

School Advisory Committee Minutes

February 21, 2017 7pm-9:15pm

Loughry Room

Topic: School Advisory Committee February Meeting

**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	x	Matthew Everett		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

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 Matthew 6: 24-34
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

		<ul style="list-style-type: none"> ● 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>Approval of Minutes</p> <p>Notes:</p>
7:10 - 7:20	10	<p>Objective 4: Understand parish update by Father Trout</p> <p>TBD based on Timing</p> <p>Notes: Renew My Church is a program that is being introduced by ARch....There is an initiative to help better support the parishes. Due to parishes closing and fewer priests, parishes are combining resources. Lake County is a little different than other areas. SJ is a larger parish so we offer more stability. St. Mary's of Vernon is our cooperative parish. So we will share resources, pastor programs, youth ministry, and other programs. The conversation is just starting. St. Mary's is a vibrant parish so it will benefit both parishes.</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"> ● We are in the process of applying for the Blue Ribbon award. We are on stage two of the application which is due on February 28. ● Second grade Reconciliation took place on Saturday, February 4. Confirmation is February 25. ● Teachers evaluated new resources for religion – we will most likely move forward with a new publisher next year and a new scope and sequence for religion will be created. ● Teachers have rolled out the OCS science benchmarks, and I am more than impressed with their efforts of implementation. We are meeting tomorrow to discuss next steps. ● We are looking at building an elementary Spanish program for our students – there is a team working on this in-house. ● Fifth grade Chromebooks have been in-house as a 1:1 program all year, and they are now a take-home device.

		<ul style="list-style-type: none"> ● All major events have been submitted to Service U for the 2017-2018 year. An “At a Glance” document with major dates of next year is posted on our webpage. ● We have not made our goal just yet for the Knight Fund(we started the campaign three weeks later than previous years). We are in talks with the parish to find out when the stewardship campaign is for 2017 so our kick off of Knight Fund is not planned as an overlap. “Day of giving” was February 3. Many thanks for Jon, Jerry, Mary and Tracy for their efforts with this day. ● School is working on analysis of AdvancED accreditation surveys from teacher and student surveys conducted in January. A parent survey was not conducted due to the Arch planning a Strategic Plan survey ● Writing PD- we have one more session with our consultant. This is has been a very positive addition to our curriculum. <p>Notes: Group to create an end-of-year plan for meeting Knight Fund goal with a stronger focus on informative, educational pieces for families and community members of SJCS. SJCS administration to complete an review of corporate matching opportunities.</p>
7:30 - 7:40	10	<p>Objective 6: Update Committee Reports: Finance Update (Gil Licudine & Sheila Johnson)</p> <p>Update:</p> <ul style="list-style-type: none"> ● Review January 2017 results (if we receive the financials timely) ● Update from Gil on budgeting process for next year <p>Notes:</p>
7:40	0	<p>Continuous Improvement Update (Lori Ventura)</p> <p>Some Content Addressed in principal’s report</p> <ul style="list-style-type: none"> ● LAP Report <p>Notes: IL kids campaign still in holding pattern awaiting political leadership changes.</p> <p>Additionally, Several SAC applications were submitted. The discernment committee will meet with candidates and bring recommendations to SAC during the March meeting.</p>

7:40-7:50	10	<p>SJSPA Update (Tiffany Schiff)</p> <p>Update:</p> <ul style="list-style-type: none"> ● Family Fun Night had about 230 attendees generated about 500.00 ● 2017 5th/6th grade social 10/13/2017-Entertainment booked Jim Basketball Jones ● Box tops program-516.00 Next batch being sent in 3/1/17 ● Java with Joe hosted by SJSP went very well. ● CSW SJSPA Recruitment table helped to secure about 80% of committee event chairs for 2017-2018 school year. ● Daddy Daughter Dance was a success ● Most recent SCRIPT check was for 2210.00 ● SJSPA will meet have the next meeting in April. ● Mother-son night on April 21, 2017. ● Early planning starting for End-of-Year picnic <p>Notes:</p> <p>SJSPA is focused on recruiting new members to help chair, plan and execute the events. There will be a strong push this spring to have all committee leads/chairs in place by summer.</p>															
7:50-8:00	10	<p>Athletic Committee Update (Jeff Nutschig)</p> <p>Update will be provided at meeting</p> <p>Notes: Winter sports are wrapping up. All participants in SJCS winter sports will be survey for feedback that will inform future planning.</p>															
8:00-8:10	10	<p>Marketing Update (Sarah Esp)</p> <p>Enrollment</p> <table border="1" data-bbox="500 1402 1216 1887"> <thead> <tr> <th></th> <th>2017-18 Budget</th> <th>2017-18 Enrollment 2/17/17</th> </tr> </thead> <tbody> <tr> <td>PreK 3</td> <td>15</td> <td>14</td> </tr> <tr> <td>PreK 4AM</td> <td>15</td> <td>7</td> </tr> <tr> <td>PreK 4 PM</td> <td></td> <td>4</td> </tr> <tr> <td>PreK 4 Full Day</td> <td>13</td> <td>13</td> </tr> </tbody> </table>		2017-18 Budget	2017-18 Enrollment 2/17/17	PreK 3	15	14	PreK 4AM	15	7	PreK 4 PM		4	PreK 4 Full Day	13	13
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K	30	35
1	32	31
2	44	42
3	42	41
4	48	46
5	38	36
6	47	47
7	54	52
8	52	52
TOTAL	430	419

- 2 current families (total of 3 children) who have not returned their re-enrollment form yet.
- 3 children in the pre-k 3's program not returning because of the schedule.
- 8 children in the 4's program going to public schools for kindergarten
- 21 4's returning for kindergarten compared to 11 last year.
- We have 3 families moving (total of 4 students).
- At this time, we do not having anyone leaving due to dissatisfaction.
- Current numbers are similar to those in '15-'16 at this time

Prospects:

- 10 very active prospects: 3K, 1 1st , 2 3rd, 1 4th, 1 5th, 1 7th, 1 8th

CSW Open House:

- 12 tours
- 4 Enrolled
- 3 Active

Advertising:

- We have 1 student enrolling from Gregg's Landing- saw the ad!
- Will perform advertising evaluation of current and possible placements for remainder of year and planning for '17-'18

Additional Notes:

- Developing preschool satisfaction survey
- Content planning scheduled for 2/24 (Sarah & Tracy)

		Notes: <ul style="list-style-type: none"> 				
8:10-8:20		Technology Update (Maura King) Notes: The tech team is review various scenarios for leasing or buying devices. This process involves careful consideration of LRSP and best practices both in the area of technology and fiscal responsibility.				
8:20		Motion to Adjourn General Meeting				
8:20	0	Assess what worked well about this meeting and what we would like to change for next time: Please add feedback at your convenience. <table border="1" data-bbox="500 915 1395 1759"> <thead> <tr> <th data-bbox="500 915 928 999">Plus</th> <th data-bbox="928 915 1395 999">Delta</th> </tr> </thead> <tbody> <tr> <td data-bbox="500 999 928 1759"> <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="928 999 1395 1759"> <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)
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