

School Advisory Committee Agenda/Minutes
September 20, 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		Matthew Everett	x	Jerry Langfeldt	x
Maura King		Mary Krogman	x	Jon Simpson	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 September 13, 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 16: 19-31
7:15 - 7:30	15	Objective 2 - 3: Introductions & Review of meeting norms (Anne Phoenix) <ul style="list-style-type: none"> ● SAC Membership Update: Welcoming with Gratitude: <ul style="list-style-type: none"> a. Jon Simpson-Fundraising Co-Chair Meeting Norms and Introduce Meeting Wise Agenda <ul style="list-style-type: none"> ● Take an inquiry stance ● Ground statements in evidence ● Assume positive intentions ● Stick to protocol

		<ul style="list-style-type: none"> ● 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 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>Notes: Gil Motioned for approval, Mary Seconded, Minutes passed</p>
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"> ● Religious Education <ul style="list-style-type: none"> ○ Recruiting for full-time Director, via support from Lynne Strutzel ○ Add Part Time Youth Ministry Leader ● 50th Anniversary of Church <ul style="list-style-type: none"> ○ Sat. - October 22nd 5:00 p.m. Mass - - Request for School participation <ul style="list-style-type: none"> ■ Question - School children in uniform ● Hiring Communication Director for Parish ● Pope Francis focus - through Vanderbilt Univ. <ul style="list-style-type: none"> ○ Training and formation - Theology of the people ○ Community Building - small groups - Relationship or geography ○ Work to change poverty - be the changing force - awareness and action ○ Example - St. Matthew's in Charlotte, NC
7:40 - 7:55	15	<p>Objective 5: Update Current Status of School: Principal Report (Anne Phoenix, Principal)</p> <p>Notes:</p> <p>Principal Report 9.20.16</p> <ul style="list-style-type: none"> ● Facilities and Grounds <ul style="list-style-type: none"> ○ The rapid response system (panic button) is fully functional. It has been tested, multiple times by the LPD; and all text messaging and phone messaging is working correctly.

		<ul style="list-style-type: none">○ In partnership, the school and parish are creating new emergency response procedures in conjunction with the Department of Homeland Security and with local law enforcement officials.○ At the recent parish facilities council meeting, Dan presented the SJCS LRSP to all members to explain process and intent of plan.● Finance and Fundraising<ul style="list-style-type: none">○ All business who contributed time, goods or treasure to SJCS (value over \$500 outside the KF) received a letter from the Principal which included how we used our KF dollars from last year, a thank you for their partnership and a copy of our LRSP.○ Although listed under technology in LRSP, we are looking at improving our learning spaces. We are piloting 12 standing desks and flexible seating with students. The new furniture will rotate through all classrooms.○ At the recent parish finance council meeting, Sheila presented our LRSP to all members to explain process and intent of plan. Jon Monroe presented the same information regarding our LRSP to all PPC members.● Catholic Identity<ul style="list-style-type: none">○ Teachers are conducting a book study with <i>The Leader in Me</i> led by Ms. Hanrahan for the purposes of establishing a school-wide program which promotes leadership and value driven behavior○ SL Leadership team is currently exploring “Parent Nights” that bring together our community on issues relating to educating students in mind, body and spirit.○ Parish is currently seeking a new ministry coordinator who will work closely with SJ Principal and Leadership team. The development of a school-specific ministry group is on hold until this parish hires the coordinator.○ School mass choir has grown significantly. Thanks to Ron and Mrs. Schneider for their efforts with this.○ At our next Faith Formation meeting, LRSP will be presented to all group members to look at more ways for school and RE to work together.● Curriculum and Academics<ul style="list-style-type: none">○ Faculty meetings have been revamped this year to include two main components: data discussions and professional development. Right now, we are reviewing and retraining all staff with the online components of our programs.○ OCS released the science benchmarks this year, Patty and Colin have been working with Anne (in consultation with Lori) on the implementation of the benchmarks. First steps will be to review
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		<p>benchmarks and measure them against current program and current resources. Next, we will identify gaps in our resources which make it difficult to implement all benchmarks.</p> <ul style="list-style-type: none"> ○ Staff have been actively researching STEM opportunities outside of school. This includes site visits, and Kelly and Anne are looking at the standards that are addressed through STEM. This will be included in our discussions of our new science benchmarks from OCS. ○ We are also in the process of updating our School Improvement Plan to OCS which is measured by student achievement. The focus is to look at our lowest performance areas in math and reading and create instructional plans to increase student achievement. <ul style="list-style-type: none"> ● Marketing and Enrollment <ul style="list-style-type: none"> ○ See Marketing Update from Sarah ○ Principal Phoenix attended the 50th anniversary luncheon today and promoted our 90th anniversary celebration ○ Database of alumni is currently being updated ● Technology <ul style="list-style-type: none"> ○ See Technology Update from Matt and Maura. ○ Discussions are taking place (and in conjunction with the STEM investigations) for the computer lab space. That equipment is currently in its third year. We are also beginning our discussions of the newly revised tech standards (2016 ISTE) to measure them against our current program. ○ Looking at Chromebooks, researching the funding of the next round of Chromebooks. Kelly, Maura and Matt have been discussing this, and we are asking for a recommendation of purchasing vs leasing.
7:55 - 8:05	10	<p>Objective 6: Update Committee Reports: Finance Update (Gil Licudine)</p> <p>Update: Communicate Year End Financials once received and reviewed</p> <ul style="list-style-type: none"> ● 2015-2016 comments ● 2016-2017 comments ● Report August actuals <p>Notes:</p> <ul style="list-style-type: none"> ● Favorable variance for July/August - Late donations ● Salary favorable, but not fully staffed ● Books/Curriculum purchased on 2015 for 2016 ● Prepare for Tuition vote at October SAC Meeting
	0	<p>Continuous Improvement Update (Anne Phoenix)</p> <p>Addressed in principal's report</p> <ul style="list-style-type: none"> ● .

		Notes: See Principal's Update												
8:05 - 8:15	10	<p>SJSPA Update (Tiffany Schiff)</p> <p>Updates:</p> <ul style="list-style-type: none"> ● Sock Hop is September 23rd...all good on help ● 5th/6th grade social is October 7 and we are researching entertainment. ● All staff has signed up to attend at least one SJSPA event this year. I know parents/students love seeing them outside of class...it's very nice. ● SJSPA will also be switching to this method of agenda and minutes...on Google Doc format with timed agenda topics ● Going forward SJSPA meetings will review quickly the events coming up or past and then a majority of the meeting will be for all to discuss new ideas, community builders, how to revise existing events. I want more people involved in these meetings. <p>Discussion Items:</p> <ul style="list-style-type: none"> ● SJSPA Event Chairpeople needed for 2017-2018 <p>Notes:</p> <ul style="list-style-type: none"> ● <i>Magician for 5th/6th grade social</i> ● <i>Sarah Esp to share "greenlighting" concept with Tiffany</i> ● <i>Sat. March 18th - PADS dinner - will need help in the future</i> ● <i>Tiffany to share list of events that need chairpeople with Anne and SAC</i> 												
8:15 - 8:25	10	<p>Athletic Committee Update (Jeff Nutschig)</p> <p>Notes:</p> <ul style="list-style-type: none"> ● <i>Next AC Meeting next Monday, 26 Sep.</i> ● <i>Golf Outing - proceeds will exceed 2015</i> ● <i>Ordering new Basketball uniforms</i> ● <i>Tim Elwanger is new AC Treasurer</i> ● <u>Action Item</u> - <i>Anne needs list of businesses and their donation for the outing</i> 												
8:25 - 8:35	10	<p>Marketing Update (Sarah Esp)</p> <p>Enrollment</p> <table border="1"> <tr> <td>prek 3</td> <td>15</td> </tr> <tr> <td>prek 4PM</td> <td>8</td> </tr> <tr> <td>prek 4AM</td> <td>8</td> </tr> <tr> <td>prek 4Full Day</td> <td>13</td> </tr> <tr> <td>K</td> <td>32</td> </tr> <tr> <td>1</td> <td>44</td> </tr> </table>	prek 3	15	prek 4PM	8	prek 4AM	8	prek 4Full Day	13	K	32	1	44
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2	42
3	48
4	38
5	47
6	54
7	52
8	53
Total	453

2 prospects in the pipeline for k and 1- family relocating from Australia. Tour is today.

- First ad in Gregg's Landing Life lands in October issue (see attached)
- The Digital Citizenship article has been pushed to the Daily Herald's site. We have not seen it posted yet.
- This week, Tracy is pushing out articles about the Choose Kind/Wonder initiative in middle school, and an article about Mrs. Lacey (the occupational therapist) working with kindergarten on pencil/scissor grip and other fine motor skills.
- We are starting to look at preschool program options for next year.
- 90th anniversary planning is underway. A Save the Date postcard will be sent out in the next 2 weeks to 3000 alumni and former teachers and administrators. Posters are being created to hang around town, and flyers are being created to hand out at the Sock Hop and other upcoming school events. Info has been shared with the parish and is posted in the Carpenter and e-letter.
- New school logo car decals are available for \$3.

		<p>Notes:</p> <ul style="list-style-type: none"> ● Sarah and Tracy working on content and message mapping for communications ● Action Item - Date TBD - Sarah coming to take more specific and targeted photos ● Key-word search strategy under development ● Anne Phoenix - Consider open house associated with 90th Anniversary - “Tour at 11:30 for one hour limit” - ● Checking to see if there are any conflicts with Carmel or LHS for the SJCS anniversary weekend ● Action Item - Sheila requested budget numbers for the report ● Sell stickers and spirit wear during at sports concessions and 90th anniversary ● Consider corporate sponsor for 90th anniversary event
8:35-8:45	10	<p>Fundraising Update (Mary Krogman and Jerry Langfeldt)</p> <p><i>Update:</i></p> <ul style="list-style-type: none"> ● <i>Jerry and Mary met with new SAC fundraising co-chair Jon Simpson to discuss current goals and objectives.</i> ● <i>Fundraising overview & infographic communicated to school families. (September) and Job description for fundraising/development position are underway</i> ● <i>Working on</i> <ul style="list-style-type: none"> ○ <i>Including alumni families (within 3-4 years of graduation) in KF communications with customized letter and pledge form.</i> ○ <i>Creating structured timeline, task list for future KF campaigns.</i> ○ <i>Hiring fundraising personnel.</i> ● <i>Action/Discussion items:</i> <ul style="list-style-type: none"> ○ <i>Review and edit Knight Fund communication materials for 2016-17 campaign.</i> ○ <i>Develop alumni Knight Fund communications and targeted list of alumni families.</i> <p>Notes:</p> <ul style="list-style-type: none"> ● Knight Fund Communication

		<ul style="list-style-type: none"> ○ AP Comment - Careful consideration for allocation of monies to special programs ○ AP Comment - Need to clearly communicate that a large portion required to balance budget ● Fundraising overview to parents - TBD - target prior to October 18, 2016 ● Tiffany - consider bringing back the "Gift Wrap" sale ● Need to include SJSPA back into school budget line item ● Consider Knight Fund targeted letter to families that have not previously donated - eliminate the recommended value 				
8:45-8:55	10	<p>Technology Update (Matt Everett and Maura King)</p> <ul style="list-style-type: none"> ● ATT fiber is in and going wonderfully - Comcast contract to be cancelled this month - it was being kept as a backup while we got the classrooms ramped up ● Anne and Kelly met the week of the 5th to review curriculum and map to our goals set forth in the strategic plan. ● Visited Lake Bluff Middle School on Friday, September 16th. ● Initial project for the technology committee is a financial assessment and review of the next generation of Chrome Books. This is underway. Working with Gil on budget as well as mapping a plan for replacement. ● St. Ben's is implementing a network monitoring set of protocols, as well as implementing a back-up solution for the school. <p>Notes:</p> <ul style="list-style-type: none"> ● Action Item - ChromeBook Purchase vs. Lease recommendation for 2017-2018 - Need to consider fee based structure vs. parent purchase in final ChromeBook recommendation ● Kelly to consider device management software to address growing technology in school 				
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 1373 1411 1883"> <thead> <tr> <th data-bbox="514 1373 945 1465">Plus</th> <th data-bbox="945 1373 1411 1465">Delta</th> </tr> </thead> <tbody> <tr> <td data-bbox="514 1465 945 1883"> <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 </td> <td data-bbox="945 1465 1411 1883"> <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 </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 	<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
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		<ul style="list-style-type: none"> ● Good job staying on topic (4) ● Good Dialogue, built good relationships ● Meeting format did not feel rushed 	<ul style="list-style-type: none"> ● 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 time keeper ● Distribute Minutes earlier - 1-2 days prior to meeting ● No new changes (4) 	
9:00		Motion for Adjournment and Closing Prayer (Jerry Langfeldt)		