



**Newman Catholic Schools  
Education Commission Meeting  
Minutes**

**Tuesday, June 6, 2017  
St. Michael's Gathering Sp.  
Called to order: 6:04 PM**

2016-2017 : "Family In Faith Through Prayer"

- I. Opening Prayer (Fr. Slowiak)
- II. Approval of May 2017 Minutes
  - Approval by consensus
  - Agreed to hold meetings on Tuesdays next year as well along a similar schedule

X = present; Abs = absent; Exc = Excused

| Parishes                      | Pastor        |      | Parish Rep                   |      |
|-------------------------------|---------------|------|------------------------------|------|
| Holy Name                     | Fr. Thorn     | X    | Bernie Ford                  | X    |
| Resurrection                  | Fr. Schaller  | X    | Steve Opatik                 | X    |
| St. Anne                      | Fr. Burkhardt | X    | Jeni Seidel                  | X    |
| St. Mark                      | Fr. Slowiak   | X    | Rick Svennes                 | Dupl |
| St. Matthew                   | Fr. Thorn     | Dupl | Vacant                       |      |
| St. Michael                   | Fr. Schaller  | Dupl | Margee McCarty               | X    |
| St. Therese                   | Fr. Britto    | Abs  | Lori Manteufel               | X    |
| NCMS Chaplain/Assoc<br>Pastor | Fr. Thelen    |      |                              |      |
| NCHS Chaplain/Assoc<br>Pastor | Fr. Kuhn      | X    |                              |      |
| Committees                    |               |      | Ex-officio                   |      |
| Commission Chair              | Rick Svennes  | Exc. | Mike Martin, President       | X    |
| Finance Chair                 | Mike Vesel    | X    | Sarah Keene, Dir. Of<br>Adv. | X    |
|                               |               |      | T. Reichenbacher,<br>Diocese | Abs  |
| Advancement Chair             | Paul David    | X    |                              |      |
| Athletics Chair               | Mike Nowinsky | X    | Support                      |      |
| Guests                        |               |      | J. St. Clair, Controller     | X    |
| Kathleen Casey                |               | X    | S. Evers, Admin Asst         | X    |
|                               |               |      | P. Thomson, HR<br>Director   | X    |
| Jacci Lepak                   |               | Exc. | M. King, Admin Asst          | Exc. |
| Ann McManus                   |               | X    |                              |      |
| Terry Vechinski               |               | X    |                              |      |
| Dan Sullivan                  |               | X    |                              |      |
| Tina Meyer                    |               | X    |                              |      |

- III. Introduce Kathleen Casey, Partners in Mission representative/advisor
  - a. Kathleen got to go on a tour of all the schools today
  - b. Held a working lunch with the Executive Committee
- IV. Kathleen Casey's presentation
  - a. Best way to do strategic planning is to engage as many constituents as possible.
- V. Review the PIM slideshow
  - a. Mission – everything we do is based in our Mission Statement
    - i. Share the process of strategic planning
    - ii. Encourage people to engage and work together, may not be the most efficient, but very effective
    - iii. It is important to have a plan, but then it must be acted upon.

- Examine the process to determine when and how often we develop/update the NCS mission statement.
  - Reminder to review the mission statement at the beginning of each meeting.
  - The mission was developed when the schools were unified. Unification as Wausau Area Catholic Schools (WACS) was 1987. In 2004, there was an initial consolidation through the closure of Holy Name. Subsequently, the system was renamed Newman Catholic Schools and the current mission statement was adopted.
  - Definitely want to keep the words “Catholic environment” in the statement
  - Accept the mission as is by consensus.
- b. Vision – to be the best Catholic School System in North America.
- Have people aspire to be a part of our system.
  - Crafting a vision – how do we want Newman to be viewed in the future?
- c. How do we get from the Mission to the Vision? Answer: The Strategic Plan
- i. SMART goals
    - Specific
    - Measurable
    - Agreed Upon
    - Realistic
    - Timely
  - d. Strategic Planning process:
    - i. Mission Driven
    - ii. Developed by the constituents of the school beyond faculty, staff and committees.
    - iii. Engagement process can be challenging, but it has tremendous benefit.
    - iv. Get some new involvement from people who may not be Catholic, maybe from the community, to help get a fresh perspective. Learn from others who have already experienced our challenges.
    - v. Later - Townhall/listening sessions that can be presented so others can come and give input.
      - This can give NCS an idea of where there are misperceptions or confusion in how our message is being perceived.
      - Previous Mietler studies were not overly valuable, so perhaps a new start would give people a fresh perspective.
      - Cautious warning to go through this process with an open mind. A defensive perspective will be counterproductive to understanding perceptions. Certainly be prepared with answers to some of the common misunderstandings, but be open to listening with an open mind to better understand how people are feeling. Open each meeting with the Listening Prayer to ask the Holy Spirit to open our hearts to hear what others are saying.
    - vi. Go through steps and establish Domains
      - Steering committees are organized by Domains
        - a. Mission/Catholic Identity
        - b. Enrollment/admissions
        - c. Academics/Curric/Tech
        - d. Student Life/Co-curriculum
        - e. Facilities/Safety
        - f. Advancement/Alumni
        - g. Finance/Staffing
        - h. School in community Relationships/External Factors
- e. Fill out the Strategic planning survey

- f. Process: Developed by Notre Dame
    - i. Phase 1 – Mission & Vision
    - ii. Phase 2 – Data gathering, assessment and analysis
      - Chair - Write a narrative for their domain, but it should be a collaboration
      - “We” reports read by the steering committee members: steering committee chair and domain chairs
    - iii. Phase 3 - Have a weekend retreat to review reports where approximately 60 people are invited to participate
      - a. Each person reads the committee reports
      - b. Identifies 3 key issues for each of the domains
      - c. As a group, read the issues and brainstorm/address the issues SWOT (strengths, weaknesses, opportunities, threats)
      - d. Break into small groups and examine 5 top issues for their domain
    - iv. Phase 4 – Leadership
      - Communicate, implement, manage
  - g. As we move forward, recommendation to reword the mission statement. Perhaps wording it in a way that shows continual improvement.
- VI. Questions:
- a. How do we keep the plan equal across all levels of our system?
    - i. Have a goal, but it will look different at different levels.
    - ii. Should have objectives for each level, but all should point to the goal. Perhaps each committee should address how their suggestions would be implemented at each level (Pre K, Elementary, MS, HS)
  - b. Keep a positive outlook...don't perceive the world as a bad place.
  - c. Come to consensus on decisions instead of voting. You may not agree completely, but you can get behind it.
- VII. Closing prayer: Archbishop Oscar Romero Prayer: A Step Along the Way
- I. Adjourned at 7:35 PM
- II. Members were invited to stay after to watch a video presentation

**2017-2018 Education Commission Meeting Schedule**  
**Meetings begin at 6:00 pm at St. Michael's Gathering Space**

**Tuesday, September 26, 2017 (Starts at 5:30 pm for Social time before meeting)**

**Tuesday, November 28, 2017**  
**Tuesday, January 23, 2018**  
**Tuesday, March 20, 2018**  
**Tuesday, May 22, 2018**