by the WCC in conjunction with Catholic education leaders across the State of Wisconsin. Prior revisions to the standards were published in 1987, 2000, and 2008.

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Acknowledgement

This publication was developed by diocesan leaders in schools, religious education, and adult faith formation representing all the dioceses within the Province of Milwaukee in the State of Wisconsin.

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The following standards have been compiled with reference to the *National Directory for Catechesis*, United States Conference of Catholic Bishops (2005), and *Co-Workers in the Vineyard of the Lord: A Resource for Guiding the Development of Lay Ecclesial Ministry*, United States Conference of Catholic Bishops (2005).

June 2023

STANDARDS FOR EDUCATORS IN CATHOLIC PARISHES AND SCHOOLS

Archdiocese of Milwaukee, Diocese of Madison, Diocese of
Green Bay, Diocese of La Crosse, and Diocese of Superior

PREAMBLE

“Go, therefore, and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, until the end of the age.”

Matthew 28:19-20

By virtue of baptism, Catholics are incorporated into the Mystical Body of Christ, the Church, becoming children of the Father, brothers and sisters of Jesus Christ the Son, and temples of the Holy Spirit. Enjoying this participation in the life and mind of Christ through the gift of sanctifying grace, they are called to grow in faith, hope and charity through the frequent reception of the sacraments, daily prayer, generosity of life and ongoing intellectual formation, putting on the mind of Christ (Rom. 15:5; 1 Cor. 2:16; Phil. 1:27, 2:5, 4:7).

The joy experienced in this discipleship naturally inclines and charges the faithful, as members of God’s family, to continue the mission of Christ the Redeemer through evangelization and catechesis. Guided by the Spirit of Truth (Jn. 16:13), the Church and her members never cease proclaiming the Word of God (Jn. 1:14), as transmitted in its entirety by Sacred Tradition and Sacred Scripture, and authentically interpreted, preserved, and expounded through “the living teaching office” of her Magisterium (CCC, 80 - 85).

In fidelity to this mission of evangelization, it is the goal of the dioceses of the Province of Milwaukee in the State of Wisconsin to promote and support a comprehensive Catholic educational and formational ministry. This ministry extends to people of all ages: adults, youth, and children.

Following a long tradition of service to the people of Wisconsin, Catholic schools, religious education, and adult faith formation programs continue to be an essential part of the Catholic educational and formational ministry of the Church.

By virtue of their ministry, personnel in Catholic education are role models for adults, youth, and children. Therefore, they are called to be well informed in Catholic teaching, dedicated to ongoing formation, and committed to a Catholic way of life and witness.

The Wisconsin Catholic Conference (WCC) establishes the following standards for personnel called to serve as Catholic educators. These standards apply to all who have responsibility for Catholic education. A diocese in Wisconsin will recognize and accept the level of certification achieved by an educator in any other diocese in the State of Wisconsin.

The purpose of the standards is to promote and support a high quality of Catholic education in the State of Wisconsin.

BACKGROUND FOR STANDARDS

In the early 1970s, the Wisconsin Catholic Conference (WCC) formed the Christian Education Commission (CEC). The purpose of this commission was to assist the five dioceses in Wisconsin to plan for total Christian education. In March 1975, after two years of study and a statewide survey, the Policy Board of the WCC adopted a series of policy statements that addressed professional standards for those teaching in Catholic schools and religious education programs in the dioceses of Wisconsin. This project had been initiated in response to the National Conference of Catholic Bishops' (NCCB) pastoral letter, *To Teach as Jesus Did*, which emphasized the importance of the total educational mission of the Church.

The Catholic Bishops of Wisconsin also addressed catechesis and the ministry of catechesis in *Discipleship from Age to Age: A Call for Renewal in Catechesis* in 1994, following the publication of the *Catechism of the Catholic Church*. This Wisconsin document continues to guide Catholic catechesis throughout the state.

The WCC, in consultation with diocesan Catholic education leaders, periodically reviews the standards for Catholic educators. Revised versions of the standards were published in 1987, 2000, and 2008. In 2022, the WCC and Catholic education leaders began the process of revising the 2008 standards. These standards are the final product of that revision process.

TERMS DEFINED

As used in *Educator Standards by Category*, the following terms shall be defined as:

Catechetical Leader: a person in a leadership role with responsibility for the development and support of faith formation for adults, youth, and/or children.

Parish Catechetical Coordinator: a catechetical leader who assists a director or pastor with programs for adult, youth, and/or children.

Parish Catechetical Director: a catechetical leader who is the primary administrator of programs for adult, youth, and/or children.

Parish Catechist: a person who teaches in a parish catechetical program for adults, youth, and/or children.

School/System President: Chief Executive Officer (CEO) of a Catholic school system or corporation who reports to a pastoral authority, a board of trustees, or similar board of limited jurisdiction.

School Principal: the primary catechetical, instructional, and administrative leader of a Catholic school.

School Teacher: a person who participates in the catechetical ministry of the Church by contracting to share, support, and integrate the faith as an educator in a Catholic school.

STANDARDS DEFINED

As used in *Educator Standards by Category*, the following standards shall be defined as:

Practicing Catholic: a Catholic in good standing who participates fully in the worship and life of the Church, and who understands and accepts the teachings of the Church and moral demands of the Gospel, as articulated in the *Catechism of the Catholic Church*. (Referenced in *The National Directory for Catechesis*, pp. 228-229, 231)

Basic Religious Education Certification*: recognition of professional development in Scripture, Theology, Methods/Psychology, and Spiritual Formation at a foundational level of competence, equivalent to at least forty clock hours.

Advanced Religious Education Certification*: recognition of increasing professional development in Scripture, Theology, Methods/Psychology, and Spiritual Formation at a more advanced level, equivalent to at least ninety clock hours beyond the Basic level.

Master's degree in administration: a degree in a graduate level program of administration by an accredited institution of higher education.

* Basic and Advanced Religious Education Certifications can be obtained through a professional development plan (PDP), hours, points, or other program, as determined by the controlling diocese.

EDUCATOR STANDARDS BY CATEGORY

All educators in Wisconsin Catholic parishes and schools must meet the requisite requirements for their educator category as established in the following section, within the timeframe as determined by their diocese. These standards reflect the minimum requirements to be met by Catholic educators in the State of Wisconsin. A diocese and/or parish may establish greater requirements for educators within its purview.

Educators are encouraged to contact their supervisor or administrator for more information on diocesan or parish standards unique to each educator category. In addition to the following standards, educators must also adhere to all diocesan requirements regarding safe environment programs for the protection of children.

Parish Catechetical Director

- Practicing Catholic
- Bachelor's Degree with a major in religious education or the equivalent
- Advanced Religious Education Certification

Parish Catechetical Coordinator

- Practicing Catholic
- Advanced Religious Education Certification

Parish Catechist

- Practicing Catholic
- Basic Religious Education Certification

School/System President

- Practicing Catholic
- Master's degree in administration or the equivalent
- Basic Religious Education Certification with continuing efforts toward Advanced certification

School Principal

- Practicing Catholic
- Master's degree with at least 18 credit hours in education or is working towards attaining such a degree and requirements
- Basic Religious Education Certification with continuing efforts toward Advanced certification

School Teacher Who Teaches Religion for a Secondary School

- Practicing Catholic
- A postsecondary degree in Catholic theology
- Attain 12 semester hours of credit in teacher education as part of, or in addition to, the degree
OR attain licensure/certification through an individualized plan of study approved by the diocese
- Basic Religious Education Certification with continuing efforts towards Advanced certification

School Teacher Who Teaches a Religion Class

- Practicing Catholic
- Bachelor's degree
- Attain 12 semester hours of credit in teacher education as part of, or in addition to, the degree
OR attain licensure/certification through an individualized plan of study approved by diocese
- Basic Religious Education Certification with continuing efforts towards Advanced certification

All Other School Teachers

- Practicing Catholic¹
- Bachelor's degree
- Attain 12 semester hours of credit in teacher education as part of, or in addition to, the degree
OR attain licensure/certification through an individualized plan of study approved by the diocese
- Basic Religious Education Certification

¹ "While some situations might entail compelling reasons for members of another faith tradition to teach in a Catholic school, as much as possible, all teachers in a Catholic school should be practicing Catholics." *National Directory for Catechesis*, p. 233, United States Conference of Catholic Bishops, (2005). Teachers are required to support the teachings of the Church and moral demands of the Gospel, as articulated in the *Catechism of the Catholic Church*.

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Updated 07-07-2023

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