



**ST. MONICA
CATHOLIC SCHOOL**

UNITED IN FAITH, HOPE, AND LOVE...
SIEMPRE ADELANTE-ALWAYS FORWARD
LEARN BELIEVE SERVE ACHIEVE

St. Monica Catholic School
Guide to Governance/ Administration
2022-23 School Year/Accreditation Year

Title	Name	Responsibilities
St. Monica Catholic Church	Fr. Michael Guadagnoli	Pastor of Parish and School
St Monica Catholic Church	Fr. Elijah Thomson	Parochial Vicar Parish and School
President	Angie Trudell	<p>Chief Administrator of School</p> <ul style="list-style-type: none"> ● Insure and Articulate Catholic Identity, Vision, Philosophy and Mission ● Collaboration with Diocese ● Business and Financial Management ● School-wide Communications ● New Family Admissions ● Long Range Planning ● Business Partnerships ● Public Relations ● Fundraising ● Works directly and Collaborates with parent groups <ul style="list-style-type: none"> ○ PTO ○ Dads' Club ○ SAC ● Alumni Relations ● Advancement-Annual Fund, Endowment, Tuition Assistance ● Strategic Planning ● Technology Development ● New Family Admissions ● Marketing ● Calendar ● Facility Needs ● Safety and Safe Environment ● Facilities Scheduling Coordination with Church ● Food Service Management ● Athletics <p>During Principal Search 2022-2023:</p> <ul style="list-style-type: none"> ● Teacher observations K-8 ● Support Behavior Plan with Assistant Principal and Deans ● Support Student Activities

Principal	Search In-Progress	<p>Educational and Academic Leader</p> <ul style="list-style-type: none"> ● Supervise Assistant Principal ● Supervise Dean of Students ● Supervise Instruction ● Teacher observations K-8 ● Evaluate Student Learning ● Curriculum Development and Assessment ● Supervise and Evaluate Faculty ● Student Discipline ● Academic Program Scheduling ● Student Activities ● New Student Admissions
Preschool Director and After-School Care Director	Lesley Jordan	<p>Oversees all aspects of Preschool and After-School Care Program</p> <ul style="list-style-type: none"> ● Educational and Academic Leader ● Supervise Instruction ● Evaluate Student Learning ● Curriculum Development and Assessment ● Supervise and Evaluate Faculty ● Student Discipline and VBRD ● Academic Program Scheduling ● Student Activities and Athletics ● Coordinate purchases according to pre-school needs ● Assist with Accreditation Requirements ● Preschool Parent Communication ● Preschool Student Discipline and VBRD ● Preschool Teacher Formal Observations ● Renweb Report Cards ● New Student Screening and Admissions ● Oversee Student Ambassador Program
Assistant Principal of Curriculum, Instruction, Accreditation	Karen Smith	<ul style="list-style-type: none"> ● Curriculum Development ● SMART Center Supervision ● Review of Teacher Lesson Plans ● Oversee all of the students with the SMART Center programs ● Work with Counselor for Student Support ● Teacher Professional Development ● MAP Progress Monitoring ● Renweb Support, Report Cards, Teacher Support ● Accreditation 2022-2023 ● New Student Screening K-8 <p>During Principal Search 2022-23:</p> <ul style="list-style-type: none"> ● Support Deans with Discipline ● Academic Scheduling

Dean of Students K-4	Monica Schwarz	<ul style="list-style-type: none"> ● Student Discipline issues ● Point person for School-wide behavior plan-lower grades ● Foster the positive environment for K-4 Behavior expectations ● Work closely with parents and teachers on discipline/behavior issues ● Partner with Dean of Students 5-8
Dean of Students 5-8	Cheryl Sanchez	<ul style="list-style-type: none"> ● Student Discipline issues ● Point person for School-wide behavior plan ● Foster the positive environment for Middle school ● PTO liaison for special events for Middles School ● Work closely with parents and teachers on discipline issues ● Partner with Dean of Students K-4
Leadership Team: 2022-23 school year during transition Preschool Lead	Molly Wright	<ul style="list-style-type: none"> ● Preschool Teacher Liaison ● Ensuring Preschool needs are part of K-2 planning ● Specific grade level events ● Develop ideas to address student needs ● Link to PTO level reps ● Advocate for teacher needs for Preschool ● Meet weekly with President/APs ● Support with Preschool Director for Discipline
Leadership Team: K-2 Lead	Emma McLaughlin	<ul style="list-style-type: none"> ● K-2 Teacher Liaison ● K-2 calendar of events/field trip organization ● Ensuring grade level needs are part of planning ● Specific grade level events ● Link to PTO level reps and special events ● Advocate for teacher needs at grade level ● Meet weekly with President/APs ● Support Dean of students with Discipline issues
Leadership Team: 3-5 Lead	Karlee Bolin	<ul style="list-style-type: none"> ● 3-5 Teacher Liaison ● 3-5 calendar of events/field trip organization ● Ensuring grade level needs are part of planning ● Specific grade level events ● Link to PTO level reps ● Advocate for teacher needs at grade level ● Meet weekly with President/APs ● Support Dean of students with Discipline issues
Leadership Team: 6-8 Lead	Cheryl Sanchez	<ul style="list-style-type: none"> ● 6-8 Teacher Liaison ● 6-8 calendar of events/field trip organization ● Ensuring grade level needs are part of planning ● Specific grade level events ● Link to PTO level reps ● Advocate for teacher needs at grade level ● Meet weekly with President/APs ● Support Dean of students with Discipline issues

Leadership Team: Specials Lead	Lynn Plote	<ul style="list-style-type: none"> ● Specialty Teacher Liaison ● Specials calendar of events and organization ● Ensuring grade level needs are part of planning ● Specific grade level events ● Link to PTO level reps ● Advocate for teacher needs for specials ● Meet weekly with President/APs ● Support Dean of students with Discipline issues
New Faculty/Staff Team Lead	Shannon MocarSKI	<ul style="list-style-type: none"> ● Support all new faculty and staff ● Work with new faculty and staff for input and ideas ● Point person, new teacher mentoring program
Counselor	Maureen Kirgis	<ul style="list-style-type: none"> ● Guidance Counseling ● Responsive Services ● Academic Planning for Students ● System Support ● Standardized Testing Coordination ● Admissions Testing ● Parent and Teacher Consultation

Operations Team-direct reports to the President

Tuition/Budget/ Reporting/EANS-Gov Funding Manager	Sally Wengierski	<ul style="list-style-type: none"> ● Tuition/FACTS Financial ● Financial/Budget/Reporting ● Annual Fund record-keeping ● Tuition Assistance ● EANS D1 and D2 ● Enrollment Management
Technology Director/STEAM Program Director	Shannon Morgan	<p>Oversees Technology Infrastructure Development and Design for the entire Campus (Church and School)</p> <ul style="list-style-type: none"> ● Technology Integration ● Student acceptable use policy ● Faculty and Staff Technology Professional Development ● Google Workspace Administrator (Email/Drive) ● Securly Administrator ● Educational Technology & Digital Subscriptions ● Firewall and System Maintenance ● Faculty/Staff/Student Chromebook ● Leads Campus wide STEAM initiative ● Supervises SMART Lab and Makerspace Facilitators. ● Supervises Tech Support Staff

Admissions Director	Kathy Leitnick	<ul style="list-style-type: none"> • Welcome of prospective families • Prospective family tours • Communication with Prospective and New Families • Event Planning prospective families new families • Student Ambassador Program with Director of Preschool • FACTS SIS Management-Admissions • Admissions process from start to finish • Branding
Communications Director	Catherine Hull	<ul style="list-style-type: none"> • Manages content for the St. Monica Catholic School website • Manages content for Social Media platforms • Manages external calendar and co-manage internal calendar • Coordinates with parent groups for communications and events • Manages the school-branded app • Directs internal and external communication strategies and branding for St. Monica Catholic School • Provides support for staff to enhance the image and perception of St. Monica through our communication platforms
Office Manager/Assistant to the President	Kelly Lynch	<ul style="list-style-type: none"> • Executive Assistant to Mrs. Trudell • Liaison for the Diocese of Dallas • Supervision of Reception/Office policies • Substitute Coordinator • Keeping PTO(Personal Time off) information for Teachers. • Purchasing • Renweb-staff input/reports needed for staff • Liaison for PTO • Keys Management • Classroom Needs Management

Quick Important Contacts

School Office	214-351-5688
Absences – please report by 8:45am Preschool-8	absences@stmonicaschool.org Also contact homeroom teacher
COVID close contacts, positive case notification, questions or concerns	COVID@stmonicaschool.org :
Early Pick-up K-8 must be before 2:45 PM Early Pick-up Preschool must be before 2:00pm	Earlydismissalnotes@stmonicaschool.org Also contact your homeroom teacher

Nurse – Patricia Rodriguez	prodriquez@stmonicaschool.org
Safe Environment Director – to volunteer on Campus. Email Misty Gilmore.	mgilmore@stmonicaschool.org <ul style="list-style-type: none"> • Badges, training se@stmonicaschool.org <ul style="list-style-type: none"> • Safe environment issues and concerns
Lunch/Recess Duty Sign-up MUST be Safe-Environment Cleared	https://stmonicaschool.org/lunch-program
Lunch Program – Guess Who’s Coming to Dinner	Kallie Moore kallie@gwctdcater.com 214-340-0061
Tuition Questions	tuition@stmonicaschool.org
Registrar, student records	registrar@stmonicaschool.org
Prospective families, new students, and referrals	admissions@stmonicaschool.org
Safety/security concerns-Parish Safety committee monitors	safety@stmonicaschool.org
Family portal password resets, and change in family status.	familyinfo@stmonicaschool.org