



School Advisory Committee (SAC)

AGENDA / MINUTES OF MEETING

DATE: January 19, 2016

PREPARED BY: Lynn Perez (minutes)/Lori Ventura (agenda)

LOCATION OF MEETING: Loughry Room

SAC MEMBERS PRESENT:

Fr. John Trout	X	Anne Phoenix	X		
Lori Ventura	X	Matthew Everett		Sheila Johnson	X
Maura King	X	Mary Krogman	X	Jerry Langfeldt	
Gil Licudine	X	Lynn Perez	X		
Tiffany Schiff (PA)	X	Jeff Nutschig (AC)	X		

VISITORS: Christie Krupka; Paula Stanislawski

WELCOME, MISSION STATEMENT AND GOSPEL READING

From Lori Ventura

1. Welcome SAC members to the meeting.
2. Mission Statement: At St. Joseph Catholic School, we are called to educate our students in mind, body and spirit. Students are engaged in an academically challenging environment, nurtured by a faith-filled community and empowered through worship and service to build the Kingdom of God.

DISTRIBUTION OF MINUTES

1. Minutes were distributed to SAC members via email prior to the meeting.
2. Minutes were approved.

SCRIP PROGRAM UPDATE

1. Christie Krupka (guest) and Paula Stanislawski (guest) were invited to present to SAC members an update on our SCRIP program. SCRIP is an easy and profitable fundraiser that makes money for SJCS and parents.
2. Handouts were provided explaining the program including the three-step sign-up process which includes an enrollment form and obtaining a SJCS activation code from Paula.
3. Information will be provided to SJCS families in the Knight Notes to build awareness.



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PRINCIPAL'S UPDATE

From Anne Phoenix

1. Catholic Schools Week
 - a. Sunday: 9am mass; pancake breakfast; open house
 - b. Monday: Faculty lunch provided to staff by school
 - c. Tuesday: Open classrooms from 8-9:15am; Mass at 9:30
 - d. Wednesday: Student assembly – character and positive decision making
 - e. Thursday: Parishioner day – coffee and donuts in the narthex after 8:30 mass; the 4th grade will volunteer at Feed My Starving Children
 - f. Friday: Student appreciation; spirit dress down day
2. Update on Writing Consultant
 - a. Professional development has been provided in two genres: narrative and informative/explanatory.
 - b. Friday's inservice was a progress monitoring day – each grade level met with the consultant and brought samples of student writing. Teachers assessed/offered feedback regarding writing independently and then compared it to each other (including the consultant's feedback) to be sure that feedback and input is consistent.
 - c. Each grade level has developed a plan with the consultant regarding their grade level's continued implementation.
 - d. Check-in with consultant will be in February again. The last genre, argument/opinion, will be brought in to the teachers at that time as well.
3. Update on Long Range Strategic Plan
 - a. Met with Dr. Bob Madonia who specializes in guiding schools through the creating a LRSP. He has worked with District 70 to create their 2011 plan and yearly progress monitoring; he is working with them in 2016 to create their next LRSP. He is putting together a proposal for his services in creating our LRSP.
4. Update on Literacy Consultant
 - a. Much progress has been made with our curriculum documents for English Language Arts (ELA). Our resources used in ELA have been correlated to the CCSS/Archdiocesan/SJCS standards and teachers are using them to measure their call to address all standards.
 - b. Katie Forlenza is also helping us design the implementation of our ELA assessment approach, documentation and a set of protocols for each student regarding their progress in ELA.
5. Update on Math PLT
 - a. Three textbook series are being explored at this time as our Math series contract ends this year: Go Math, *Pearson Envision 2.0*, Houghton Mifflin- *Math Expressions*.
 - b. All three textbook companies will be brought in to discuss their approach and product.
6. Update on Science PLT
 - a. Due to the Archdiocesan correlations that will take place with Next Gen standards, I want to delay the purchase of any new products for science until this is complete. OCS says they are working on it and the project is due to be complete in September of 2016. SJCS will use those documents (and our internal SJCS standards) to move forward with resources. I will look at



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- purchasing these resources by March of 2017. At this time, teachers are using the Next Gen standards as they teach using current materials.
- b. Would like us to consider a portion of this year's Knight Fund dollars be carried over to next year's budget for this reason.
7. Auxiliary Bank Accounts (SJSPA, Athletic Committee, Student Council, SCRIP, Teacher Fund)
 - a. Per policy of the Office of Catholic Schools, the Finance Committee requested that the auxiliary bank accounts be reviewed before June 30, 2016. Gary will be the main contact for the reviews. This review will not start before February 15, 2016.
 - b. At this time, we will continue with the auxiliary accounts being separate from the school budget. We will outline fundraising procedures/policies and solicitation of donation procedures/policies.
 8. Security and Safety Update
 - a. Fire strobes have been installed in some classes/offices as an additional safety measure. Expected completion date is end of February.
 - b. Card access is up and running and is a key part of our security plan.
 9. Aspire Testing
 - a. We are continuing with our practice assessments online for the Aspire assessment. All assessments are going well, and preliminary data is very positive.
 10. Preschool Update
 - a. Facilities committee is moving forward with putting bathroom access in room 4 which will be the additional preschool room.
 11. Athletics
 - a. I have asked Jeff Nutschnig to head a survey to all basketball parents to solicit feedback regarding the season. The survey will be launched at the conclusion of the season.
 12. 90th Anniversary Planning
 - a. Tracy Lombardo and Tiffany Schiff will lead these efforts and are looking for volunteers.
 13. Scheduling for next year
 - a. Change this year to a wave scheduling methodology. Wave 1 is key dates that cannot be moved. Waves 2+ will be other events.

PASTOR'S UPDATE

From Father Trout

1. Christmas Program was a great success and a highlight of the school year.
2. Estimate around 7,000 people attended Christmas masses which was wonderful to see.
3. Spiritual development of our school children should remain a priority and further discussion is needed to examine this further and expand our emphasis in this regard. This could include a focus on contemplation with our children.
4. The PPC will be focusing on parent and family engagement in the parish.
5. Action Item
 - a. Matt and Lori will follow-up with Father Trout on the spiritual development opportunities within the school.



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SJCS PARENT ASSOCIATION UPDATE

From Tiffany Schiff

1. Short Term Goals
 - a. Family Fun Night was a big success. Attendance this year was 247 this year compared to 147 in 2015. SJSPA is considering buying bingo machine through their funds for future use.
 - b. Book Fair with Anderson Books
 - i. Teacher and staff lunch and preview Friday, Jan. 22, 2016.
 - ii. Book Fair runs the week of 1/25/16 both online and in the media center.
 - c. Catholic Schools Week (CSW)
 - i. Window painting January 29th and 30th; 9 participating businesses.
 1. 5 groups have signed up thus far to paint windows.
 - ii. Teacher Luncheons scheduled for the entire week. Food supplied by parents (4 days) and the school.
 - iii. Java with Joe will be February 6th and 7th.
2. Long Term Goals
 - a. Define SJSPA Leadership and Structure for upcoming year including restructuring roles and responsibilities.
3. Action Items
 - a. Define current annual SJSPA expenditures and budget.
 - b. Explore ivolunteer access and updates with Kelly. Mary to connect with Elizabeth on creating event templates.

ATHLETIC COMMITTEE UPDATE

From Jeff Nutschnig

1. Action Items
 - a. Parent survey following basketball season. Jeff to follow-up with Lori following the Athletic Committee meeting next week.
 - b. Encourage Athletic coaches and teams to sign up for the CSW window painting.

FINANCE UPDATE

From Sheila Johnson

1. Short Term Goals
 - a. Achieve the 2015-16 budget
 - i. November results
 1. For the month: Income of \$11,360, \$1,445 unfavorable to the budgeted income of \$12,806.
 2. Year to date results: Expense of \$50,259, \$117,200 favorable to the budgeted expense of \$167,459.
 - ii. December results



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1. For the month: Income of \$34,828, \$20,504 favorable to the budgeted income of \$14,323.
2. Year to date results: Expense of \$15,432, \$137,704 favorable to the budgeted expense of \$15,432.
2. Long Term Goals
 - a. Support the SJCS Long Range Plan
3. Action Items
 - a. Compiling vendor donation information is underway and information has been received from athletics and SJSPA. Further exploration needed related to school events (8th grade breakfast) and pancake breakfast.
 - b. Archdiocese has pushed back the deadline for the annual budget to March.

MARKETING UPDATE

From Lynn Perez

1. Short Term Goals
 - a. 2015-2016 Enrollment: 453
 - i. Budgeted enrollment: 432 (variance: +21)
 - ii. Aspirational Goal: 450 (variance: +3)
 - iii. Status: 6 prospects (4 children local; 2 children relocation from out of state)
 - b. Retention & Loyalty / Community Awareness:
 - i. 25 additional yard signs have been ordered for Catholic Schools Week (CSW).
 - ii. New student luncheon held Friday, January 8th.
 - iii. Positive feedback received from early release of 2016-2017 tuition information.
 - iv. Positive feedback received on ornament distribution after masses before Christmas.
2. Long Term Goals
 - a. 2016-2017 Enrollment goals:
 - i. Budgeted enrollment: 432; Aspirational Goal: 460
 - ii. Successfully open 2nd preschool room and enroll 30 total in preschool
 1. Status: 28 students enrolled.
 - iii. Prospect Conversion: # prospects converted to enrollees; Goal: 20%
 - b. Retention & Loyalty: retain current students (excluding 8th graders) by reducing voluntary departures; Goal: ≤ 8
 - c. Community Awareness: increase # of community engagement activities
 - d. Long Range Strategic Plan: organize proposed tactics into timeframes
3. Action Items
 - a. Preparations for Catholic Schools Week (CSW) and 2016-2017 enrollment



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- i. Daily Herald Ad for CSW Sunday 1/24, Wednesday 1/26, and Saturday 1/30. Daily Herald digital impressions in concert with Ad (50,000 impressions for \$250).
- ii. Direct mailer to designated surrounding neighborhoods in Mundelein, Grayslake, Ivanhoe, Vernon Hills, Gurnee, Waukegan, Green Oaks. 6,600 mailers being sent week of 1/25.
- iii. CSW Ambassadors
 1. Parent ambassadors have been identified. 10 have accepted thus far.
 2. Peer helpers have been approached about being tour guides.
 3. Three alumni tour guides confirmed (High School freshman).
- iv. CSW Knight News edition will be published the last week in January.
- v. Featured in Carpenter on front page during CSW.
- vi. Window painting in downtown Libertyville.
- vii. Pancake breakfast: all prospective and new enrolled families for 2016-2017 will be invited as our guests.
- viii. Parish Connections
 1. Connect new families with the parish enrollment process including the welcome baskets.
- b. SJCS Media Plan and Communication Platform
 - i. Website photos have been updated.
 - ii. 2016-2017 enrollment documents uploaded.
- c. Preschool Expansion Planning (Anne/Tracy)
 - i. Advertising in Little Lake County's online preschool catalogue.
 - ii. Attending Cook Memorial Library Preschool Fair on Saturday 1/23 from 1-3pm. Kris Beyer and Suzanne Nutschnig will join Tracy at the event.
 - iii. Preschool Ads placed in St. Mary of Vernon and St. Paul the Apostle bulletins.
- d. February/March
 - i. Infographic on SJCS achievement (Jerry, Lynn, Tracy)
 - ii. Explore digital/online tools with the help of Maura, Kelly and Technology Committee including pilot digital Ads (Google Adwords); using Google Analytics for our website; and enhancing our searchability.
 - iii. Spiritwear review and follow-up.
 - iv. Libertyville parade planning



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FUNDRAISING UPDATE

From Mary Krogman

1. Short Term Goals
 - a. Ongoing email and social media communications, final push to our goal
 - b. Assist Mary Beth Koenig in tracking of pledges and updating total collected
 - c. Anne Phoenix to initiate communication with past donors yet to renew their donations
 - d. Mail thank you notes to 2015-16 donors
 - e. Video or other method of communicating total at conclusion of pledge drive
 - f. Ad Hoc Committee: Sheila Johnson gathering historic donation information (monetary and in-kind) from various school committees (SJSPA, Athletic Committee, etc)
2. Long Term Goals
 - a. Follow-up on outstanding pledges and corporate matching.
 - b. Ad Hoc Committee:
 - i. Develop long-term plan for Knight Fund or SJCS business partnerships (2016-2017 school year) with goal to approach businesses prior to start of school year (July or August).
 - ii. Explore how information on our website usage and Facebook usage could be useful in conversations with business partners.
 - iii. Jerry will create a fishbone diagram around two approaches for business partnerships: existing as consultative; new would be letter followed with a call.
3. Action Items
 - a. Define and develop long term business program. Jerry to take the lead, working with Sheila, on developing proposal including the list of current business partner donors, donations provided and a plan moving forward for review and discussion.

TECHNOLOGY UPDATE

From Maura King

1. Short Term Goals
 - a. Internet Update
 - i. An evaluation by a network specialist (a third opinion) was conducted in January. All opinions have pointed to this being a Comcast issue and thus the problem is not within the school.
 - ii. Best practices suggest, and the Archdiocese recommends, that we have 2 mbps of bandwidth for each user by 2018. (Current recommended threshold is 500 kbps/user.) We currently have approximately 300-4.00 kbps/user. Installing a fiber connection and increasing bandwidth is a step toward achieving best practices. *Fiber Internet access* through AT&T and the Illinois Century Network has been approved for installation. Installation is a 4-6 month project and should be completed by May 2016. This will double our current bandwidth and position us to bring additional bandwidth to our campus as needed in the future. We have been approved for a 50% subsidy on bandwidth from federal eRate funding available to schools.



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- b. InfoSnap Update
 - i. This would provide online registration and re-registration for families that syncs with our database, PowerSchool. We are working through this process, however, due to some staffing changes at the Archdiocese, we are concerned this may not be ready by Catholic Schools Week as we had hoped. More info coming the week of January 18th.
 - c. SchoolMessenger is replacing SchoolReach for email, phone and text communications. This transfer should be a non-event. Tracy is asking for feedback for the template of Knight Notes. This is our time to redesign that template. If you have feedback, please see Tracy Lombardo.
 - d. Servers: We will most likely replace our servers this summer. Approximate cost is \$5200. Kelly is work with St. Bens to explore best possible options.
 - e. Digital Literacy lessons are going well. Kelly is working with middle school rooms and Mrs. Hoglund is providing lessons to K-5 during media center time. We will apply for certification with Common Sense Media at end of year to become a *Digital Citizenship Certified School*.
 - f. Three teachers are visiting District 56 (Gurnee) on January 27 to observe their 1:1 iPads in the classrooms. Visits such as these are valuable for classroom teachers to learn ways other schools are using iPads/technology to support instruction.
2. Action Items
 - a. At an upcoming SAC meeting, we need to discuss funding for Chromebooks for 2017-2020. Will we continue the funding as we did for these first three years?

CONTINUOUS IMPROVEMENT UPDATE

From Lori Ventura and Matt Everett

1. Short Term Goals
 - a. Assist with all three accreditation processes and visits: State of Illinois, AdvancEd and Blue Ribbon.
2. Long Term Goals
 - a. Assist with development and implementation of Strategic Long Range Plan.
3. Action Items
 - a. Update and maintain SAC action-item list.

MOTION FOR ADJOURNMENT

1. Motion to adjourn the meeting.
2. Gil motioned; Maura seconded.

CLOSING PRAYER

1. Offering of special intentions followed by Our Father.