

## Education Commission Meeting Minutes

Tuesday, October 14, 2008

**In Attendance:** Jane Carroll (Staff Member), Pat Bredenkamp (Staff Member), Katie Gebhard (Staff Member), Bruce Roles (3yr), Tom Nathe (3yr), Mary Zielinski (3yr), Susan Crook (2yr), Sherry Campeau (2yr), Mary Powell (2yr), Lisa Zastoupil (1yr), Mike Nowak (1yr), Ann Rotondo (1yr)

**Visitor :** Tim Sullivan

**Absent:** none

***Hand Outs:** October 2008 Faith Formation Report (electronic), October 2008 Principal's Report (electronic), Draft of potential kindergarten entrance policy, School accreditation strategic plan draft, Youth Ministry Vision Statement, Response statement from Sue Besst (Director of the School Readiness program) regarding open mic comments (electronic), Conflict of Interest form (electronic)*

1. Call to order @ 7:20 pm
2. September meeting minutes approved via email.
3. Review of agenda.
  - A. The commission reviewed a potential early kindergarten entrance policy for children with birthdays between September 1 and October 31. This policy mirrors a new District 11 policy. Epiphany is considering the same policy change. Please let Jane know if you have any feedback regarding this proposed policy.

ISD # 11 is going to a trimester schedule for the school year 2009/2010. Epiphany is currently on quarter system. Epiphany will consider going to trimesters as well based on the fact that the Epiphany school calendar is driven by the ISD 11 calendar.
  - B. Recruiting catechists.

Catechist training and the shortage of catechists was discussed. Class sizes are getting to be 18-20 with the current number of catechists. Preferred class size is 10-12. How best to recruit and maintain catechists was discussed. Commission members brainstormed on how best to get and maintain catechists. How to get parents engaged and supporting the teaching need was also discussed. Virtus training and background checks for instructors are sometimes challenging to the volunteering process.

4. Continuing Business

- A. School accreditation update: We are beginning to develop a strategic plan in response to identified recommendation from the self-study.  
A draft of the strategic plan objectives was distributed. The objectives are broad statements of significant areas for growth. Commission members were asked to review the draft document and provide feedback to Jane by October 31 on the four (4) broad areas listed. Commission members were asked to consider volunteering to meet before monthly meetings to help develop the plan. Members are to contact Jane via e-mail if they are willing to help.
- B. Sacramental guidelines  
Guidelines were handed out at the September meeting. Members were asked to review and return with comments for October. There was no discussions on this topic.
- C. School readiness program  
This item was tabled for the October meeting, at the request of the executive committee, who is conducting some “fact finding” on this issue. Any Questions or concerns about the program should be forwarded to Mary Zielinski who will forward to the parish council chair.
- D. Commission Outreach  
Members discussed how best to continue the momentum created at the end of last year. This momentum regarded efforts to collect input from groups under the Education Commission, and determine how their efforts can/are meeting the parish goals and objectives. Education commission members are developing a plan to work with the other commissions to achieve some shared action plans.

5. Reports

- A. Parish Council updates (Mary Zielinski) – on hold until the meeting minutes have been approved. Mary will forward them once they are approved.
- B. Faith Formation (Katie Gebhard)  
See October 2008 Faith Formation Report (electronic)  
A copy of the Youth Ministry Vision Statement was distributed for discussion.
- C. School (Jane Carroll)  
See October 2008 Principals Report (electronic)

In April 2010, the Archbishop requested teachers attend the NCEA convention and the NPCD National DRE Convocation. This would require classes to be canceled for the three days of the convention.

6. Adjournment with prayer at 8:30pm.

Next meeting: November 11 at 6:30/7:20-8:20.