

School Advisory Committee Agenda/Minutes
August 16, 2016, 7pm-9:15pm
Loughry Room

Topic: School Advisory Committee First Meeting of 2016-2017

Attendees: SAC Members
Facilitator: Lori Ventura
Note taker: Maura King
Time keeper: Anne Phoenix

SAC MEMBERS PRESENT:

Fr. John Trout	x	Anne Phoenix	x	Sheila Johnson (PC-FC)	x
Lori Ventura	x	Matthew Everett	x	Jerry Langfeldt	x
Maura King	x	Mary Krogman	x		
Gil Licudine	x	Sarah Esp	x		
Tiffany Schiff (PA)	x	Jeff Nutschnig (AC)	x		

Meeting Objectives:

- Objective 1: Break Open the Word
- Objective 2: Welcome SAC Members and Adopt Meeting Norms
- Objective 3: Introduce Meeting Wise Agenda
- Objective 4: Understand Parish Update
- Objective 5: Update Current Status of SJCS
- Objective 6: Committee Reports

To prepare for this meeting, please:

- Read agenda
- Submit committee reports to Lori by August 14, 2016

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.

Time	Minutes	Activity
7:00 - 7:15	15	Objective 1: Break open the Word Luke 13:22-30
7:15 - 7:30	15	Objective 2 - 3: Introductions, Adoption of Meeting Norms, Introduction of Meeting Wise Agenda (Lori Ventura and Anne Phoenix) <ul style="list-style-type: none"> ● SAC Membership Update: Welcoming with Gratitude: <ol style="list-style-type: none"> a. Sarah Esp- Marketing and Enrollment b. Matt Everett to the Technology subcommittee c. Maura King as Secretary for 2016-2017 school year

		<p>d. Jerry Langfeldt as Vice-Chair for 2016-2017 school year e. Sheila Johnson as the SAC liaison to the Parish Council Finance Committee</p> <p>Meeting Norms and Introduce Meeting Wise Agenda</p> <ul style="list-style-type: none"> ● Take an inquiry stance ● Ground statements in evidence ● Assume positive intentions ● Stick to protocol ● Start and end on time ● Be here now ● Ensure all voices are heard <p>Meeting Wise Agenda</p> <ul style="list-style-type: none"> ● Submit report to Lori by the Sunday before SAC meeting ● Identify if more than 10 minutes is needed <p>Distribution of Minutes</p> <ul style="list-style-type: none"> ● Minutes were distributed to SAC members via email prior to the meeting. ● Lori motioned to approve the minutes from May; Maura approved the minutes, Jerry seconded. <p>Notes:</p> <ul style="list-style-type: none"> ● Anne referenced including an “action item” list that we incorporate into the meeting agenda and notes. Matt to take lead
7:30 - 7:40	10	<p>Objective 4: Understand parish update by Father Trout TBD based on Timing</p> <p>Notes:</p> <ul style="list-style-type: none"> ● Family mass/mass in the park will be this weekend - get the word out ● Some renovations will be taking place in the church in the coming months ● Social Justice committee has done quite a bit of work ● Two professors from Vanderbilt University was with the church council ● Lynne Strutzel has returned to assist with the Religious Ed Program - renewal and restructuring ● Emphasis on LIFT - middle school religious ed program ● Looking to fill the head of the youth commission

7:40 - 7:55	15	<p>Objective 5: Update Current Status of School: Principal Report (Anne Phoenix, Principal)</p> <ul style="list-style-type: none"> ● Update on LRSP <ul style="list-style-type: none"> ○ Status of brochure: <ul style="list-style-type: none"> ■ please review and give back to me ■ pictures are placeholders ■ will have it printed next week ○ Next steps: <ul style="list-style-type: none"> ■ Email those who served on the committee with a copy of their focus group published goals and action items ■ Working with the leadership team to create action plan for staff (action steps, responsibilities, timeline, resources, potential barriers, communication plan, evidence of success/benchmarks, evaluation process) ○ Launch: <ul style="list-style-type: none"> ■ Public launch on August 31 during curriculum night ○ Implementation: <ul style="list-style-type: none"> ■ We're moving - work has already begun internally on the projects, not waiting on the full launch of the 31st. ■ Meeting with key stakeholders who will help drive movement (both school and parish) ● Business letter ready to go, just waiting on final professional copy of the LRSP brochure to enclose in the letter ● Expanded Chromebooks into fourth and fifth grade ● Tuition update ● Science benchmarks <ul style="list-style-type: none"> ○ OCS published their new science benchmarks that are tied to NGSS ○ Patty and Colin attended workshops today hosted by OCS ● Scholarships awarded for 2016-2017: \$26,623.80 ● ACT Aspire Update <ul style="list-style-type: none"> ○ Data has arrived on our online portal ○ I will be meeting with teachers beginning next Wednesday to discuss results and next steps ○ Arch wants all schools at the Ready Level for math and reading ● Religion curriculum <ul style="list-style-type: none"> ○ Putting together a focus group to evaluate resources for
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		<p>next year</p> <ul style="list-style-type: none"> ● Enrollment: <ul style="list-style-type: none"> ○ Middle School vs. Elementary Grades = marketing of elementary ● Chromebook future funding <ul style="list-style-type: none"> ○ Needs to be a priority for our group within the next couple of months and added to the Tech To Do list ○ Kelly is researching the contracts/agreements that OCS has with banks (lease/loan VS buying them outright from our budgeted expenses) ○ Currently: Ownership lease (do we want to continue with this model) or look at other leases (the leasing company takes them and sells them for us) PROS and CONS ● Harvard Data Wise Professional Development <ul style="list-style-type: none"> ○ Student data focus and meeting structure focus - adopting new meeting structure to streamline meetings. ● Ms. Mezger has resigned her music position – Maria Schneider is our interim substitute ● Faith Advisory Board <ul style="list-style-type: none"> ○ Formed with parish. Liz and Theresa will serve on this board to help strengthen our communication and efforts ● School improvement plan update - met the goals established for us last year. Will be establishing a new set of goals for this year <p>Notes:</p> <ul style="list-style-type: none"> ● Advanced Ed - factual report. They have not returned any scoring or measurements to indicate how we met the standards.
7:55 - 8:05	10	<p>Objective 6: Update Committee Reports: Finance Update (Gil Licudine)</p> <p>Short term</p> <p>Communicate Year End Financials once received and reviewed</p> <ul style="list-style-type: none"> ● 2015-2016 comments ● 2016-2017 comments ● Report July actuals <p>Long term</p> <ul style="list-style-type: none"> ● Support the SJCS Long Range Plan and report progress being made toward the LRSP Finance Goals <p>Action items</p>

		<ul style="list-style-type: none"> ● Review all 2016 financials ● Assist in execution of current budget in timely and proactive manner. <p>Notes:</p> <ul style="list-style-type: none"> ● There is a high comfort level with how the finances will play out this year. We should bring up parent associate and IT funding needs sooner and get the planning started.
	0	<p>Continuous Improvement Update (Lori Ventura)</p> <p>Addressed in principal's report</p> <ul style="list-style-type: none"> ● Support the development of LRSP timeline and action plans as stated by Mrs. Phoenix. ● Support the application process for Blue Ribbon as determined by Mrs. Phoenix. ● Support the development of the school improvement plan. <p>Notes:</p>
8:05 - 8:15	10	<p>SJSPA Update (Tiffany Schiff)</p> <p>Short Term Goals & Action Items</p> <ul style="list-style-type: none"> ● Review of SJCSA balance sheet and budget breakdown for the year. ● Discussion of "gift" being given to parents this year....it is reflected in our budget. ● Review of Staff Gifts ● SJCSA Procedural Adjustments: <ul style="list-style-type: none"> ○ SJCSA is seeking additional Chair members to join every event that SJCSA hosts. This is a main focus for SJCSA ○ This year ALL chairs will be given Tax Exempt letter and instructions of the expectations of clean-up afterwards ● SJCSA events on iVolunteer are back open until September 16th, so please encourage others to sign up if you can. ● Upcoming Events: <ul style="list-style-type: none"> ○ Sock Hop is on 9/23/16...Chairs have been notified <p>Notes:</p> <ul style="list-style-type: none"> ● Approximately \$33k in the fund to date. ● Last year teachers were presented with a \$100 gift card - this year a personalized item ● Part of this year's goals were to create transition documents to align goals and procedures in line with the Arch - need to have

		<p>procedures from the Arch</p>
8:15 - 8:25	10	<p>Athletic Committee Update (Jeff Nutschnig)</p> <p>Notes:</p> <ul style="list-style-type: none"> • Transition of athletic committee - Tim E. will transition into the treasurer role • Five new members have been added: Mark, Rico, Jennifer, Zack and Allissa • Rob Christopher will transition into the President's role... others to follow • First meeting held for with the golf committee • Jeff to meet with Anne to review how the athletic committee funds are managed - budget should be ready in Oct
8:25 - 8:35	10	<p>Marketing Update (Sarah Esp)</p> <p>Short Term Goals</p> <ul style="list-style-type: none"> • 2015-2016 Enrollment: 448 • Retention & Loyalty: retain current students by reducing voluntary departures (exceeding goal of 8 with 5 departures) <p>Long Term Goals</p> <ul style="list-style-type: none"> • Meet and Expand 2016-2017 Enrollment goals: Budgeted enrollment: 439; Aspirational Goal: 460 Status: 448

		<ul style="list-style-type: none"> ○ Preschool: Pre3-13, Pre4 am -8, Pre4 pm-6, Pre 4 FD-13 ○ Kindergarten: 32 ○ 1st-8th: 375 ● Successfully opening 2nd preschool room and enroll 30 total in preschool; Status: Exceeding goal; 41 students ● Community Awareness: increase # of community engagement activities- <ul style="list-style-type: none"> ○ Attending Farmer’s Market on 8/25/16 ○ Weekly Carpenter articles ○ Focus and push for newspaper press/articles ● Support the SJCS Long Range Plan and report progress being made toward the LRSP Finance Goals ● Action Items <ul style="list-style-type: none"> ○ 90th Anniversary planning (Tracy/Tiffany); initial save the date communicated-FB posts are getting many likes and shares ○ Investigate overcrowding in Vernon Hills District 73 for potential students <p>Notes:</p> <ul style="list-style-type: none"> ● Reach out to Marilyn Williamson to incorporate with the school with the parish lunch for those who were here when the church was opened
8:35-8:45	10	<p>Fundraising Update (Mary Krogman and Jerry Langfeldt)</p> <ul style="list-style-type: none"> ● Fundraising update and impact communicated via email summer update to all school families from Anne Phoenix. Business Partners/Sponsors received personalized letters from Anne thanking for support the past school year and included similar update on fundraising and spending. <ul style="list-style-type: none"> ○ <i>During the 2015-2016 school year, \$142,031 was raised through the Knight Fund, of which, \$41,797 came from businesses. \$100,000 was budgeted to sustain the operational excellence of our school, and \$42,031 was used to enhance our programs and facilities.</i> ○ Formalized business partnership program on hold until fundraising personnel is hired. 2015-16 business donors to be recognized with logos on Spirit Run t-shirts.

		<ul style="list-style-type: none"> ● Short term goals: <ul style="list-style-type: none"> ○ Fundraising overview & infographic communicated to school families. (September) ○ Job description for fundraising/development position. ● Long term goals: <ul style="list-style-type: none"> ○ Include alumni families (within 3-4 years of graduation) in KF communications with customized letter and pledge form. ○ Create structured timeline, task list for future KF campaigns. ○ Hire fundraising personnel. ● Action items: <ul style="list-style-type: none"> ○ Review and edit Knight Fund communication materials for 2016-17 campaign. ○ Develop alumni Knight Fund communications and targeted list of alumni families. <p>Notes:</p> <ul style="list-style-type: none"> ● Alumni need to receive the mid-summer update letter highlighting the Knight Fund ● There may be a new fundraiser SAC member joining in Sept
8:45-8:55	10	<p>Technology Update (Matt Everett and Maura King)</p> <ul style="list-style-type: none"> ● SJCS Technology Mission Statement (from 2013-16 Technology & Learning Plan): St Joseph Catholic School is committed to infusing technology across the curriculum. Technology provides our faculty and students tools to reach curriculum objectives and prepares students for their future as critical thinkers and lifelong learners. The learning spaces in our school will be flexible, steeped in access to appropriate technology, supportive of student centered learning, and places for idea sharing, collaboration, and innovation. ● At the request of our teachers, we have increased the number of iPads to create a 2:1 ratio allowing for better facilitation and instruction within our online programs such as <i>Raz Kids</i> and <i>IXL</i>. Additionally, classroom storage wall mounted units were purchased for the iPads to better ensure their security in the evenings and on weekends and ease of access for teachers and

students.

- After our fifth grade teachers piloted the Chromebooks with a 2:1 ratio in their classrooms last year, they found these tools allowed for a greater degree of personalized learning and feedback. Beginning this year, we will move to a 1:1 Chromebook ratio in the fifth grade classrooms. At this time, these Chromebooks will remain at school and will not go home with the students each day. These were purchased from Warren HS and are one-year old devices.
- Our fourth grade students will also benefit from the introduction of Chromebooks. As in the fifth grade, each fourth grade student will have a Chromebook assigned to them for use throughout the school day. These were purchased from Warren HS and are one-year old devices.
- Infrastructure upgrades completed this summer include a new server and fiber internet allowing for increased speeds and a scalable environment. A 50% federal subsidy is used to fund the monthly cost of fiber internet access. We are working with St. Bens to implement proactive network monitoring. This is currently in discussion. We will continue to improve our infrastructure based on data we receive.
- *Math XL* was piloted in some middle school classes during the 2015-2016 year. This program allows students to complete their homework online and provides immediate feedback and supplemental instruction as needed based on each student's understanding of topics. After seeing positive results such as student motivation and a higher percentage of skills mastered, *Math XL* was purchased and will be utilized by all middle school students.
- Online curriculum components are currently available for:
 - i. Math K-8
 - ii. Reading K-5
 - iii. Social Studies K-8

		<ul style="list-style-type: none"> iv. XL Math (6-8) v. IXL Math (K-6) vi. Reading A-Z/RazKids: K-5 vii. Google and Google Classroom: 4-8 grade <p>Notes:</p> <ul style="list-style-type: none"> • Kelly is working to develop Tech Topics communication out to the school community at large 				
8:55-9:00	5	<p>Assess what worked well about this meeting and what we would like to change for next time</p> <table border="1" data-bbox="513 600 1409 1650"> <thead> <tr> <th data-bbox="513 600 943 653">Plus</th> <th data-bbox="943 600 1409 653">Delta</th> </tr> </thead> <tbody> <tr> <td data-bbox="513 653 943 1650"> <ul style="list-style-type: none"> • Stayed on Topic(2) • More efficient meeting time-More time at home (5) • Well organized (3) • Thoughtful • Defined Roles • Excellent job setting foundation for the meeting </td> <td data-bbox="943 653 1409 1650"> <ul style="list-style-type: none"> • Could there be an option for outside speakers (Do we have a specific time set for this?) • We need to ensure we maintain flexibility for conversation and encourage dialogue (1) • Highlight and summarize action items for each committee (2) • Remember to adjust amount of time needed when appropriate • Need to instruct group prior to meeting on the importance of reading agenda beforehand (reinforce this concept in upcoming meetings) • Remember to use the “parking lot” metaphor when appropriate </td> </tr> </tbody> </table>	Plus	Delta	<ul style="list-style-type: none"> • Stayed on Topic(2) • More efficient meeting time-More time at home (5) • Well organized (3) • Thoughtful • Defined Roles • Excellent job setting foundation for the meeting 	<ul style="list-style-type: none"> • Could there be an option for outside speakers (Do we have a specific time set for this?) • We need to ensure we maintain flexibility for conversation and encourage dialogue (1) • Highlight and summarize action items for each committee (2) • Remember to adjust amount of time needed when appropriate • Need to instruct group prior to meeting on the importance of reading agenda beforehand (reinforce this concept in upcoming meetings) • Remember to use the “parking lot” metaphor when appropriate
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9:00		Motion for Adjournment and Closing Prayer (Lori Ventura)				