



School Advisory Committee (SAC)

AGENDA / MINUTES OF MEETING

DATE: December 15, 2015

PREPARED BY: Lynn Perez (minutes)/Lori Ventura (agenda)

LOCATION OF MEETING: Loughry Room

SAC MEMBERS PRESENT:

Fr. John Trout	X	Anne Phoenix	X		
Lori Ventura	X	Matthew Everett		Sheila Johnson	X
Maura King	X	Mary Krogman	X	Jerry Langfeldt	X
Gil Licudine		Lynn Perez	X		
Tiffany Schiff (PA)	X	Jeff Nutschnig (AC)	X		

VISITORS:

WELCOME, MISSION STATEMENT AND GOSPEL READING

From Lori Ventura

1. Lori welcomed SAC members to the meeting.
2. 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.
3. Gospel Reading: Luke 1: 39-45
 - a. SAC members shared their reflections.

DISTRIBUTION OF MINUTES

1. Minutes were distributed to SAC members via email prior to the meeting.
2. Jerry moved; Sheila seconded. Minutes were approved.

PRINCIPAL'S UPDATE

From Anne Phoenix

1. As part of our application for eRate funding, St. Joseph Catholic School has to certify we are in compliance with the Children's Internet Protection Act (CIPA). The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program – a program that makes certain communication services and products more affordable for eligible schools and



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libraries. In early 2001, the FCC issued rules implementing CIPA and provided updates to those rules in 2011. What CIPA requires is that schools and libraries subject to CIPA may not receive the discounts offered by the E-rate program unless they certify that they have an Internet safety policy that includes technology protection measures. The protection measures must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors). Before adopting this Internet safety policy, schools and libraries must provide reasonable notice and hold at least one public hearing or meeting to address the proposal. For private schools, public notice means notice to their appropriate constituent group (SAC). Unless required by local or state rules, an additional public notice and a hearing or meeting is not necessary for amendments to Internet safety policies. Schools subject to CIPA have two additional certification requirements: 1) their Internet safety policies must include monitoring the online activities of minors; and 2) as required by the Protecting Children in the 21st Century Act, they must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

2. St. Joseph Catholic School is in compliance with the following three CIPA requirements:
 - a. Internet Safety Policy
 - i. We have a technology policy in place - posted on our website/signed by all parents and students
 - ii. We provide Digital Literacy instruction in grades K-8.
 - b. Technology Protection Measure
 - i. We filter internet content both in the building and on the Chromebooks when students take them home.
 - c. Public Notice and Hearing or Meeting
 - i. Our technology policy has been in place for many years and is available on our website and communicated to our parent community annually.
3. This notice was read at a School Advisory Meeting on December 15, 2015 and SAC members were notified.
4. Blue Ribbon Status: Blue Ribbon draft application was submitted. By January 29, we will find out if we move on to final submission status. If we do, final application will be due February 29. Preference given to: Schools who have applied but did not receive and then schools who have never applied and then schools who have previously won.
5. State Visit is scheduled for Wednesday, February 24. We are in the process of collecting all documentation for this visit. Liz Hein is heading this visit.
6. AdvancED visit is a one day visit sometime between February 29 and March 11. We are in the process of uploading documentation for how we are addressing AdvancED Archdiocesan identified priorities.
7. Plans are underway for Catholic Schools Week: January 31-February 6. Theme: Communities of Faith, Knowledge and Service. The 9am mass on January 31 will be ministered by school children in addition to the regularly scheduled adult ministers.
8. Tax Credit Letter: Changes were made to the tax letter that was drafted at the end of the 2014-2015 year to be distributed to parents. SAC members reviewed and provided feedback.



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9. Action item: SAC members suggested providing information to parents on using Give Central to identify their 2015 contributions.

PASTOR'S UPDATE

From Father Trout

1. The parish is doing well as is the school.
2. Father reminded SAC members about Reconciliation this Saturday beginning at 11am and Christmas masses.

SJCS PARENT ASSOCIATION UPDATE

From Tiffany Schiff

1. Short Term Goals
 - a. St. Nick went off very smoothly. Each child was surprised with a treat on their desk. Teacher Lounge was also decorated and some goodies were placed in there for them to enjoy.
 - b. Santa Shop is running now in EDP room. Much better flow and receiving very positive feedback.
 - c. Cookie Exchange was last Friday from 9am to 11am. By 9:30am they had 80% of all teachers/staff and parish staff already come through and pick out their cookies. 65 bakers provided approximately 2000 cookies. Many thanks to the parent participants.
 - d. Faculty Christmas Luncheon was today. Students completed a Christmas ornament project for the parish while teachers were at the luncheon. The ornament activity was led by Christie Krupka.
2. Action Items
 - a. SJSPA board members are meeting later this week to re-define roles and responsibilities of board positions.
 - b. Margaret Herron (treasurer) and Tiffany will review and submit a breakdown of our budget/costs to the SAC team to review. (Mid January-February).
 - c. Our next SJSPA meeting is Tuesday, January 5th in Loughry Room at 7pm.

ATHLETIC COMMITTEE UPDATE

From Jeff Nutschnig

1. Short Term Goals
 - a. Basketball season is underway.
 - b. Feedback was received from parents in 6th and 5th grade boys basketball regarding playing time which is being addressed. Aim is in those grades to provide equal playing times.
 - c. Jeff confirmed with the coaches and confirmed that they all have coaches shirts at this time.



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2. Action Items

- a. Obtaining quotes for basketball uniforms for 7th and 8th grade for boys and girls basketball.
- b. Discussion underway about surveying parents about athletics. Suggestion was made to develop a survey monkey to send to parents after each season to solicit feedback.
- c. SAC members discussed opportunity next year to review athletic schedules to ensure that practice and game times align with academic and sleep recommendations.

FINANCE UPDATE

From Sheila Johnson

1. Short Term Goals

- a. Achieve the 2015-16 budget
 - i. October results year to date are favorable to budget by \$118,748 (reviewed at October SAC meeting).
 - ii. November results not yet available.

2. Action Items

- a. Review November financials at next meeting.
- b. Work with Parish Finance Committee and Director of Operations to finalize 2016-2017 budget by the end of January.
- c. Provide current enrollment by grade (Anne/Tracy)

MARKETING UPDATE

From Lynn Perez

1. Short Term Goals

- a. 2015-2016 Enrollment: 441
 - i. Budgeted enrollment: 432 (variance: +9)
 - ii. Aspirational Goal: 450 (variance: -9)
 - iii. Status:
 1. -2 students: 4th grader (relocation out of state); 1 preschool (drive distance)
 2. +7 students starting in January 2016 bringing January enrollment to 448
 - a. Confirm new family welcome mentors and yard signs.
 3. 4 additional prospects in pipeline for this school year.
- b. Retention & Loyalty / Community Awareness: SJCS Yard signs on sale (23 sold; 2 left).
 - i. Status: ordering 25 more for CSW and to sell at basketball games in January.

2. Long Term Goals

- a. 2016-2107 Enrollment goals:
 - i. Budgeted enrollment: 432; Aspirational Goal: 460
 - ii. Successfully open 2nd preschool room and enroll 30 total in preschool
 1. Status: 20 students enrolled
 - iii. Prospect Conversion: # prospects converted to enrollees; Goal: 20%



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- b. Retention & Loyalty: retain current students (excluding 8th graders) by reducing voluntary departures; Goal: <=8
 - c. Community Awareness: increase # of community engagement activities
 - d. Long Range Strategic Plan: organize proposed tactics into timeframes
3. Action Items
- a. December
 - i. Preschool Expansion Planning (Anne/Tracy)
 - 1. Status:
 - a. Preschool folders and inserts have been redesigned with the help of Sarah Esp (parent) and preschool teachers.
 - b. Preschool open house held December 3rd. 8 people attended (up from 1 person last year). Several from MYC and Growing with Grace preschool. Two people enrolled for next year from the session (1 pre-k 3; 1 full day 4).
 - c. Preschool ad in Carpenter and St Mary of Vernon bulletins starting this week.
 - d. Preschool open house at Cook Library in January.
 - e. SJCS preschool will be included in the Little Lake County preschool guidebook.
 - ii. SJCS Media Plan and Communication Platform
 - 1. Status:
 - a. Anne and Tracy met with Daily Herald representative about print and digital media opportunities. Next step: determine timing and budget.
 - b. Updating photos on website (in process).
 - iii. Preparations for Catholic Schools Week and 2016-2017 enrollment
 - 1. Status:
 - a. Planning underway including:
 - i. Targeted postcard mailings to communities regarding SJCS, Enrollment and Catholic Schools Week (for preschool and general enrollment)
 - ii. Exploring SJCS spirit wear opportunities including for families, volunteers at pancake breakfast, volunteer coaches, etc. (in process)
 - iii. Exploring Catholic restaurant owners for participation in Catholic Schools Week.
 - b. February/March
 - i. Infographic on SJCS achievement being developed (Jerry, Lynn, Tracy)
 - ii. Explore digital/online tools with the help of Maura, Kelly and Technology Committee including pilot digital Ads (Google Adwords); using Google Analytics for our website; and enhancing our searchability.



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FUNDRAISING UPDATE

From Mary Krogman and Jerry Langfeldt

1. Short Term Goals
 - a. Ongoing email and social media communications, shift messaging to participation in January including communicating participation by grade level, etc.
 - b. Assist Mary Beth Koenig in tracking of donations and updating total collected.
 - c. Continued focus on communicating information on corporate matching opportunities to potential donors.
 - d. Ad Hoc Committee:
 - i. Finalize short-term plan and communications for 2015-16 Business Partnerships.
 - ii. Ideas for recognition: Pancake breakfast placemats, bags tournament, school website, school newsletter, social media exposure.
2. Long Term Goals
 - a. Ad Hoc Committee:
 - i. Develop long-term plan for Knight Fund or SJCS business partnerships (2016-2017 school year) with goal to approach businesses prior to start of school year (July or August).
 - ii. Explore how information on our website usage and facebook usage could be useful in conversations with business partners.
3. Action Items
 - a. Define and develop long term business program. Jerry to take the lead, working with Sheila, on developing proposal including the list of current business partner donors, donations provided and a plan moving forward for review and discussion at the January meeting.

TECHNOLOGY UPDATE

From Maura King

1. Short Term Goals
 - a. Transition to fiber.
2. Long Term Goals
 - a. Update the strategic technology plan.
3. Action Items
 - a. Fiber: SJCS has been approved for a subsidy up to approximately \$12,000 for 2015/16 (subject to an annual application) for a fiber connection through AT&T and supplied bandwidth via Illinois Century Network (ICN). The subsidy for 2015-16 is for up to the 250 mbps speed connection. Transition to fiber comes at an increased cost; however this will be offset by the e-rate subsidy. The finance committee approved the proposal and it should take 4-6 months to install.
 - b. Internet: Network engineer will be coming on January 7 to run some tests on our network to determine the source of our interruptions. The interruptions have greatly improved but have not completely stopped.



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CONTINUOUS IMPROVEMENT UPDATE

From Lori Ventura and Matt Everett

1. Short Term Goals
 - a. Support SJCS in Blue Ribbon Process.
 - b. Support SJCS in State Visit.
 - c. Support SJCS in AdvancEd site visit.
2. Long Term Goal
 - a. Assist SJCS in Long Range Strategic Planning.
3. Action Items
 - a. Create timelines for preparations for all accreditation visits. (Lori, Matt and Anne)

MOTION FOR ADJOURNMENT

1. Mary motioned; Maura seconded. Motion to adjourn the meeting.

CLOSING PRAYER

1. Offering of special intentions followed by Our Father.