

**School Advisory Committee [Minutes](#)  
December 19, 2017 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		Elizabeth Bleser (PA)	
Anne Phoenix		Jon Simpson			
Matthew Everett		Tom Cosentino			
Sarah Esp		Craig Sondalle			
Sean Hogan		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.

<b>Time</b>	<b>Minutes</b>	<b>Activity</b>
7:00 - 7:10	10	<b>Objective 1: Break open the Word</b> John 14: 15-21
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> Meeting Wise Agenda

		<ul style="list-style-type: none"> <li>● Submit report to Jerry 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> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>● School Parent Survey</li> <li>● In the new year, our staff will be looking at: <ul style="list-style-type: none"> <li>○ our grading scale</li> <li>○ amount of homework assigned at each grade level</li> </ul> </li> <li>● We have started looking at our: <ul style="list-style-type: none"> <li>○ progress monitoring assessments for reading and math</li> </ul> </li> <li>● Blue Ribbon signage for outside: we want to research two 'metal' BR signs (2009 and 2017) to display on the gym brick with the words St. Joseph Catholic School.</li> <li>●</li> </ul>
7:30 - 7:40	10	<p><b>Objective 6: Update Committee Reports: Finance Update (Craig Sondalle and Tom Cosentino)</b></p> <p>Update:</p> <p><b>Notes:</b></p>
7:40	0	<p><b>Continuous Improvement Update (Sean Hogan)</b></p> <ul style="list-style-type: none"> <li>● Anne and Sean met to discuss a plan for assessing stakeholders' needs.</li> </ul> <p><b>Notes:</b></p>

7:40-7:45	5	<b>SJSPA Update (Elizabeth Bleser)</b> <ul style="list-style-type: none"> <li>•</li> </ul> <b>Notes:</b>
7:45-7:50	5	<b>Athletic Committee Update (Robb Kristopher)</b> <b>Update will be provided at meeting</b> <b>Notes:</b> <ul style="list-style-type: none"> <li>•</li> </ul>
7:50-7:55	5	<b>Marketing Update (Sarah Esp)</b> <ul style="list-style-type: none"> <li>•</li> </ul> <b>Notes:</b>
7:55-8:00	5	<b>Technology Update (Matt Everett)</b> <ul style="list-style-type: none"> <li>• ChromeBook purchase for 2018-2019 school year <ul style="list-style-type: none"> <li>○ How Many - which grades</li> <li>○ Lease vs. Buy - Based on accrual</li> </ul> </li> <li>• Badges - Apple Teacher recognition - 13 teachers interested</li> <li>• St. Ben's evaluation of network and hardware <ul style="list-style-type: none"> <li>○ switches, access points (a heat map) and servers</li> <li>○ projectors in classrooms.</li> </ul> </li> </ul> <b>Notes:</b>
8:00-8:10	10	<b>Fundraising Update: (Jon Simpson)</b> <ul style="list-style-type: none"> <li>• Update to be provided at meeting</li> </ul> <b>Notes:</b>
8:10	0	<b>Motion to Adjourn:</b> <b>Notes:</b>

		<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>	
		<p><b>Plus</b></p>	<p><b>Delta</b></p>
		<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> <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>● 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>● Highlight and summarize action items for each committee (3)</li> <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>