

**School Advisory Committee [Minutes](#)
January 16, 2018 7pm-9:15pm
Koenig Center**

Topic: School Advisory Committee August Meeting

**Attendees: SAC Members
Facilitator: Jerry Langfeldt
Note taker: Elizabeth Bleser
Time keeper: Anne Phoenix**

SAC MEMBERS PRESENT:

Fr. John Trout		Jerry Langfeldt	X	Elizabeth Bleser (PA)	
Anne Phoenix	X	Jon Simpson	X		
Matthew Everett	X	Tom Cosentino	X		
Sarah Esp	X	Craig Sondalle	X		
Sean Hogan	X	Robb Kristopher (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

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 - 7:10	10	Objective 1: Break open the Word John 14: 15-21
7:10 - 7:10	0	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 ● Ensure all voices are heard Meeting Wise Agenda

		<ul style="list-style-type: none"> ● Submit report to Jerry 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:</p>
7:10 - 7:20	10	<p>Objective 4: Understand parish update by Father Trout</p> <ul style="list-style-type: none"> ● Update to be provided at meeting <p>Notes:</p> <p>Technology, Facebooks and likes: new book- Square and the Tower by Niall Ferguson (Facebook has revolutionized media in a way not seen since printing press - last time this happened the formation of nations changed, sparked the reformation and renaissance). Seems aligned to CtfK - a new way of thinking about church.</p> <p>A renewed plea to participate in CftK</p> <p>Mill Park plaza completed - \$1.5MM cost.</p> <p>Financially doing ok</p> <p>Next project is roofing and lighting in church</p> <p>Look at having an evening of reflection - retreat? for SAC.</p>
7:20 - 7:30	10	<p>Objective 5: Update Current Status of School: Principal Report (Anne Phoenix, Principal)</p> <p>Notes:</p> <ul style="list-style-type: none"> ● Finance: <ul style="list-style-type: none"> ○ In June, we were approved for \$37, 609 to be given to the school from the endowment. I will follow up and ask them to send the check now. ○ Food Services: ○ Administrative Account: Could any of that be ‘timing’? ○ Budget needs to be submitted by April to the Arch. Anna is having Liz and me create salary documents. All those are being shared with finance committee. ● Catholic Identity: <ul style="list-style-type: none"> ○ Ready or Not! program for 5th grade parents only. This is the first meeting of the Family Life program for our parents. Date: January 25, 2018 ○ Parish Mission: Sunday, February 11- Tuesday, February 13 ○ Tuesday, February 20, 7pm: Screenagers. We are co-hosting this with the District 70 schools and with Green Oaks schools. Screenagers takes a deeply personal look into the vulnerable corners of family life, including her own, to explore struggles over social media, video games, academics and internet addiction. (SAME DAY AS NEXT SAC MEETING)

		<ul style="list-style-type: none"> ○ First all school parent seminar on April 17. Mike Fitzgibbons, from Carmel, will be presenting to our parents from 1-2. Topic: “Helping teens and kids deal with anxiety and stress”. This is planned by Julie Harding from our parish. ○ Middle School will begin visiting the teen space. This will be done in religion classes with Mrs. U and our youth minister, Katie Ploch. The focus will be on relationship building. ○ Community for the Kingdom: Of the 325 CftK participants, 19 are members are St. Joseph Catholic School families: 8 participants are women alone (who formed their own group) and the remaining 11 are couples. <ul style="list-style-type: none"> ● Curriculum and Academics: ○ STEAM: we are looking at adding an additional peninsula. ○ Cindy and Kelly will attend the CLS STEAM annual conference in Denver ○ New staff mentoring – utilizing Train the Trainer for much of our subject specific areas ○ Evaluating progress monitoring assessments from K-8. Star, Map, Aimsweb, iReady ● Marketing and Enrollment: ○ Alumni database * Sean Hogan is assisting with the parent survey ○ Deferring to Sarah Esp ● Technology ○ Kelly pushing into classrooms working with staff to be sure they are using the technology components to maximize learning (Recent Go Math training with staff) ○ We are operating well with less than 1 megabit per second of bandwidth – no need to increase at this time ○ Key network equipment are being monitored proactively ● Facilities and Grounds: ○ 4 cameras have been installed in middle school wing ○ 7 cameras have been installed in the gym and gym foyer No additional cameras are being installed at this point until we have information on these cameras ○ All major parish/campus initiatives are on hold until the church roof is addressed <p>Notes: We will plan to cancel our in-person SAC meeting on 2/20 - with the commitment by SAC membership to submit and review agenda items by 2/16.</p>
7:30 - 7:40	10	<p>Objective 6: Update Committee Reports: Finance Update (Craig Sondalle and Tom Cosentino)</p> <p>Update:</p> <p>Notes:</p>

		<p>very healthy for budget vs actuals in expense lines. only area of concern right now is administrative expenses - Fin group will be drilling down. From revenue side, almost exactly at budget - only \$571 unfavorable YTD. Overall we are \$57,105 favorable in ordinary income YTD, though some of this may be timing.</p>
7:40	0	<p>Continuous Improvement Update (Sean Hogan)</p> <ul style="list-style-type: none"> • <p>Notes: Parent survey will be finalized shortly - more to come in February</p>
7:40-7:45	5	<p>SJSPA Update (Elizabeth Bleser)</p> <ul style="list-style-type: none"> • Volunteerism has started to decline. We are mainly seeing the issue at the “Chair” level. Working with Liz and the Board to try to solve. Board has expressed that they don’t feel the expectation for volunteering is clearly communicated. • Santa Secret Shop raised over \$2k for SJSPA • Very busy season with Father Daughter Dance, CSW, Book Fair, Family Fun Night, etc • Looking for a Chair for Mother Son Night - 4/20/18. • Next meeting is in March • Discussions on elections / appointments for new Board should begin in March so we can have clarity on Board in May for proper transition in June. <p>Notes: Re Volunteerism: parents may benefit from having a set of directions (or “playbook”) to follow that might reduce stress. also discussed having high bar to clear for events based on previous events - Anne and Liz may need to step in to rein in some of the events from being too extravagant. Volunteers: informed, engaged, and affirmed? Do we want to recognize # volunteer hours each year?</p>
7:45-7:50	5	<p>Athletic Committee Update (Robb Kristopher) Update will be provided at meeting</p> <p>Notes:</p> <ul style="list-style-type: none"> •
7:50-7:55	5	<p>Marketing Update (Sarah Esp) Enrollment</p> <ul style="list-style-type: none"> • Current enrollment: 442 • 2018-19 Preschool Enrollment: We are ahead of last year's preschool enrollment at this time. <ul style="list-style-type: none"> ○ 6 openings in the 3's (14 enrolled) ○ no openings in 4's AM (6 enrolled) ○ 4 openings in 4's full day (10 enrolled) ○ 11 openings in 4's PM (9 enrolled).

		<ul style="list-style-type: none"> ● Littlest Knights spring session starts on February 8th. We have 6 enrolled (4 openings) <p>Advertising</p> <ul style="list-style-type: none"> ● Towne Planner ad went out- no calls from it. ● Little Lake County ad is running our preschool ad. ● STEAM insert is going to print this week. ● Tracy working on a Blue Ribbon decal for the school lobby- should be installed before CSW Open House. ● Exterior Blue Ribbon Signage is still in the works because of the usage rules from Department of Education. We will hang the flag and have some banners made for the school entrance. Will also have some foam core posters to put on easels for the church narthex and by the Koenig Center. ● 3 ads running in Carpenter right now: Open House, Littlest Knights and Pancake Breakfast. ● Open House ad is running in St. Mary of Vernon's bulletin <p>Other</p> <ul style="list-style-type: none"> ● We have 12 Parent Ambassadors for Open House. Training meeting is 1/25. <p>Notes:</p>
7:55-8:00	5	<p>Technology Update (Matt Everett)</p> <ul style="list-style-type: none"> ● Budget was based on 2 grades of Chromebooks - Was budget approved for 2018/2019? YES ● St. Ben's analysis - later this month ● Interactive panels - CDW showcase <ul style="list-style-type: none"> ○ Additional training and support, Curriculum? ○ Possible Demo ○ \$5K each ● New - non-network Projectors <ul style="list-style-type: none"> ○ \$1,000 - \$1,500 ○ Interactive Projectors - newer models <ul style="list-style-type: none"> ■ Existing in 1st grade, but not being used, as interactive ○ Network access vs. wireless vs. cable - may be issue with Religious Ed. ○ Curriculum Requirement? ● Tedx - Host Event <ul style="list-style-type: none"> ○ Prepare this Summer ○ Application prep ○ Meet with Language Arts Teachers ● Apple Teacher - Recognition program <ul style="list-style-type: none"> ○ January 17th - 1st Meeting <p>Notes:</p>
8:00-8:10	10	<p>Fundraising Update: (Jon Simpson)</p> <ul style="list-style-type: none"> ● Update to be provided at meeting

		<p>Notes:</p> <p>Knight Fund: were at <\$50k in December. At \$90,442 today! Corporate matching is on track vs last year. We had a couple big donors in late December (\$5k and \$12k).</p> <p>Do we identify a specific initiative for day of giving in April that donations would go toward, especially if we achieve the \$125k stretch goal before?</p>				
8:10	0	<p>Motion to Adjourn:</p> <p>Notes:</p> <p>Assess what worked well about this meeting and what we would like to change for next time: Please add feedback at your convenience.</p> <table border="1" data-bbox="514 974 1409 1207"> <thead> <tr> <th data-bbox="514 974 943 1066">Plus</th> <th data-bbox="943 974 1409 1066">Delta</th> </tr> </thead> <tbody> <tr> <td data-bbox="514 1066 943 1207"> <ul style="list-style-type: none"> ● ● </td> <td data-bbox="943 1066 1409 1207"> <ul style="list-style-type: none"> ● ● </td> </tr> </tbody> </table>	Plus	Delta	<ul style="list-style-type: none"> ● ● 	<ul style="list-style-type: none"> ● ●
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