

St. Charles Parish School - School Commission

Minutes



September 24, 2024

Meeting Logistics

Chair: Paul Fry
Vice Chair: TBD
Time: 6:00 PM

Date: September 24, 2024

Location: STEM Lab

Attendance

Commission Members:		Ex Officio Members:		Additional Guests:	
Name		Name		Name	
Elly Beede	x	Dan Garvey (Principal)	x		
Amy Coraggio	x	Father Ken (Pastor)	0		
Alicia Dougherty	x	Diane Grolemond (Faculty Rep)	x		
Brian Endres	x	Allison Caswell (Advancement Officer)	0		
Nick Faleris	x	David Burns	0		
Paul Fry	0				
Amy Galati	x				
Scott Sobstad	x				
John Stellmacher	x				

St. Charles Parish School Mission Statement

St. Charles Parish School in Hartland, Wisconsin nourishes and grows a vibrant Catholic community committed to innovation, responsiveness and compassion as it prepares and challenges students in their intellectual, spiritual and moral lives.

1. Opening Prayer, 6:05pm - D. Garvey
2. Approval of Minutes
 - a. Motion to approve - A. Galati
 - b. Second to approve - B. Endres
 - c. [July Minutes](#) approved for publication
3. Principal's Report (D.Garvey)
 - a. Staffing
 - i. Hired art teacher the week before school started
 - ii. Still seeking part-time office position
 - b. Enrollment 370 this year
 - c. Open items
 - i. New classrooms turned out well
 - ii. New security doors are installed and functioning
 - iii. Former parish bathrooms are now school bathrooms
4. Advancement Director update (D.Garvey)
 - a. School tours for 2025-26 began last week, with more scheduled this fall
 - b. New family applications open Wed., Jan. 15, 2025
 - c. New families who contact us for information are being added to an email database to receive updates
 - d. Consider asking 3K and 4K families what their intention is for 5K and beyond on the application to determine who intends to stay at St. Charles past preschool
 - e. Save the date for Open House on Sunday, January 12 from 10 a.m.-12:30 p.m. - volunteer tour guides will be needed
5. Home & School Update (D.Garvey)
 - a. Dress down pass sale runs until Friday, September 27
 - b. Save the date for Trunk or Treat on Friday, October 25 - Signup will be coming in early October
 - c. Hosting dining out opportunities with Endter's, Culver's, and Sweet Dreams again this year
 - d. Still in need of a President-Elect for this year who will become President next year

6. Old/New Business

- a. Admissions Process (3K & 4K)
 - i. How do we ensure that 3K/4K students will stay?
 - 1. Add verbiage to application re: future school plans
 - ii. Investigate the possibility of price adjustment @ 3K/4K levels
 - 1. Currently, St. Charles is significantly lower than competitors
 - a. 3K price comparison (St Charles: \$5,065 / SJV - \$7,500)
 - b. Investigate other comps for October meeting
 - 2. Possibly consider deposit towards future years or refund at 5K/1st
- b. Parishioners Discount
 - i. How do we ensure that school families registered as parishioners are active members?
 - 1. Add question on application asking for how they will contribute to parish community (check all that apply)
 - 2. Follow-up e-mails/phone calls from applicable contacts
 - ii. Consider School Social event to encourage school family engagement
 - 1. Beginning of year
 - 2. Service opportunity booths

7. Next Meeting: October 22

8. Closing Prayer 7:11pm

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