

School Advisory Committee Agenda/Minutes
October 18, 2016, 7pm-9:15pm
Loughry Room

Topic: School Advisory Committee First Meeting of 2016-2017

Attendees: SAC Members
Facilitator: Lori Ventura
Note taker: Maura King
Time keeper: Anne Phoenix

SAC MEMBERS PRESENT:

Fr. John Trout		Anne Phoenix		Sheila Johnson (PC-FC)	
Lori Ventura		Matthew Everett		Jerry Langfeldt	
Maura King		Mary Krogman		Jon Simpson	
Gil Licudine		Sarah Esp			
Tiffany Schiff (PA)		Jeff Nutschnig (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
- Submit committee reports to Lori by September 13, 2016

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 - 7:15	15	Objective 1: Break open the Word Luke 18: 9-14
7:15 - 7:20	5	Objective 2 - 3: Review of meeting norms (Lori Ventura) Meeting Norms and Introduce Meeting Wise Agenda <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

		<ul style="list-style-type: none"> ● 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>Notes:</p>
7:20 - 7:30	10	<p>Objective 4: Understand parish update by Father Trout</p> <p>TBD based on Timing</p> <p><i>Father Trout is not able to attend - at RI.</i></p>
7:30 - 7:45	15	<p>Objective 5: Update Current Status of School: Principal Report (Anne Phoenix, Principal)</p> <ul style="list-style-type: none"> ● Met with CLS. All research is confirming our need to move to adopt this program. I am currently working on a business proposal for possible funding of this adoption. In looking at the CLS program, we will need to divide the position that is currently our media center specialist into two separate positions. We are looking at recommendations from the program vs what we currently have in place as we move forward. ● Update from 2015-2016 finances, we ended that academic year with 100% tuition collection. ● Liz Hein is now overseeing SJSPA ● We now have a staff member, Tracy Lombardo, attending the monthly facilities meetings ● Fifth grade Chromebooks will be part of the take-home program next year. The fourth and fifth grade students will be charged the Chromebook fee in 2017-2018. ● The opening of application for Blue Ribbon has been delayed until October 21. Once it opens, I will be applying for BR. <p>Notes: Specials: music, art and PE. Looking to start the week of Nov 14th, start of the 2nd trimester - coding/robotics is initially targeted. This is in line with bringing the STEM program into school.</p>

		<p>CLS - focus group in place to determine the course forward. Looking at funding the STEM program via corporate donations.</p> <p>Look at Technology - parent sensitivity around paying fees without taking the book home: grade 4th and 5th. Chromebooks may be going home later in the year for 5th grade.</p>
7:45 - 8:05	20	<p>Objective 6: Update Committee Reports: Finance Update (Gil Licudine)</p> <p>Update: Communicate Year End Financials once received and reviewed</p> <ul style="list-style-type: none"> ● Review September 2016 Results ● Discussed proposed tuition for 2017-2018 <p>Notes:</p> <p>Good discussion regarding tuition next year. The following next steps were agreed upon:</p> <ol style="list-style-type: none"> 1. Tuition increase 2% for 2017-2018 school year grades k-8 2. Non-parish tuition for preschool will be implemented at the same rate as tuition for the other grades 3. A new tech fee will be established in the lower grades k-4 of \$50, 5th grade will now be part of the Chrome books distribution for home use. As a result, a \$150 tech fee will apply both to grades 5th, as well as 6th-8th. The latter grades is an increase of \$25 over previous years. The new and increased fees in response to the growing demand for technology throughout our curriculum. 4. Comprehensive fees will remain flat for the 2017-2018 school year 5. Gil will update the tuition metrics in light of the information above 6. Anne, Gil and Sheila will draft a letter regarding the new tuition rates for distribution early November 7. Jerry will update the information which highlights where tuition dollars are spent
8:05-8:15	10	<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: See Principal's Update</p> <p>Meeting last week - legislation last week to offer deductions for donations made to Catholic Education - this would be done at the Arch level. Looking for volunteers to potentially participate for St. Joseph. Gil & Jeff will potentially assist.</p>

<p>8:15 - 8:25</p>	<p>10</p>	<p>SJSPA Update (Tiffany Schiff)</p> <p>Updates:</p> <ul style="list-style-type: none"> ● Review of Soc Hop financials ● SJSPA to provide lunches and snacks during parent teacher conferences ● Santa’s Secret Shop selections have been made (Tiffany & Valerie Richter) ● Reminder: Spirit Run/Rosary Launch is 10/28/16 ● Post- Halloween candy to be purchased on sale for future events ● SJSPA/RE co-hosting Trick or Treating after 10:45 Family Mass on 10/30/16 ● SJSPA (Tiffany), SAC (Lori) and Leadership Team (Liz) working to recruit event chairs for 2017-2018 SJSPA Events to shadow remaining events for 2016-2017 ● 90th anniversary update: <ul style="list-style-type: none"> ○ Invitation design completed (Gerriann and Katie) ○ Marketing team (Lara, Mary Gacs, Elizabeth Blesser) will post info at local businesses, submit for placement in Carpenter,, post invitation to SJCS website, Facebook and Alumni page with link to purchase and pay ○ Decorating team (Christina Riggio, Margaret Herron and Cynthia Lenihan) is determining theme for decorations. Attire is cocktail...not costume or black tie. ○ Video Montage team (Mary Krogman and Kyle Martin) currently looking for and gathering pictures for video that will run during the event. ○ Entertainment: Stu the Piano Man scheduled to play for the evening. ○ Family Celebration to be scheduled for spring. (Anne DeFranco and Suzanne Nutschig) Potential option: Mass followed by family events in the park. (Free event and will rely on donations?) <p>Discussion Items:</p> <ul style="list-style-type: none"> ● SJSPA Event Chairpeople needed for 2017-2018 <p>Notes:</p> <p>Baking team - to go treats for the night of the event.</p> <p>Donations have been set aside for the Family Celebration - what type of celebration has not yet been decided. However, the team is working on that.</p>
<p>8:25 - 8:35</p>	<p>10</p>	<p>Athletic Committee Update (Jeff Nutschig)</p> <p>Notes: <i>Golf outing update, list of corporate donors to the golf outing and current state of the Athletic committee account</i></p>

Total of \$31k - expenses were \$12k which was golf plus the raffle items, raised nearly \$19.1k

List of sponsors provided by Jeff.

Anne to review the thank you note to go out to the businesses for their donations.

Jeff to included tax ID number and the donation amount in the thank you notes out to the businesses.

Jeff looking for input as to how budget dollars should be spent for next year. Some type of calendaring app would be nice.

Anne & Lorie to review an athletic survey and will work with Jeff to leverage SurveyMonkey; surveys to go out at the end of each sport to solicit feedback on the season - will start with the fall sports.

8:35 - 8:45

10

Marketing Update (Sarah Esp)

Enrollment

	Budget	October
PreK 3	10	15
PreK 4AM	10	8
PreK 4 PM		8
PreK 4 Full Day	16	13
K	28	32
1	46	44
2	44	42
3	50	48
4	36	38
5	46	47
6	51	54
7	47	52
8	55	53
TOTAL	439	454

- 3 New families enrolled for 2017
 - PreK
 - Full Day
 - Kindergarten
 - 1st Grade

		<ul style="list-style-type: none"> ● Advertising/PR <ul style="list-style-type: none"> ○ Monthly ad in Gregg's Landing Life ○ DanceCenter North's Nutcracker Program: Circulation 6,000 ○ Daily Harold article: NEED DATE <p>Developing Caretaker & Me music and movement class</p> <ul style="list-style-type: none"> ○ ADD DETAILS <ul style="list-style-type: none"> ● Sarah scheduled to take photos 10/12 ● Keyword/search strategy underway. <ul style="list-style-type: none"> ○ Developing a list of strategic search terms to drive traffic of perspective families ● Blue Ribbon application process begins DATE <p>Notes:</p> <ul style="list-style-type: none"> ●
8:45-8:55	10	<p>Fundraising Update (Mary Krogman and Jerry Langfeldt)</p> <ul style="list-style-type: none"> ● Update: ● Fundraising overview & infographic to be communicated to school families ● Working on <ul style="list-style-type: none"> ○ KF launch video with Craftsman Media and parish communications director. ○ Including alumni families (within 3-4 years of graduation) in KF communications with customized letter and pledge form. ○ Creating structured timeline, task list for future KF campaigns. ○ Job description and hiring of fundraising personnel. ● Targeted letters to: <ul style="list-style-type: none"> ○ "Leadership" donors (previous donors at a level of \$500 or more) ○ Families who have not previously donated ● Action/Discussion items: <ul style="list-style-type: none"> ○ Review and edit Knight Fund communication materials for 2016-17 campaign. ○ Develop alumni Knight Fund communications and targeted list of alumni families. ○ Jon to create structured communication (email and social media) plan <p>Notes:</p>

		<ul style="list-style-type: none"> ● Joseph Parish will be launching a stewardship campaign in November. As a result, Fr. Trout has requested that we delay the launch of the Knight Fund such that we do not have competing projects. It was determined that the Knight Fund will launch the week of December. ● The school will also participate the parish stewardship campaign by distributing the details of the campaign to all parents. ● Craftsman video to launch the Knight Fund - the costs will total \$600. The SAC agreed, this was a good use of funds. ● The SJS letter that has been drafted, ideally will be distributed in the September timeframe as students return to school. This year's letter will be highlighted in Knight Notes with a link to the actual letter. ● Anne will reach out the parent team responsible for collection for the teachers Christmas Gift in an effort to coordinate the number of communications out to the parents.
8:55-9:05	10	<p>Technology Update (Matt Everett and Maura King)</p> <ul style="list-style-type: none"> ● Initial project for the technology committee is a financial assessment and review of the next generation of Chrome Books. ● Investigating with Gil whether or not to purchase outright or lease. Attached is the most current quotation for the lease agreement for next year's Chromebook purchase. The "Equipment Cost" in the <u>Lease Proposal</u> is based on the lowest cost device being considered – which totals nearly \$51K. The top-end Equipment Cost would be approximately \$58K. ● In addition to the above, Kelly McMahon has identified the following expenses, tentatively planned for implementation in the next academic year (Purchase - Spring 2017): <ul style="list-style-type: none"> ○ iPads = \$28K ○ Staff Laptops = \$8K ○ Access Points = \$5K ● ATT fiber is in and going wonderfully - Comcast contract to be cancelled ● Anne and Kelly met with Lake Bluff on Thursday the 15th to review their STEM program to begin the process of evaluating STEM options. The potential spending for a STEM lab or innovative classroom environments are not considered in the above, but will be included in the Strategic Long Range Plan. Ideally, this project will be funded from corporate donors. We'll need to put together a project plan for addressing donors. ● St. Ben's is implementing a network monitoring set of protocols as well as implementing a back-up solution for the school. <p>Notes:</p> <ul style="list-style-type: none"> ● ipads, laptops and access points would make good 2016 purchases

		<ul style="list-style-type: none"> ● Sheila & Gil to investigate how the lease/buy decision will impact the budget - potentially push off the decision till later in the year based upon where we're at with the budget (want to investigate how the accounting was handled 3 years past) ● potentially some type of inventory software - investigate with St. Ben's if there's a tool 				
9:05-9:10	5	<p>Assess what worked well about this meeting and what we would like to change for next time</p> <table border="1" data-bbox="514 699 1411 1835"> <thead> <tr> <th data-bbox="514 699 943 793">Plus</th> <th data-bbox="943 699 1411 793">Delta</th> </tr> </thead> <tbody> <tr> <td data-bbox="514 793 943 1835"> <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="943 793 1411 1835"> <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 </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
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			<ul style="list-style-type: none"> ● Distribute Minutes earlier - 1-2 days prior to meeting ● No new changes (4) 	
9:15		Motion for Adjournment and Closing Prayer (Lori Ventura)		