 

**Diocese of Saginaw Catholic School Council**

**Meeting Minutes**

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| Date: November 10, 2022 | Time:  3:30 pm-Tour  4:00 Meeting | Location: St. Michael School, Pinconning |
| Members Present: Deacon Gary Patelski, Chair  Deb Bierlein, James Jones, Bob Looby, Mary Beth Looby, Krista Willertz, Marty Schultz, Pat VanSumeren, Mike Cavanaugh, Melissa Michalski, Cormac Lynn | Members Remote: Fr. Steve, Fr. Andy, Mark Bassett, Joan Ramm, Theresa Hessling, Bishop Gruss | Members Absent/Excused: Pete Shaheen |
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| ***Opening: Welcome/Introductions, CSC Prayer***  a. Welcome by Deacon Gary. Prayer led by Mary Beth Looby. | | |
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| ***Topic: St. Elizabeth Update*** | | |
| **Details re:** Gabriel, principal, highlighted improvements from last year to this year: More relaxed atmosphere due to new full-time school secretary and 2 new fabulous teachers.  a. Most texts are now faith-based.  b. Dani has been very helpful to St. Elizabeth's.  **Decisions:**  a. Fr. Andy suggests focus on 4 major fundraisers.  b. Preschool helps support marketing costs; encourage parents of preschoolers to keep children enrolled after preschool.  c. Work on inserts for bulletins to make announcements/market. | | |
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| ***Topic: St. Michael School Presentation*** | | |
| **Details re:**  Ashley, principal, highlighted key points from her Powerpoint presentation: Involving parents in faith education is a goal for her and Fr. Matt.  a. Areas to improve: teacher shortage (there were no responses to ads); a more cohesive ELA curriculum.  b. Best marketing tool is word of mouth from other parents.  c. Families love the welcoming atmosphere of St. Michael's.  d. Fr. Matt's input/influence is a plus.  e. More classes now switch, based on teachers' strengths, which is a positive for students and parents.  **Decisions:**  a. Help is needed from Council to get all teachers certified (3 are not completely certified).  b. Help needed in teacher recruitment.  c. Need to update website; help needed as principal/teachers/staff don't have time/expertise.  d. Need to grow enrollment and retain Y5's and 5th/6th graders and continue outreach to parish/families. | | |
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| ***Topic: Review of minutes from August Council Meeting*** | | |
| **Details re:**  a. Minutes approved my members online.  **Decisions:**  a. Minutes approved by Council. | | |
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| ***Topic: Consent Agenda*** | | |
| **Details re:**  a. Online membership of Council and Subcommittees has been updated.  b. Council norms were approved.  c. One-page Form for adding new committee members was shared/approved. Thanks to James for preparing this.  d. Executive Committee, meetings notes/minutes are available online.  **Decisions:**  **a.** M. Looby moved agenda be approved; J. Jones seconded.  b. Agenda was approved by Council. | | |
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| ***Topic: CSM Priorities - Review and Update*** | | |
| **Details re:**  a. CSM provided a list of priorities, as requested by EC.  b. Cormac surveyed EC regarding 11 listed priorities; priorities were narrowed down to top 5, based on current resources.  Decisions:  a. Top 5 priorities were reviewed. | | |
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| ***Topic: Catholic School Mass*** | | |
| **Details re:**  a. There was much positive feedback about the Mass.  b. Make Mass earlier to allow for travel time for those coming from father away; 2:00 pm suggested.  c. Give priests more advance notice about Mass.  d. Bishop Gruss supports the Mass, thought it was a great event. There was a full house and he loved seeing all the youth there.  e. Most Council members prefer having the Mass at the Cathedral.  f. The archival photos were a big hit.  **Decisions:**  a. Mike Cavanaugh moved the Mass go forward each year; J. Jones approved this. Motion approved. | | |
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| ***Topic: Catholic Identity/Curriculum*** | | |
| **Details re: K. Willertz reporting**  a. ICLE-Liberal Arts Education has exploded in popularity; it is trying to reclaim Catholic liberal arts education and train teachers in this program.  b. Fr. Steve developed some practical curriculum recommendations based on ICLE.  c. Krista will develop a list based on study of other dioceses' programs.  d. Fr. Andy saw the video, says it is compelling  **Decisions:**  a. The Catholic Identity/Curriculum requests more clarity from CSC on what Council wants them to accomplish. | | |
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| ***Topic: Marketing/Enrollment*** | | |
| **Details re: Marty reporting**  a. Marketing Day was very successful, much positive feedback.  b. Posters/banners for all schools desired; Fr. Andy also suggests they be placed in all churches that support/are connected to school. Question raised: How to fund posters/banners?  c. Cormac says OCS has a budget to help with marketing.  d. Theresa suggests using Instagram to communicate with parents/families, as younger parents use this more than Facebook.  e. Hiring Dani has really moved us forward.  f. Some schools do not have time for web design; Patrick suggests a common template be used that all schools can plug their own data into and consider hiring a web manager. Bob agrees.  g. Involve all priests and students more in schools/churches.  **Decisions:**  a. Deacon Gary will look into costs for web management services.  b. Parish and school websites should be coordinated. | | |
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| ***Topic: People & Governance*** | | |
| **Details re: Cormac reporting for P. Shaheen**  a. Thanks to Pete for stepping in as Chair.  b. Teacher compensation: Cormac shared what ISDs do for their staff and teachers; would like to get our teachers/staff to 75% of this.  c. Exit surveys are being discussed at the diocesan level.  d. Consider giving faculty/staff a statement showing their full salary/benefits, detailing costs of medical insurance and pension.  **Decisions:**  a. Medical coverage is expensive for schools, look at this. Cormac welcomes feedback. | | |
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| ***Topic: Financial Vitality*** | | |
| **Details re: Bob reporting**  a. Investment in Excellence, data is in first draft form.  b. Credit given to Debbie for all the schedules she has put together.  d. Findings: 60% of parishes could not support any additional assessment, which is not just for schools.  **Decisions:**  a. Need to prioritize information. | | |
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| ***Topic: Executive Committee*** | | |
| **Details re:**  a. Executive Committee recommends each subcommittees track its progress.  b. Committees to use Project Timeline available online.  **Decisions:**  a. Deacon Gary asks all Committee Chairs to track progress on all major initiatives (see Project Timeline). | | |
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| ***Topic: Ad hoc Committee for Alumni*** | | |
| **Details re:**  a. Deacon Gary said EC sees a need for an Ad hoc Alumni Committee and has approved this.  b. Alumni committee to be ad hoc, as our bylaws do not allow us to create any new subcommittees.  c. Mary Beth will chair this ad hoc committee.  d. Mary Beth says alumni members from all our Catholic schools across the diocese, from present and former schools, are a vast resource for prayer, service, and stewardship.  e. Alumni info will be gathered and stored in Shelby. We will start simple, gathering names, addresses/emails, possibly school.  **Decisions:**  a. Motion made by J. Jones and seconded by M. Michalski to approve this ad hoc alumni committee.  b. Motion approved. | | |
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| ***Topic: Superintendent Update*** | | |
| **Details re:**  a. Cormac: Dani and Krista are doing a great job/doing things to make things easier for schools!  b. Principals can submit Foundation grants request.  b. It's important to build trust among our schools and parishes.  **Decisions:**  a. Need to be strategic with our planning. | | |
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| ***Topic: Upcoming Council Meetings*** | | |
| **Details re:**  **\* 12/12/22, at CFM. Opening prayer by Lisa Seeley**  **\* 3/16/23, St. Mary's Alma**  **\* 6/8/23, CFM** | | |
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| ***Topic: Closing Prayer: Deacon Gary*** | | |

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| ***Action Items*** | ***Name*** | ***Deadline*** |
| Next CSC meeting Dec. 15 at CFM: Members should look at agenda info (via agenda hyperlinks) before meeting |  |  |
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| CSC Notes submitted by Mary Beth Looby |  |  |