

## **School Commission Minutes – April 8, 2025 @ 6:00 PM Shepherd of the Hills – In-Person**

**Present:** Mrs. Petersen, Tim Harding, Ramsey Immel, Libby Bonen, Cori Knuth, Deanna Miller, Kelly Hagman, Leah Bode, Barb Welsh, Barb Grzywinski, Jenn Wilke, Ms. Schaalma, Mr. Holden, Mrs. Schisel

**Absent:** Father Mark, Katie Abhold, Matt Immel, Sarah Benike-Immel, Sarah Haubenschild

### **Opening Prayer**

### **Mission Statement**

Walking the path of Christ with love and service through a Catholic education

**2024-25 Theme:** In the Deed, Find Glory – 1 Corinthians 10:31  
“Whatever you do, do it for the glory of God.” Amen

### **School Reports: Mrs. Petersen**

#### **a. School Good News:**

- a. A grant was written to the Women’s Service League of Wisconsin asking for funding to help cover window graphics on the three main entryway doors of our building. We can see out of the building, but people can’t see in. (waiting to hear back)
- b. A grant was written to GIFTS Grant for Educational Innovation. We are seeking funding to transform the library into a modern Media & Technology Center that fosters literacy and digital learning. This would involve integrating the computer lab, replacing mismatched shelving with uniform bookshelves, and introducing comfortable seating for a more inviting atmosphere. A computerized book checkout system would improve efficiency. (waiting to hear back)
- c. New Apps. will be added to our Chromebooks and iPads for the next school year
- d. IXL Math will be used for Grades K-8
- e. IXL ELA and Science will be used for Grades 3-5, 7-8

#### **b. Principals Report:**

- a. Brady Thomas will be our new Athletic Director. We are working hard on building up our program. There will be cross country during the 2025-2026 School year. This will be partnering with St. Matt’s

- b. The FUNDA money from the Dinner Auction allowed us to purchase all students a new desk and/or table, and a chair for the next school year.
- c. On Wednesday, April 2, Fond du Lac area author Julie Gedemer visited the classrooms at Shepherd of the Hills and shared her story of Lentil the Bear. It is a “beary” sweet story about Lentil, a black bear cub who wants nothing more than to discover something revolutionary that will bring black bears and grizzly bears together.

**Review and Approve November Meeting Minutes: Approved**

**Parent/Parishioner Comments:**

- a. None at this time

**Pastoral Council:**

**a. Pastoral School Liaison: Barb Grzywinski**

- a. Looking for ways to communicate better with parishioners.
- b. Goal to raise \$6,000 by June, and are looking for new ideas
- c. Wine and cheese event will be held on October 25<sup>th</sup>
- d. Human Concerns and Stewardship positions are still open

**Committee Reports:**

**a. Executive and Policy: Tim Harding**

- a. Commission By-Laws are being reviewed and updated
- b. Dress code – No changes identified

**b. Budget and Fundraising: Barb Welsh**

- a. Dinner Auction theme – Celebrating 20 years of SOTH Super Heroes
  - i. Approximately \$91,200 raised - Funda \$26,285
  - ii. Attendance came in at about 155
  - iii. Sponsor a Super Hero – went very well
- b. Heart Association fundraiser - coin war goes through this April 11<sup>th</sup>

**c. Long Range Planning: Mrs. Petersen** (Committee Members: Mrs. Peterson, Jenn Wilke, Sarah Benike-Immel, Tim Harding, Matt Immel)

- a. On April 1<sup>st</sup>, the School Finance approved the teacher’s Salary Scale that Sandra and Amelia created.
- a. Updated job descriptions for Teacher and Principal have been completed and will be signed along with contracts
- b. The next step is to create a revised Secretary Job Description

- c. Finalize updates to Teacher/Staff Handbook and Parent/Student Handbook
- d. Marketing and Recruitment: Sarah Haubenschild** (Committee Members: Mrs. Peterson, Steven Knuth, Sarah Haubenschild, Barb Grzywinski)
  - a. 68 students enrolled for the 2025-2026 school year(10 are brand new students and 9 of our current students are still unregistered yet.)  
Continuing to promote the Little Lambs program 3K/4K
  - b. 4 prospective students toured for shadow day
  - c. The Little Lambs program continues to be held on the first and third Wednesday of the month from 10:15 to 11:30. It's been consistent with prospective families and students who just signed up for the 2025-2026 school year.
  - d. Video ads started on Radio Plus Sports YouTube channel on December 5<sup>th</sup> – the ads will play during local sporting event streaming and will showcase our school and Catholic Faith education – this will run 25 ads a week until May 2025 – generously donated by Nici Colwin
- e. Home and School: Barb Grzywinski**
  - a. Last meeting held on April 7<sup>th</sup>
  - b. Moms and Muffins will be held on April 30<sup>th</sup>
  - c. Teachers have a wish list and it has been included in the newsletter
  - d. Teacher's appreciation – May 5<sup>th</sup> – 9<sup>th</sup> – Theme "Teachers are Like Good Books, They Change Your Life Forever"
  - e. May crowning will be held May 7<sup>th</sup>
  - f. Book fair is May 10-14<sup>th</sup>
  - g. Last day of school – Ice cream will be served May 29<sup>th</sup>
  - h. Eden parade – looking for themes and help – August 3<sup>rd</sup>
  - i. Summer event – South Hills pool party.

### **Review Action Item Register**

**Next Meeting:** November 4, 2025