

Education Commission Meeting

June 14th, 2011

In Attendance: Jane Carroll (Staff Member), Katie Gebhard (Staff Member), Mary Zielinski, Lisa Zastoupil, Tom Nathe, Mary Powell, Todd Schoffelman,

Guest: Tom Conneran (parish council at-large member)

Absent: Elaine Schroeder, Paul Lentner

Meeting started at 7:40 pm

1. Parish Strategic Vision
Before the education commission meeting, all parish council/commission members were updated about the latest efforts of the Parish Strategic Visioning Team. Members of each commission were asked to fill out a questionnaire regarding the work the strategic visioning team has done to date.
2. Sustainability Task Force
Jane reported on the findings of the task force. Task Force members reviewed a lot of data that eventually lead to modification of the school strategic plan. The modified school strategic plan can be found on the school's website. A final report was sent to, and is being reviewed by, the Archdiocese. The Archdiocese will be providing feedback to Epiphany. More information can be found in the Principal's Report attached below.
3. Reports (Advisory Committees - Mary and Paul, Council - Lisa)
Lisa gave a quick summary of recent parish council activities.
4. Lending Library Update
Lisa provided feedback on the status of the lending library. Members were asked to provide feedback/input on the lending library. The general feedback was that the library should remain active, but changes should be made to make it more viable/user friendly. A sub-committee of active users will be created to define the new look of the lending library.
5. Complete Objective 3 and 4 of Action Plan
Tabled till next meeting.
6. Membership for Next Year
A few members of the education commission have fulfilled their 3 year commitment. Lisa will contact the members who's terms are up and see if they want to continue their membership on the education commission.
7. Faith Formation Report
Attached below.
8. School Report
Attached below.

June 2011 Education Commission Faith Formation Report

We have had a wonderful year ministering with our children, teens and adults. We had about 750 enrolled in the Sunday through High School Programs, about 150 teens celebrate the Sacrament Confirmation, 150 children celebrate Sacraments of Reconciliation and Eucharist, 190 children enrolled in Vacation Bible School, and 20 celebrate sacraments at the Easter Vigil. We will have 7 adults confirmed on Pentecost (June 12). During the year we had about 6 other adults confirmed. Baptism is celebrated by over a hundred each year.

Adult enrichment opportunities included: Bible Study, Gospel of Matthew, Sacrament of Anointing of the Sick, Keeping Sunday Special, A Walk Through the Mass, Marriage Enrichment, Celebrating Parenting, Preparing for Lent and Guiding Our Children Through Life's Challenges. The parenting programs were co-sponsored with the School PTO.

Our youth ministers coordinated mission trips, open youth rooms, peer ministry, service projects, Valley Fair, lock-ins, softball, snow tubing, retreats, 30 Hour Famine, graduation reception and began a junior high peer ministry. Staff also worked with children and teens on various service programs that supported ministry here at Epiphany and elsewhere.

These ministries have happened because of hundreds of teen and adult volunteers. People answer their Baptismal call to serve and share the Word of God. They are filled with gratitude for all of God's gifts and share them with others.

I am part of the parish Strategic Vision Team which meets twice a month year round. We will be presenting information to the parish council on June 14 that will be part of our commission meeting.

During the summer our staff continues recruiting for next year, develop curriculum/sessions and work on various programs. We have VBS, middle and high school mission experiences and youth events. I continue to meet with folks who are interested in becoming Catholic or those who would like to be confirmed. Doug Hennen, Janine Ricker and I work full time over the summer. Mary Fritz works part time during June and not in July and Mary Ann Marschall works part time in June and July. Sue Linville normally works T-W-Th. during June and July.

Thank you for your continued support of our parish catechetical programs.

**Principal's Report to the Education Commission
June 10, 2011**

Tentative Enrollment Projections.

Enrollment	2011-2012
K	59
1	57
2	54(+1)
3	47(+4)
4	53(+2)
5	72
6	57(+1)
7	56(+2)
8	48(+3)
Total	504 (514)

Sustainability Work. The Sustainability Task Force met monthly since January to review components of Catholic school sustainability as outlined by the Archdiocese. This review has been an opportunity to further analyze Epiphany's strategic plan and make any adjustments that will contribute to the school's continued health. We have posted a revised strategic plan on the school web site---go to Parent Connection/School Advisory Committee/Meeting Highlights.

Special thanks to committee members---Father Zehren, Brian Fritz, Tom Conneran, Debbie Hawkins, Mike Lentz, Vicki Paine, Barb Reshetar, Melissa Rabida, and Lisa Zastoupil for their collective wisdom, hard work, and faith-filled commitment to Catholic education at Epiphany.

Parent Survey. For the past five years we have collected parent's perceptions and feedback in an annual survey. The Epiphany staff has found this data valuable in serving students, planning programs, and communicating. We use Zoomerang, an electronic survey system, to gather the data. 49% of our families completed the survey.

Survey highlights include five areas of affirmed strength and two areas of growth.

Strengths

- 1. The school's Catholic identity, which is at the heart of our purpose, was clearly supported. There was overwhelming support of worship opportunities, focus on integration of Christian values, and the effective teaching of religion.*
- 2. The quality of the academic program was confirmed. In particular parents acknowledged, at individual grade levels, the strength of core curriculum offered at Epiphany. Affirmed time and again, was our teaching faculty's dedication and care.*
- 3. Parents acknowledged the strength of the school's mission to form the whole person. You noted how the school is helping children learn important social and behavioral skills.*
- 4. Parents noted how the school is helping students acquire the values of service, stewardship and hospitality.*
- 5. The overall appearance of the school and grounds are found to be attractive, clean, and well maintained. Thanks to our clean teams, marketing committee, and conscientious staff that supports that reality.*

Areas Needing Improvement:

While we have made gains in each of these areas this year, we want to do a better job in the following:

1. *Continuing to clarify homework expectations, in some cases too much and in others not enough, would help in partnering with parents.* During the 2010-11 the School Advisory Committee and faculty have spent time reviewing this concern and in the upcoming year we will be sharing guidelines for homework and ways that students/parents/teachers can team together to support this important part of learning.
2. *Providing an environment that is bully-free. (Bullying is defined as overt and aggressive behavior that is repeated, intentional, and hurtful. There is an imbalance of power.)* I have shared in earlier newsletters that we will be using the nationally recognized Olweus Bully Prevention program in the fall. This spring a team of teachers, parents, and administration was trained to lead this initiative.

Student Data Management System. We are transitioning into a new student management system for grading, reporting, and collecting school data---Cornerstone. This product is currently being used in about 20 Catholic Schools and a similar number are adopting this system by the fall. A core team of administrative users were trained in April and four teachers received training this week. The entire faculty will receive training in the fall. Throughout the first trimester, the faculty will 'practice' use of the system and our goal is that at the end of the first trimester report cards will be viewable using a parent portal.

In the second trimester---grades, assignments, syllabi, and classroom information will be available for parents with students in grades 5-8. Classroom web pages at this level will feature monthly learning and news. Teachers in grades K-4 will primarily communicate classroom learning via their classroom page. This decision is based on the developmental appropriateness of an emphasis on grades.

Parents of all students will be able to access attendance reports and trimester report cards.

Wellness Committee. This year Epiphany revised the school's Wellness Policy and established a committee of parents, hot lunch staff, and teachers to implement the policy. This fall the following four actions will support policy implementation.

1. Lengthening the lunchtime for students.
2. Educating students and parents on what qualifies as a nutritious snack.
3. Enforcing the school procedure that snacks are nutritious.
4. Serving skim or 1% milk.

The committee plans to develop a 3-year implementation plan.