

School Advisory Committee Minutes

March 21, 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	x	Anne Phoenix	x	Sheila Johnson (PC-FC)	
Lori Ventura	x	Matthew Everett	x	Jerry Langfeldt	x
Maura King		Mary Krogman	x	Jon Simpson	
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

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 9:1, 6-9, 13-17, 34-38
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 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: Gil motioned, Sarah seconded</p>
7:10 - 7:20	10	<p>Objective 4: Understand parish update by Father Trout</p> <p>Notes: Renew My Church initiative to be introduced by the Arch to pair parishes, minimal impact at St. Joe's and Lake County parishes. Family prayer and service groups to be formed at St. Joe's. 2nd mass of each month is geared towards youth, spread the word. Amphibian MultiSport building (parish rental property) on Milwaukee Avenue needs a new roof.</p>
7:20 - 7:30	10	<p>Objective 5: Update Current Status of School: Principal Report (Anne Phoenix, Principal)</p> <ul style="list-style-type: none"> ● "Kiddos" Lunches hot lunch program. Currently \$4.33/1 meal per week, new program \$5.50/available every day and includes staffing. No minimum lunch signup. Volunteerism is insufficient to sustain current program. Staff members went to observe the program at another school. ● Athletic Survey (winter sports)- to launch after Spring Break ● Military Discount - Do we have capability to offer this? ● ACT Aspire: Week of April 24 (Monday - Thursday) ● SBTC Update ● KF Update (possibly deferred to fundraising report) ● LRSP Update: May 25th State of the School, future years include a January (mid-year) update ● Catholic Identity: <ul style="list-style-type: none"> ○ Pledge – book study; morning prayer in gym; the center of our conversations. ○ Youth minister has been working with Theresa Unterfenger and meeting all middle school students. ○ Plans for those students to go to Souled Out space during the day for religion class to foster the relationship ○ Of the 146 6th-8th graders surveyed: <ul style="list-style-type: none"> ■ 77 are interested in the Teen Mass ■ 111 are interested in Feed My starving children ■ 84 are interested in PADS ■ 58 are interested in attending a youth rally ■ 63 are interested in attending a summer camp ■ 46 are interested in the March for Life-Chicago

		<ul style="list-style-type: none"> ○ Bridge the gap between RE and school: Bi-monthly meeting with RE/school ○ Adopting Loyola Press (Finding God) next year as the publisher – create a new scope and sequence ○ Supporting parents- looking at parent education nights for school and parish parents ● Curriculum and Academics: <ul style="list-style-type: none"> ○ STEM Update / study skills class (The Leader Within) – work habits and study skills ○ Computer curriculum ○ Science: Teachers are looking at new resources but not all grade levels have been released just yet (April) ○ Social Studies: middle school 6-8 proposal from HMH ○ Spanish: looking at new resources for Spanish ● Marketing and Enrollment: <ul style="list-style-type: none"> ○ Parish is looking at a database that we could possibly utilize ● Technology: <ul style="list-style-type: none"> ○ Piloted standing desks - depends on funds (possible donation, not currently in plans) ○ Tech scope and sequence: being revised at Archdiocesan level – we have the preliminary draft; will wait until that is finalized before adjusting our scope and sequence (it will direct our ship) ○ Implement a system to proactively monitor key network equipment: This was implemented in August - St. Ben’s gets alerts regarding key pieces of equipment (switches, server, firewall....) ● Facilities and Grounds: <ul style="list-style-type: none"> ○ Tracy attends the facilities meetings ○ The process of bringing work orders and change around the campus is being changed and updated - George and Dan are working to revise this process. ○ Security Cameras - in cooperation with the parish for the full needs campus-wide ● Finance and Fundraising: <ul style="list-style-type: none"> ○ Meeting scheduled April 5 to look at all fundraising for SJCS and SJSPA (KF, capabilities of Scrip and other fundraisers, event based fundraising) ○ Budget has been submitted and approved by finance ○ Director of Development (use current resources) <p>Notes: Stem Lab plans pending on KF results, CLS would be the program we work with.</p>
7:30 - 7:40	10	<p>Objective 6: Update Committee Reports: Finance Update (Gil Licudine)</p>

		<p>Update:</p> <ul style="list-style-type: none"> ● Overview of January 2017 results ● Overview of February 2017 results (if received timely) ● Follow-up Kelly McMahon re Chromebooks <p>Notes:</p>
7:40	0	<p>Continuous Improvement Update (Lori Ventura)</p> <ul style="list-style-type: none"> ● LAP Report-(Please see most recent communication as an addendum to this agenda) ● Recommendations for two 2017-2020 SAC Members: Background provided and approval requested. <ul style="list-style-type: none"> ○ Craig Sondalle <ul style="list-style-type: none"> ■ http://linkedin.com/in/craig-sondalle-14a487b ○ Sean Hogan <ul style="list-style-type: none"> ■ http://linkedin.com/in/sean-hogan-ph-d-155a1415 <p>Notes: Both candidates unanimously approved.</p>
7:40-7:50	10	<p>SJSPA Update (Tiffany Schiff)</p> <p>Update:</p> <ul style="list-style-type: none"> ● Update of events past and future ● Executive Board openings- all call for interested candidates. Nominations and voting for SJSPA Executive Board positions to become part of annual process for SJSPA according to Office of Catholic Schools Family and School Association Guidelines. ● Committee Chairperson positions almost filled for 2017-2018 school year. Looking for planning committee members. ● Possible volunteer interest survey for May of 2017 <p>Notes: Parable of the Lily read at Family Mass, high attendance. Planning a similar event for Spring. Mother Son Night coming up April 21st. New Family Breakfast May 2nd, Battle of the Bags May 20th.</p>
7:50-8:00	10	<p>Athletic Committee Update (Jeff Nutschnig)</p> <p>Update will be provided at meeting</p> <p>Notes: New 8th grade basketball uniforms for 2017-18 from Sports11, should hopefully last 5 years. Volleyball uniforms and nets have also been ordered. New player suspension rule to be implemented for technical fouls per conference rules. Next year, Robb Kristopher to serve as AC President. Jeff will continue to serve as Emeritus.</p>

8:00-8:10

10

Marketing Update (Sarah Esp)

Enrollment

	Budget	As of 3/21
PreK 3	15	14
PreK 4AM	15	7
PreK 4 PM		4
PreK 4 Full Day	13	13
K	30	43
1	32	33
2	44	42
3	42	42
4	48	47
5	38	36
6	47	47
7	54	52
8	52	52
TOTAL	430	432

Marketing:

- Tracy participated in an archdiocese webinar about marketing early childhood programs. She is working on a new brochure and content that will include information obtained from the preschool survey that closes this Friday, March 24th. Anne Phoenix and Tracy are also meeting with the parish office to request data on children baptized at the parish over the last 5 years so we can start strategizing outreach (ie: cards, mailers about preschool, etc). This meeting is scheduled for this Wednesday, 3/23/17.
- Sarah and Tracy are working to build personas and message hierarchy to help guide target messaging and marketing channel engagement. These pieces will help us understand

		<p>what levers to pull to engage our different audience groups. This will also help us define what content to create/push.</p> <p>Advertising</p> <ul style="list-style-type: none"> ● Evaluating 2017-18 advertising spaces ● Placing ads in St. Paul the Apostle and St. Mary's bulletins <p>Additional Notes:</p> <ul style="list-style-type: none"> ● Tracy, Anne and Nancy Hanrahan meeting Tuesday, 3/21 about a more formal new student orientation for students in grades 2-8 as a way to ensure retention. ● We have Friendship Circle for first graders, but nothing other than a luncheon for new students in grades 2-8. ● Need to check in with them more often and consistently to ensure they are assimilating and making friends. <p>Notes: Online enrollment pilot program unable to make adjustments to meet our needs, waiting for PowerSchool to offer an option.</p>
8:10-8:20	20	<p>Technology Update (Maura King & Matt Everett)</p> <ul style="list-style-type: none"> ● Working with St. Ben's on a new network contract. Competitive bids were sought and results presented to leadership. Researching other vendors - we're finding that other vendors are significantly higher in cost. Also, many do not provide the full range of services that St. Ben's does. The process for vetting vendors is time consuming - look at 3 year contract with appropriate out clause. ● Devices continue to be reviewed - finalizing on devices: Acer or Dell. 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. <ul style="list-style-type: none"> ○ Likely leaning towards 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. ○ Durability, service, and warranty will be the deciding factor ○ Students are reviewing new cases ○ Lease versus buy: asset management is a nice convenience. Will go with a lease again. Will have possession at or around June 1. ○ 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.

		<ul style="list-style-type: none"> ● iPADS are the next set of renewals - a lot invested today in iPad. Staying the course for now. There's a few apps that work on the iPad that's not yet Android. <ul style="list-style-type: none"> ○ Look at piloting an Android device (Android can be managed in the google console - potentially replacing Airwatch) ● STEM Lab: Proposals have been submitted and reviewed - Anne has developed a business plan for the project. Working with Fr. Trout now on how best to fund the program. Anne to update. ● eRate funding application for 2017- 18 has been completed - this will provide a 50% federal subsidy on internet costs. <p>Notes:</p>				
8:20		Motion for Adjournment of Regular Session				
8:25	0	<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="514 783 1409 1581"> <thead> <tr> <th data-bbox="514 783 943 856">Plus</th> <th data-bbox="943 783 1409 856">Delta</th> </tr> </thead> <tbody> <tr> <td data-bbox="514 856 943 1581"> <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="943 856 1409 1581"> <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)
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) 					

A Legislative Report and Request

The Catholic Conference of Illinois (CCI), along with the Illinois Kids Campaign (IKC) is still working to garner support for our tax credit legislation.

Our tax credit legislation is imbedded in the budget, making it less of a target for opposition than a stand- alone bill. The legislation has the support of leaders of both political parties and of the Governor himself, so when the budget impasse ends, there is real hope for success.

In the meantime, it is essential that each school develops a relationship with their local legislators so that they know the school, it's achievements, it's leaders and the members of the school community; then when the time comes to urge our legislators to support the legislation helpful to our non-public schools, they will know first-hand and understand the value of our schools. Please have your Legislative Action Person (LAP) assist you. Your LAP will also be receiving this request for ongoing action.

Please contact your legislators and establish a relationship with them:

- **visit them with a small group of articulate school supporters;**
- **invite them to your school for an assembly;**
- **include them in a parent meeting;**
- **schedule a tour of the school;**
- **ask them to judge a science fair;**
- **request a presentation regarding the Constitution to the 8th grade class;**
- **have students send letters to your legislators praising their school**
- **send school information periodically.**

In short, connect with your legislators in any way that suits your circumstances and highlights the wonderful aspects of your school. If you have already made contact with your legislators, please continue to do so.

Contact information for your legislators can be found at www.ilcatholic.org or by calling directly to the Catholic Conference of Illinois at 217-528-9200

This report was provided by the Legislative Action Coordinator, Office of Catholic Schools
March 2017