

CKCS SCHOOL ADVISORY COMMISSION (SAC)

MEETING MINUTES



Date: Nov 11, 2024

Time: 5:30-7:00pm

Location: Christ the King Catholic School, Multipurpose Classroom

****I. Opening****

- A. Opening Prayer (5:33pm)
- B. Attendance
 - a. Voting members: Mark Austin, Danny Bahnmler, Melanie Iglesias, Kelli Kania, Brock Sande, Corey Short, Eric Wiedner,
 - b. Non-voting members: Kris Peugh, Sarah Moore, Theresa Woehle, Caitlin Elder
 - c. Guest: Jesse (school parent)

****II. Approval of Minutes****

- A. Review and Approval of Previous Meeting Minutes
 - a. Approved with minor revisions noted

****IV. Reports****

- A. Principal's Report
 - a. Threat assessment report
 - i. Report is available, but has not yet been presented to Msgr.
 - ii. Identified a "Top 3" list of improvements to be acted upon.
 - iii. Discussion was held on whether the action plan was driven by the local threat level. Kris noted understanding for the concern but also emphasized that it is rare events that lead to tragedy.
 - b. New hire
 - i. Heard concern about lack of EA support for 4th-5th grade teachers and math intervention.
 - ii. Msgr. found a donor to pay for a student support teacher (Ann Maloy) to spend 2 hours in each classroom each week. This will be in addition to her current role as a substitute.
 - iii. The new position will be supported for one year by donation, must find a way to make this a line item for subsequent years.

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c. Registration process – new families

- i. Several changes to the registration process for new families are under consideration
 1. Kindergarten readiness test prior to admitting
 2. 1st-5th grade: request and review prior school records prior to admitting
 3. Middle school: request and review previous school records and a letter of recommendation prior to admitting
- ii. Intent is to ensure that CK has the ability to provide new students with the educational support needed for their success.
- iii. Extensive discussion about the proposed changes, in particular the need to work on messaging and develop a better estimate of the impact on enrollment.
- iv. Will revisit in January.

B. Office of Advancement Report

a. Communication channels to school families

- i. Talked about creating financial FAQ webpage that shows a breakdown of revenue/expenses.
- ii. The informational mailer to be sent out in January will be updated with more comprehensive financial data.
- iii. The Bridge the Gap mailer for families, alumni/friends, and church donors will be sent around Giving Tuesday instead of later in May since many people plan their giving around the holidays.

b. Auction

- i. Already working on procurement
- ii. Some discussion about direction to take live auction

c. Fest recap meeting

- i. Discussed successes and room for improvement.
- ii. Working on planning for Fest 2025.

d. Playground planning

- i. Working on plans for a capital campaign.
- ii. Students provided design input through an art project.
- iii. Will be looking for parent/family input. Some families reached out about dedicating specific equipment.

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C. Committee Reports

- a. PTO Liaison [Kelli Kania]
 - i. Finished another spirit wear sale. Added scarves to items, one was purchased for each staff member for Christmas.
 - ii. Will be holding a skate day at the roller rink.
 - iii. School Hockey Night for the Americans game on Nov 30th.
 - iv. Will provide a Teacher lunch during conference week, looking for food donations.
 - v. Gingerbread house decoration event will be held in December.
 - vi. Next meeting will be Friday December 6th.
- b. Parish Council Liaison [Brock Sande]
 - i. No meeting this month or next.
- c. Finance Council Liaison [Mark Austin]
 - i. Discussed the donation for the teacher position.
 - ii. Cafeteria is doing better than expected serving more meals.
 - iii. First planning meeting for the 2025-2026 budget will be in December.
- d. Facilities Liaison [Caitlin Elder]
 - i. Toured the new house the church purchased across the street. Retrofitting it for a priest to move in (currently short one space).
 - ii. Still waiting to hear from diocese for approval to replace church steps.
 - iii. Mike still waiting to hear about help for soccer field.
 - iv. Do we need a covering for floor in gym, and in what settings? Committee will do research and come back with recommendations.
- e. AI Policy
 - i. Decision was made to have teachers lead the develop of an AI policy with input from other knowledgeable stakeholders.

****IV. Old Business****

- A. Action:
 - a. Finalize changes to SAC constitution and by-laws
 - i. Will target completion in January.
 - b. High School transition support
 - i. Previewed a draft and identified a few points for clarification.

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****V. New Business****

- A. Bullying and mean behaviors policy
 - a. Will push to January

****VII. Next Meeting****

- A. Thursday, January 30th
 - a. Tuition 2025-2026 / Staff / Registration Procedures
 - b. Update on Clean Energy Grant program
 - c. LED lighting grant

****VIII. Adjournment****

- A. Adjourned at 7:01 pm