

School Advisory Committee Minutes
November 15, 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		Mary Krogman	X	Jon Simpson	
Gil Licudine		Sarah Esp	X		
Tiffany Schiff (PA)	x	Jeff Nutschnig (AC)			

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 November 12, 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 23: 35-43
7:15 - 7:20	5	Objective 2 - 3: Review of meeting norms (Please review ahead of meeting) Meeting Norms <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

		<ul style="list-style-type: none"> ● Ensure all voices are heard <p>Meeting Wise Agenda</p> <ul style="list-style-type: none"> ● Submit report to Lori by the second Tuesday of the month ● Report to include update and action/discussion items ● 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. <p>Approval of Minutes</p> <p>Notes: Mary had a date change for the Oct minutes - update to 11/28 for launch date. Matt moved to approve, Sarah seconded.</p>
7:20 - 7:30	10	<p>Objective 4: Understand parish update by Father Trout</p> <p>TBD based on Timing</p> <p>Notes: Counteract the messages of division with compassion. Important to not fall into resentment. School in a good place - doing well. Hearing this externally and internally. Gratitude for the work of SAC. Parish Council - completed 3 of 5 year plan. Website is doing very well. Video produced to promote SJCC - looks amazing! Parish doing very well financially. 50th celebration went very well. Mission to recreate the church (from Bishop Cupich and Pope Francis) - first experience of church with small groups (families), looking for ways to deliver big differences in the community.</p> <p>Please promote: on 12/8 - 6pm mass Immaculate Conception. Prof. Raymond Alasko class on the Madonna painting immediately following.</p>
7:30 - 7:40	10	<p>Objective 5: Update Current Status of School: Principal Report (Anne Phoenix, Principal)</p> <p>Update to be provided during meeting</p> <p>Notes:</p> <ul style="list-style-type: none"> · Littlest Knights, our new program for two year olds and their caregiver taught by Kris Beyer, will begin in January. We will run two sessions, each eight weeks. The class will run once a week on a Tuesday from 9-10:30am. We will begin advertising the class during the weekend of Thanksgiving in the Carpenter and in other area church bulletins. Price is being determined, but will most likely be \$10 a class for a total of \$80 per session. The session will be limited to ten children. · Tuition collection is up to date. No family is in delinquent status.

		<ul style="list-style-type: none"> · Teachers are working to implement NGSS from the new OCS benchmarks. Mr. Spude and I are working on putting together a PD plan for our staff as well as reaching out to consultants who can assist us in the process. · We completed the initial Blue Ribbon application. We should hear from CAPE within the next four weeks regarding our full application. · Tracy and I are working to put together a mid-year newsletter from SJCS that will update families on our work toward our LRSP goals. This is where we will add the money infographic as we explain how our monies are used. · We are conducting the athletic survey that we discussed at the last meeting. All 5th-8th grade families who participated in SJCS athletics were asked to participate. The survey will close this Friday. · Teachers are continuing the book study of <i>The Leader in Me</i>. · Our teachers began instructional observations of one another. Each teacher has conducted one observation and had a follow up meeting with their observer. To begin this process, we concentrated on reading. We will expand into math. · Teachers are working on creating an instructional strategy plan when implementing the IKI standards. These are the standards that call students to respond in writing to two or more texts. · Pilot coding class began today. <p>Business proposal for STEM being worked on - using Emily Langfeldt to help with outside perspective.</p>
7:40 - 7:50	10	<p>Objective 6: Update Committee Reports: Finance Update (Sheila Johnson)</p> <p>Update:</p> <ul style="list-style-type: none"> ● Review September 2016 results ● Review October 2016 results (if we receive the financials timely) ● Update from Gil re accounting for KF receipts and lease v. buy for Chromebooks. <p>Notes: Income will continue to be favorable all year due to student headcount. Book and Supplies will be favorable all year also due to purchases made last year. Salaries are heavy in September, but we are on target for YTD.</p> <p>Action items: Anne to follow up with endowment check. We will also have discussion on lease v buy for Chromebooks once appropriate meetings are held.</p>

7:50-8:00	10	<p>Continuous Improvement Update (Lori Ventura)</p> <p>Some Content Addressed in principal's report</p> <ul style="list-style-type: none"> ● LAP Report <p>Notes: IL kids campaign - looking for volunteers to go to Springfield to lobby. Nick Sauer is newly elected representative.</p>
8:00 - 8:10	10	<p>SJSPA Update (Tiffany Schiff)</p> <p>Updates:</p> <ul style="list-style-type: none"> - Rosary Launch was very successful, but we are hopeful that next year we can go back to the September or early October date. It is nice to see everyone wearing their shirts and not be covered in multiple colored jackets in pictures. T-Shirts looked great and cost about \$2400...this included PreK receiving shirts this year and joining the fun. - Also, made notes to have PreK/K go in first shift of running for Spirit Run. - Box Tops were submitted for this November 1st date and I submitted about \$376 coming back to us. Next submission is in Spring time. I am slowly cutting box tops here and there, so it is not all left at the last minute. Any help appreciated. - St. Nick candy has been purchased. I went with allergy safe candy canes and chocolate coins. As it gets closer, I will also email every teacher and nurse the picture of boxes to show they should be safe for all in school. - Lindsay Scott created a beautiful paper angel ornament that students will be making during the Teacher luncheon. Stay tuned. Tags are being on them and we are not having kids write their names. <p>Discussion Items:</p> <ul style="list-style-type: none"> ● SJSPA Event Chairpeople needed for 2017-2018 <p>90th Anniversary Update:</p> <ul style="list-style-type: none"> - Invitations have been stuffed and half of them have stamps and return addresses put on. We need to seal them and then mail out. They are getting together tomorrow at 9am in Koenig to finish if anyone can help. - We are getting together on December 8th 7pm in Loughry room to touch base with each committee and see what else needs to be done. - We are changing signage soon to "Join us..." instead of "Save the Date"

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8:10	0	<p>Athletic Committee Update (Jeff Nutschig)</p> <p>Update will be shared after the AC meeting and reflected within the SAC minutes.</p> <p>Notes: Survey for fall athletics was closed and results, conclusions and recommendations will be completed by Dec. meeting.</p>																																												
8:10- - 8:20	10	<p>Marketing Update (Sarah Esp)</p> <table border="1" data-bbox="532 579 1146 1434"> <thead> <tr> <th></th> <th>Budget</th> <th>November</th> </tr> </thead> <tbody> <tr> <td>PreK 3</td> <td>10</td> <td>15</td> </tr> <tr> <td>PreK 4AM</td> <td rowspan="2">10</td> <td>8</td> </tr> <tr> <td>PreK 4 PM</td> <td>8</td> </tr> <tr> <td>PreK 4 Full Day</td> <td>16</td> <td>13</td> </tr> <tr> <td>K</td> <td>28</td> <td>32</td> </tr> <tr> <td>1</td> <td>46</td> <td>44</td> </tr> <tr> <td>2</td> <td>44</td> <td>42</td> </tr> <tr> <td>3</td> <td>50</td> <td>48</td> </tr> <tr> <td>4</td> <td>36</td> <td>38</td> </tr> <tr> <td>5</td> <td>46</td> <td>47</td> </tr> <tr> <td>6</td> <td>51</td> <td>54</td> </tr> <tr> <td>7</td> <td>47</td> <td>52</td> </tr> <tr> <td>8</td> <td>55</td> <td>53</td> </tr> <tr> <td>TOTAL</td> <td>439</td> <td>454</td> </tr> </tbody> </table> <p>Notes:</p> <ul style="list-style-type: none"> • 		Budget	November	PreK 3	10	15	PreK 4AM	10	8	PreK 4 PM	8	PreK 4 Full Day	16	13	K	28	32	1	46	44	2	44	42	3	50	48	4	36	38	5	46	47	6	51	54	7	47	52	8	55	53	TOTAL	439	454
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TOTAL	439	454																																												
8:20-8:40	20	<p>Fundraising Update (Mary Krogman and Jerry Langfeldt)</p> <ul style="list-style-type: none"> • Fundraising overview was communicated to school families via Knight Notes. Also posted to Support SJCS page of school website. Infographic tabled for this year due to timing. Next year, plan to communicate earlier in the school year (September). 																																												

		<ul style="list-style-type: none"> ● Knight Fund communications have been finalized and sent to printer. ● Official launch date is 11/28/16. Packets will be mailed to homes again this year. ● Working on <ul style="list-style-type: none"> ○ KF launch video with a new media contact and parish communications director. (Craftsman had a conflict with timing, new media company was hired for same price of \$600). Video will be filmed two separate days in November, with goal to share 2nd or 3rd week of KF campaign in December. ○ Including alumni families (within 3-4 years of graduation) in KF communications with customized letter and pledge form. ○ Creating structured timeline, task list for future KF campaigns. ○ Job description and hiring of fundraising personnel. ● Targeted letters to: <ul style="list-style-type: none"> ○ “Leadership” donors (previous donors at a level of \$500 or more) ○ Families who have not previously donated (The welcome letter will be printed in house with every family’s name inserted into the letter.) ● Action/Discussion items: <ul style="list-style-type: none"> ○ Review and edit Knight Fund communication materials for 2016-17 campaign. (completed) ○ Develop alumni Knight Fund communications and targeted list of alumni families. ○ Jon to create structured communication (email and social media) plan for Knight Fund campaign. <p>Notes:</p> <ul style="list-style-type: none"> ● We will communicate out the KF communication strategy once finalized ● Will look at stuffing packets Tuesday 11/22 after drop off.
8:40-8:50	10	<p>Technology Update (Matt Everett and Maura King)</p> <ul style="list-style-type: none"> ● Tuition fees were updated for next year’s school year. This resulted from our last SAC meeting which should help fund on-going technology initiatives. ● We need to finalize with Gil about how we fund the ChromeBooks – Purchase outright/lease. This should be a topic of discussion for next week’s SAC with consideration for other priorities, new initiatives etc. ● Scheduling a Tech meeting to walk through required devices in Nov/early Dec – the mix on iPads has changed in the lower grades given enrollment. We’re working through an asset

		<p>inventory system such that we've some increased visibility for planning. An excel template been proposed; it may be a bit over kill. Will need to work with Kelly in the coming weeks once she's back full time.</p> <p>Notes: Lease v buy decision will not impact tech chosen.</p>				
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="514 615 1411 1409"> <thead> <tr> <th data-bbox="514 615 943 688">Plus</th> <th data-bbox="943 615 1411 688">Delta</th> </tr> </thead> <tbody> <tr> <td data-bbox="514 688 943 1409"> <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 ● Great meeting (3) ● Better use of time than prior meetings ● Good job staying on topic (4) ● Good Dialogue, built good relationships ● Meeting format did not feel rushed </td> <td data-bbox="943 688 1411 1409"> <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 (3) ● 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 ● Assign someone other than leader to be timekeeper ● Distribute Minutes earlier - 1-2 days prior to meeting ● No new changes (4) </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 ● Great meeting (3) ● Better use of time than prior meetings ● Good job staying on topic (4) ● Good Dialogue, built good relationships ● Meeting format did not feel rushed 	<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 (3) ● 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 ● Assign someone other than leader to be timekeeper ● Distribute Minutes earlier - 1-2 days prior to meeting ● No new changes (4)
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9::00		<p>Motion for Adjournment and Closing Prayer (Lori Ventura)</p>				