

**School Advisory Committee Minutes**

**April 18, 2017 7pm-9:15pm**

**Loughry Room**

**Topic: School Advisory Committee March Meeting**

**Attendees: SAC Members**

**Facilitator: Lori Ventura**

**Note taker: Mary Krogman**

**Time keeper: Anne Phoenix**

**SAC MEMBERS PRESENT:**

Fr. John Trout		Anne Phoenix		Sheila Johnson (PC-FC)	
Lori Ventura	x	Matthew Everett	x	Jerry Langfeldt	x
Maura King	x	Mary Krogman	x	Jon Simpson	x
Gil Licudine		Sarah Esp	x	Sean Hogan	x
Tiffany Schiff (PA)	x	Jeff Nutschnig (AC)	x	Craig Sondalle	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 4.17.17

**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.

<b>Time</b>	<b>Minutes</b>	<b>Activity</b>
7:00 - 7:10	10	<b>Objective 1: Break open the Word</b> John 20: 19-31
7:10 - 7:10	0	<b>Objective 2 - 3: Review of meeting norms (Please review ahead of meeting)</b> Meeting Norms <ul style="list-style-type: none"> <li>● Take an inquiry stance</li> <li>● Ground statements in evidence</li> <li>● Assume positive intentions</li> <li>● Stick to protocol</li> <li>● Start and end on time</li> <li>● Be here now</li> <li>● Ensure all voices are heard</li> </ul>

		<p>Meeting Wise Agenda</p> <ul style="list-style-type: none"> <li>● Submit report to Lori by the second Tuesday of the month</li> <li>● Report to include update and action/discussion items</li> <li>● Identify if more than 10 minutes is needed</li> </ul> <p>Distribution of Minutes</p> <ul style="list-style-type: none"> <li>● Minutes were distributed to SAC members via email prior to the meeting.</li> </ul> <p>Approval of Minutes</p> <p><b>Notes:</b></p>
7:10 - 7:20	10	<p><b>Objective 4: Understand parish update by Father Trout</b></p> <ul style="list-style-type: none"> <li>● Update to be provided at meeting</li> </ul> <p><b>Notes:</b></p>
7:20 - 7:30	10	<p><b>Objective 5: Update Current Status of School: Principal Report (Anne Phoenix, Principal)</b></p> <ul style="list-style-type: none"> <li>● Update to be provided at meeting</li> </ul> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>● ACT Aspire testing is next week</li> <li>● Middle school social studies</li> <li>● Preschool-8 religion</li> <li>● Spanish resources are in the final stage of evaluation - meetings with area high schools and middle schools have taken place</li> <li>● Resources in science are in its final stage of evaluation - we have one more presentation <ul style="list-style-type: none"> <li>○ We are in finishing the standards analysis for our first choice of resources</li> </ul> </li> <li>● Middle school students are meeting in May with Katie Ploch, our youth minister</li> <li>● Knight Fund update letter</li> <li>● STEM update (CLS Steam Lab)</li> <li>● Father Hennessey's 50th anniversary this Saturday</li> <li>● Finalized new lunch program which will not rely on parent volunteers. Information will be coming home soon.</li> <li>● Enrollment packets are going out tomorrow</li> <li>● Blue Ribbon update - we're past the first round of selection - next update is in September is we're awarded</li> <li>● Advanced Ed - three standards within the Arch - we are not due for another evaluation till 2021</li> </ul>
7:30 - 7:40	10	<p><b>Objective 6: Update Committee Reports: Finance Update (Gil Licudine)</b></p> <p>Update:</p> <ul style="list-style-type: none"> <li>● Overview of February 2017 results</li> <li>● Overview of March 2017 results (upon timely receipt)</li> </ul>

		<ul style="list-style-type: none"> <li>● Follow-up Kelly McMahon re Chromebooks</li> </ul> <p><b>Notes:</b> March numbers are not in just yet - working through the detail level of the budget. Anne working through with the parish. Craig, Gil and Shelia to met prior to next meeting to review current budget.</p>
7:40	0	<p><b>Continuous Improvement Update (Lori Ventura)</b></p> <ul style="list-style-type: none"> <li>● Recommendations for one 2017-2020 SAC Members: Background provided and approval requested. <ul style="list-style-type: none"> <li>○ Tom Cosentino <ul style="list-style-type: none"> <li>■ <a href="http://linkedin.com/in/tom-cosentino-a463655">http://linkedin.com/in/tom-cosentino-a463655</a></li> </ul> </li> </ul> </li> </ul> <p><b>Notes:</b> Tom has great background in finance and supply chain - should be joining the SAC in May.</p>
7:40-7:50	10	<p><b>SJSPA Update (Tiffany Schiff)</b></p> <ul style="list-style-type: none"> <li>● Mother/son night is this Friday night at Libertyville sports complex. Link is online to purchase tickets.</li> <li>● May 2nd is the NFW Breakfast. All families that started mid-way this year and all who are signed up to join us next year are invited to this event. It gives a run through on basic questions new families have.k</li> <li>● May 20th is Battle of the Bags. Team sign-ups have started on school web page. We are also in need of volunteer help for this evening.</li> <li>● SJSPA has open vacancies for the 2017/2018 school year. A description of roles was emailed to all last week. Please contact Liz Hein if interested.</li> </ul> <p><b>Notes:</b></p>
7:50-8:00	10	<p><b>Athletic Committee Update (Jeff Nutschnig)</b></p> <p><b>Update will be provided at meeting</b></p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>● Friday Sept 8 is the golf outing</li> <li>● Spring sports going well - TeamSnap is going very well for notifications from coaches out to the parents and students</li> <li>● Survey to go out for winter sports later this week</li> <li>● Sunday the 7th is the athletic banquet</li> </ul>
8:00-8:10	10	<p><b>Marketing Update (Sarah Esp)</b></p>

**Enrollment**

	<b>Budget</b>	<b>As of 4/13</b>
<b>PreK 3</b>	<b>15</b>	<b>14</b>
<b>PreK 4AM</b>	<b>15</b>	<b>7</b>
<b>PreK 4 PM</b>		<b>4</b>
<b>PreK 4 Full Day</b>	<b>13</b>	<b>13</b>
<b>K</b>	<b>30</b>	<b>45</b>
<b>1</b>	<b>32</b>	<b>33</b>
<b>2</b>	<b>44</b>	<b>42</b>
<b>3</b>	<b>42</b>	<b>42</b>
<b>4</b>	<b>48</b>	<b>47</b>
<b>5</b>	<b>38</b>	<b>37</b>
<b>6</b>	<b>47</b>	<b>47</b>
<b>7</b>	<b>54</b>	<b>52</b>
<b>8</b>	<b>52</b>	<b>52</b>
<b>TOTAL</b>	<b>430</b>	<b>435</b>

**Active pipeline: 11**

- 1 pre-k 3, 2-1<sup>st</sup>, 1-2<sup>nd</sup>, 1-3<sup>rd</sup>, 1-5<sup>th</sup>, 2-6<sup>th</sup>, 3-8<sup>th</sup>

**Marketing**

- New family welcome breakfast is May 2nd from 8:00-9:00am.
- Kindergarten screening is next week.

		<ul style="list-style-type: none"> <li>● <b>Additional car magnets ordered. Tracy is looking into a new vendor for recyclable shopping bags.</b></li> <li>● <b>We will be introducing a new hot lunch program in the next few weeks.</b></li> <li>● <b>Planning to set up the Instagram account in the next 2 weeks.</b></li> <li>● <b>Looking to create a new pre-school brochure with updated information/data identified in survey</b></li> <li>● <b>Sarah and Tracy are working to build personas and message hierarchy to help guide target messaging and marketing channel engagement. Draft “Prospective Family” has been created. Scheduling a working session for w/o 4/24 to continue development.</b></li> </ul> <p><b>Advertising</b></p> <ul style="list-style-type: none"> <li>● <b>“Now Enrolling” ads in St. Paul and St. Mary of Vernon bulletins will run in April and May</b></li> <li>● <b>Continue to evaluate new/different advertising opportunities</b></li> </ul> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>● <b>Researching to see if we can get on any associate listings, i.e. Learning Disabilities, where St. Joe’s is called out as a resource or school who is qualified to provide services.</b></li> </ul>
8:10-8:20	10	<p><b>Technology Update (Maura King &amp; Matt Everett)</b></p> <ul style="list-style-type: none"> <li>● <b>New Chromebook devices continue to be reviewed - finalizing on devices: Acer, Dell and HP. The latest Acer was released in Feb 2017 while the Dell, the latest has been released but is not yet available for purchase until August. HP rep is coming to the school next week to meet with me.</b></li> <li>● <b>Evaluating pricing from a few other companies, in addition to CDW. Demo HP unit from CDW - in testing and</b></li> <li>● <b>Specifying touch screens to take advantage of new programs (Android Apps) - positioning us for the future from a toolset perspective. Touch will go to the middle school students.</b></li> <li>● <b>Durability, service and warranty term will be the deciding factor</b></li> <li>● <b>Students are piloting new devices and cases</b></li> <li>● <b>Lease versus buy: Lease - Will need possession at or around June 1; 1<sup>st</sup> Lease payment included in 2017 school budget.</b></li> <li>● <b>Looking to have a contract before the end of April. (Most schools utilize the same leasing company as us - Providence Capital is who is currently being used.) Very good experience with existing company.</b></li> </ul>

		<ul style="list-style-type: none"> <li>● Considering Parent Volunteers for Chromebook set-up, outside service would charge \$8-\$12 per device, Can this be accomplished with internal and volunteer resources – M. Everett propose volunteer opportunity.</li> <li>● IPADS are the next set of renewals – Approximately 50, after Chromebook Lease is completed</li> <li>● Teacher device replacements - 11 devices to be upgraded, several purchased</li> </ul> <p><b>Notes:</b></p>
8:20-8:40	20	<p><b>Fundraising Update: (Mary Krogman, Jerry Langfeldt and Jon Simpson)</b></p> <p>Fundraising meeting held 4/5/17 (Anne, Lori, Mary, Jerry, Jon, and Liz Hein). Planning meeting scheduled for 5/3 to discuss observations from Purdue Day of Giving trip.</p> <p>2016-17 Knight Fund</p> <ul style="list-style-type: none"> <li>● Current total: \$104,588.73</li> <li>● To close out this year, communication will be sent out to all families about KF and celebrating funds that were raised and reminding families why we moved to an annual fund. Will include 4 year KF data (including corporate matching).</li> <li>● KF information has been removed from the Knight Notes.</li> <li>● Student written thank yous to be sent to donors in May.</li> </ul> <p>2017-18 Knight Fund</p> <ul style="list-style-type: none"> <li>● Move to year long format, kick-off around an event. Drop phrase “campaign”</li> <li>● FACTS- confirmed there is a way to add a KF donation to the monthly tuition payment. <ul style="list-style-type: none"> <li>○ Pledge card with a spot for parents to check a box of 'bill my FACTS account'.</li> <li>○ All payments would need to be completed before corporate matching could be pursued</li> </ul> </li> <li>● Looking at how to incorporate the expectation of a donation to the KF into our marketing materials for tours and intake of new families.</li> <li>● Return suggested per family amount to pledge form.</li> </ul>

		<ul style="list-style-type: none"> <li>● Adopt online giving platform that allows donors to indicate Corporate Matching will be used and is user-friendly.</li> <li>● Track when pledges were made to inform communication timeline.</li> <li>● Communicate specific improvements KF dollars are allocated to at beginning of campaign. (Impact)</li> <li>● Communicate sale of stock option</li> <li>● Engage extended family (Snap Raise, Spirit Run pledges?)</li> <li>● Publish budget information</li> <li>● Work around parish stewardship campaign. <ul style="list-style-type: none"> <li>○ 2017 currently scheduled for 10/7-10/8 and 10/14-10/15</li> <li>○ Archdiocese giving campaign (January)</li> </ul> </li> </ul> <p>Other Notes:</p> <ul style="list-style-type: none"> <li>● Quotes requested from printers for outdoor sign to communicate KF status</li> <li>● April 26<sup>th</sup> Day of Giving Field Trip to Purdue schedule <ul style="list-style-type: none"> <li>○ Let Jon know if you are interested in attending.</li> </ul> </li> </ul> <p>Notes:</p>				
8:45	0	<p><b>Motion to Adjourn:</b></p> <p><b>Notes:</b></p> <p><b>Mary adjourn, Matt second.</b></p> <p><b>Assess what worked well about this meeting and what we would like to change for next time: Please add feedback at your convenience.</b></p> <table border="1" data-bbox="514 1346 1409 1883"> <thead> <tr> <th data-bbox="514 1346 943 1440">Plus</th> <th data-bbox="943 1346 1409 1440">Delta</th> </tr> </thead> <tbody> <tr> <td data-bbox="514 1440 943 1883"> <ul style="list-style-type: none"> <li>● Stayed on Topic(2)</li> <li>● More efficient meeting time-More time at home (5)</li> <li>● Well organized (3)</li> <li>● Thoughtful</li> <li>● Defined Roles</li> <li>● Excellent job setting foundation for the meeting</li> </ul> </td> <td data-bbox="943 1440 1409 1883"> <ul style="list-style-type: none"> <li>● Could there be an option for outside speakers (Do we have a specific time set for this?)</li> <li>● We need to ensure we maintain flexibility for conversation and encourage dialogue (1)</li> <li>● <b>Highlight and summarize action items for each committee (3)</b></li> </ul> </td> </tr> </tbody> </table>	Plus	Delta	<ul style="list-style-type: none"> <li>● Stayed on Topic(2)</li> <li>● More efficient meeting time-More time at home (5)</li> <li>● Well organized (3)</li> <li>● Thoughtful</li> <li>● Defined Roles</li> <li>● Excellent job setting foundation for the meeting</li> </ul>	<ul style="list-style-type: none"> <li>● Could there be an option for outside speakers (Do we have a specific time set for this?)</li> <li>● We need to ensure we maintain flexibility for conversation and encourage dialogue (1)</li> <li>● <b>Highlight and summarize action items for each committee (3)</b></li> </ul>
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		<ul style="list-style-type: none"> <li>● Great meeting (3)</li> <li>● Better use of time than prior meetings</li> <li>● Good job staying on topic (4)</li> <li>● Good Dialogue, built good relationships</li> <li>● Meeting format did not feel rushed</li> </ul>	<ul style="list-style-type: none"> <li>● Remember to adjust amount of time needed when appropriate</li> <li>● Need to instruct group prior to meeting on the importance of reading agenda beforehand (reinforce this concept in upcoming meetings)</li> <li>● Remember to use the “parking lot” metaphor when appropriate</li> <li>● Assign someone other than leader to be timekeeper</li> <li>● Distribute Minutes earlier - 1-2 days prior to meeting</li> <li>● No new changes (4)</li> </ul>	