

School Advisory Board Committee Meeting

May 6, 2025
Ordinary Session
6:15PM
Good Shepherd Room

Current Members

| Attendee Names | Term Expires | Term # | Occupation | Current Position | In Attendance |
|----------------------|--------------|-----------------|-------------------------------|---|---------------|
| Brian Plamann | 6/30/25 | 1 st | Risk Manager | Chairperson | No |
| Teresa Whitt | 6/30/25 | 2 nd | HR | Co-Chairperson, St. Peter/St Paul Rep | Yes |
| Anna Schmitz | 6/30/27 | 1 st | Copywriter | Secretary | Yes |
| Melissa Wloszczynski | 6/30/26 | 1 st | 3 rd grade teacher | Member | No |
| Miranda Nikolai | 6/30/27 | 1 st | 1 st grade teacher | Member | No |
| Linda Enriquez | 6/30/25 | 2 nd | Speech Pathologist | Member | No |
| Diane Cross | | | | Trustee | No |
| Kip Wenninger | | | | Trustee | No |
| Fr. Michael Warden | | | | Pastor | Yes |
| Liz Arbinger | | | | Parish Accountant | No |
| Luke Gietman | | | | Faith Formation Director | No |
| Elizabeth Hirschy | | | | Administration | Yes |
| Jacquelyn Engelbert | | | | Administration | Yes |

Also in attendance: Jim Brown and Mary Sargent

Meeting Norms:

Start on Time
End on Time
Be open and honest
Respect the ideas, thoughts, and opinions of others
Model good character
Stay on task

"St. Mary of the Immaculate Conception School: Forming disciples of Jesus Christ through quality Catholic Education."

Know when to hold off on a decision
Respect confidentiality when stated

AGENDA

| | | |
|-------------|---|---------------------|
| 6:15 | Call to Order | Teresa Whitt |
| 6:16 | Opening Prayer | Fr. Michael |
| 6:20 | Approval of Previous Meeting Notes | Teresa Whitt |

- 4 approved
- 0 disapproved
- No changes made

6:21 REPORTS

Faith Formation

Luke Gietman

- RE Classes have successfully wrapped up for the year.
- Confirmation will take place on May 14, celebrated with Abbot Dane.
- The calendar and schedule for next year have been sent out.
- High School summer classes are scheduled for June, July, and August.
- First Communion went smoothly this year. We will plan to continue with the one-weekend format next year.
- The Easter Vigil welcomed four new Catholics into the Church.
- The Adult Education schedule for next year is currently in development.
- Summer Programs:
 - Totus Tuus: July 6–11
 - Vacation Bible School: Dates to be determined

Administrative Reports

**Jacquelyn Engelbert/
Elizabeth Hirschy**

- The School Excellence Plan was presented to both staff and Mr. Brown.
- All-School Mass and May Crowning for Mary will take place on May 7.
- The 5th and 6th graders will go on a pilgrimage to the Abbey and also visit the Cathedral in Green Bay this month.
- 2nd and 3rd graders will visit the Shrine of Our Lady of Champion later this month.
- Band concerts are scheduled for Monday and Tuesday of next week.
- The Spring Choir Concert will be held on Thursday, May 15.
- The End-of-Year School Picnic will take place at Jennerjohn Park on June 5.
- Wednesday, May 14 will be a half-day of school. Staff will attend a safety presentation in the afternoon.
- Summer School Registration: Numbers are currently low (minimum of 6 students required). Deadline to sign up is this Friday.
- May 21 is the Light of Leadership Mass.

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- May 30 is the 8th Grade Graduation Ceremony.
- June 2–4: 8th grade students will go to Camp Tekawitha.
- VIRTUS Training: Discussed strategies to help parents stay current with yearly training updates.
- Career Fair: Attendance was lower than expected, but we collected contact info from a few potential leads.
- Staffing Needs for 2025–2026:
 - 5th Grade Teacher
 - 6th Grade Homeroom Teacher
 - Reading Specialist
 - Band Teacher
 - Substitute Teachers: We urgently need to add more subs to our list.

Pastoral Report

Fr. Michael

- Scapular Enrollment for 2nd graders will take place Thursday morning.
- Facilities Update:
 - We have received a donation to cover playground costs. The goal is to have the new playground installed by fall.
 - The existing curbs in the parking lot will be taken out soon before the parking lot is paved.
 - Parking lot paving is scheduled for the first week of June.

St. Peter and Paul

Teresa Whitt

- St. Peter and Paul will be celebrating their graduates on May 18.
- Vacation Bible School will be held June 16-19. Registration is coming soon.

6:35

COMMITTEE REPORTS

Marketing Committee

Anna Schmitz

- The marketing committee created and delivered the postcard used for the Career Fair.
- They will repurpose the postcard design for social media, updating the messaging to target prospective students and families instead of staff.
- An exciting summer social media challenge was proposed to boost engagement and visibility. This would be something fun that could involve teachers, students, and even Mr. Brown (similar to the Ice Bucket Challenge).
- We discussed gathering quotes from students and teachers to include on postcards to be mailed locally.

- The committee will create a special postcard for baptism families to invite them to the Catholic Schools Week Open House.
- Discussed ways to enhance family engagement through small, grade-level events outside of school to build a stronger sense of community and improve family retention.
 - Talked about hosting grade-level dinners with simple food and games, where room parents take the lead in organizing events for their class.

PTO

Elizabeth Hirschy

- New PTO Officers:
 - President – Jill Ulmer
 - Vice President – Jenny Rohan
 - Secretary – Rebecca Roland
 - Treasurer – TBD
- Discussed planning for the uniform exchange.
- Worked on finalizing details for the End-of-Year Picnic.
- Park playdates are scheduled for this summer to keep families connected.
- The recent Roller Skating Night was a huge success!
- Finalized plans for Teacher Appreciation Week.

6:45

NEW BUSINESS

Teresa Whitt

- School registration is around 180.
- Discussed having fifth graders from St. Edward visit St. Mary school in January to increase middle school enrollment

6:50

OLD BUSINESS

Teresa Whitt

- Revised Meeting Schedule
 - Canceled May extraordinary meeting
 - Next meeting will be held June 10 (ordinary session)
 - No meeting in July
 - Resume meeting in August
 - Aug. 12 at 6:15pm

6:55

CLOSING PRAYER

Fr. Michael

7:00

ADJOURN

NEXT MEETING: June 10 at 6:15pm (Ordinary Session)

Notes Taken By: Anna Schmitz

“St. Mary of the Immaculate Conception School: Forming disciples of Jesus Christ through quality Catholic Education.”