

**School Advisory Committee [Minutes](#)
August 22, 2017 7pm-9:15pm
Koenig Center**

Topic: School Advisory Committee August Meeting

**Attendees: SAC Members
Facilitator: Jerry Langfeldt
Note taker: Elizabeth Bles
Time keeper: Anne Phoenix**

SAC MEMBERS PRESENT:

| | | | | | |
|-----------------|---|----------------------|---|-----------------------|---|
| Fr. John Trout | x | Jerry Langfeldt | x | Elizabeth Bleser (PA) | x |
| Anne Phoenix | x | Jon Simpson | x | | |
| Matthew Everett | x | Tom Cosentino | x | | |
| Sarah Esp | x | Craig Sondalle | | | |
| Sean Hogan | | Robb Kristopher (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

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 |
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| 7:00 - 7:10 | 10 | Objective 1: Break open the Word John 14: 15-21 |
| 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 |

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| | | <ul style="list-style-type: none"> ● Submit report to Jerry 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> <ul style="list-style-type: none"> ● Update to be provided at meeting <p>Notes:</p> <p>Materials shared - Carpenter and Community for the Kingdom brochure</p> <p>Mass In The Market was a success - 1200 roughly attended</p> <p>Launched a new program in the Parish called “Community for the Kingdom”. Plan is that everyone would be a part of a small group of faith. Father’s expectation is that people who are in leadership positions within the school and parish to take an active role in this program. How can we not be the last generation of Catholics in our families?</p> <p>Summary of program in the front of the 8/20 Carpenter.</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"> ● New staff members joining our team: <ul style="list-style-type: none"> ○ Elizabeth Ryan: 2nd Grade ○ Anastasia Serpico: 3rd Grade ○ Grace Spagna: 4th Grade ○ Melissa Polovitch: Middle School Social Studies ○ Wendy Cohn: Middle School Resource Position ● Current enrollment for 2017-2018: 438 students ● STEAM Lab opened on August 18. As one student said as he walked in, “This doesn’t even look like school!” <ul style="list-style-type: none"> ○ Preschool: done in the regular classrooms m ○ K-3: 1 time per week ○ 4-5th: 2 times per week ○ 6-8th: 3 times per week ● All returning families were in good standing financially when the year started. ● This year, we are implementing... <ul style="list-style-type: none"> ○ New science resources titled STEMScopes (this is different than the STEAM lab) ○ New religion resources from Loyola Press ○ New middle school social studies resources ○ New STEAM Lab ○ New Spanish resources |

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| | | <ul style="list-style-type: none"> ● ACT Aspire data is back. See attached report. Student reports will be going home next week to parents. ● I applied for the 2017 National Blue Ribbon Award. We are waiting to hear the outcome of this, which will be announced sometime in September. ● Knight Fund packet will be sent out on Wednesday, August 30. Address changes still coming in. This year's additional funds will be allocated to: <ul style="list-style-type: none"> ○ Purchasing additional resources for our new STEAM Lab, to provide advanced elementary and middle school learning engagements (if needed) ○ Increasing our iPad ratio in the elementary classrooms ○ Updating classroom furnishings to accommodate 21st century learning ○ Investing in new security enhancements ● Communities for the Kingdom: See attached paperwork ● Teen Ministry Update <p>Notes:</p> <p>So much support for the new Steam Lab for our Parishioners, so much great feedback and conversations around the offerings</p> <p>All families of enrolled students are in good financial standings - \$0 balance.</p> <p>Reviewed depth of information in the ACT Aspire Data - teachers will review reports on 8/23 and parents will receive next week.</p> |
| 7:30 - 7:40 | 10 | <p>Objective 6: Update Committee Reports: Finance Update (Craig Sondalle and Tom Cosentino)</p> <p>Update:</p> <ul style="list-style-type: none"> ● Update to be provided at meeting <p>Notes:</p> <p>No report today</p> |
| 7:40 | 0 | <p>Continuous Improvement Update (Sean Hogan)</p> <ul style="list-style-type: none"> ● Update to be provided at meeting <p>Notes: No report today</p> |
| 7:40-7:45 | 5 | <p>SJSPA Update (Elizabeth Bleser)</p> <ul style="list-style-type: none"> ● Updates to be provided at meeting <p>Notes:</p> <p>Small committee met and worked throughout the summer. Three areas of focus for 2017-2018:</p> <ul style="list-style-type: none"> · Increased volunteer participation · Stronger link to Religious Ed and our parish family · Eye on greater financial responsibility <p>Movement on all fronts.</p> |

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| | | <p>Final stages of confirming our operating budget for the year. Plan to submit to SAC by early next week.</p> <p>Informed today that we will fundraise in conjunction with The Spirit Run. We will also provide spirit wear to each student. Athletic Committee has kindly offered to split the cost with SJSPA.</p> <p>First meeting on 9/5. New volunteer incentive program for volunteers being rolled out at Back to School night on 9/30.</p> |
| 7:45-7:50 | 5 | <p>Athletic Committee Update (Robb Kristopher)</p> <p>Update will be provided at meeting</p> <p>Notes:</p> <p>Volleyball and cross country programs have started. Soccer is starting soon. New uniforms for the middle school volleyball were passed out this week.</p> <p>The gym needs new winches for the basketball hoops to be raised. New volleyball nets are being explored as well.</p> <p>Tents for runs, sporting events, etc are being explored.</p> <p>Golf outing is coming up. 60 registered golfers already. 100 is target.</p> <p>September the 8th is the event.</p> |
| 7:50-7:55 | 5 | <p>Marketing Update (Sarah Esp)</p> <p>Current enrollment is 437; will likely have a new 6th grader enrolled this week.</p> <p>Townee Planner ad for Gurnee and Liberyville calendars is due</p> <p>Carpenter articles and parish eblast presence continues</p> <p>Last Greg's Landing ad runs in September. Opted to not continue for this year</p> <p>STEAM articles were picked up by Daily Herald and Chicago Tribune over the summer</p> <p>Tracy reached out to Daily Herald about Rosary Launch article - will submit if they don't come to school for the event</p> <p>Notes:</p> <ul style="list-style-type: none"> • |
| 7:55-8:00 | 5 | <p>Technology Update (Matt Everett)</p> <ul style="list-style-type: none"> ● 2016-2017 Accomplishments <ul style="list-style-type: none"> ○ AT&T - Implementation and eCredit savings <ul style="list-style-type: none"> ▪ St. Ben's monitoring – No classroom issues reported, Speed up/down acceptable for current curriculum ○ Chromebook - Lease for 2017/2018 <ul style="list-style-type: none"> ▪ Received devices – Ready for distribution |

- Lease payment – 1 of 3 made in June 2017 (Did not appear to apply to Tech. Budget) - ???
 - Resale - net \$2,620 back from Lease company
 - Cases donated through Arch diocese
- IPad
 - Purchased 30 in 2016/2017 budget
 - Maintained 2:1 minimum in lower grades
 - Consider recycle/resale - \$25 - \$65 value
 - 50 device minimum
- 2017-2018 Accomplishments – Planned Activities
 - Chromebook Deployment
 - Chromebook – 4th/5th Grade devices – 2017/2018 will be 3rd year – Evaluate mid-year performance – possible 4 year device
 - St. Ben’s - renewed 1 year contract
 - Additional Service – Full Network, Server and Device Survey
 - Define Scope and Implement in Nov./Dec. 2017 – Actions Jan./Feb. 2018
 - Cost Estimate < \$1,000
 - Anti-virus – New software
 - Will monitor performance with St. Ben’s
 - Curriculum
 - New Science Curriculum
 - Support Professional Development
 - SeeSaw – Expanding use
 - Wixie – Consider for future implementation (Subscription based service)
 - Pixie – (implemented in STEAM lab – possible expansion)
 - Other on-line subscriptions – review to prevent overlapping tools
 - Support Teacher Professional Development and Certifications
 - Classroom Functionality Upgrades – LRSP - for consideration
 - Outlets
 - Furniture
 - Tech. Tools for curriculum
 - Learning space changes
 - Mobility/Creativity options
- STEAM Lab
 - Summer 2017 infrastructure work completed
 - Equipment delivered – 7 – 15 Aug. 2017
 - Assume Anne Phoenix will have more detailed update – VERY EXCITED

Notes:

| 8:00-8:10 | 10 | <p>Fundraising Update: (Jon Simpson)</p> <ul style="list-style-type: none"> ● Fundraising overview packets going out Curriculum Night, August 30 ● SCRIP taking on higher priority to get new enrollees and activity! Can we have 100% participation from SAC all enrolled by 8/30? Christie Krupka is setting example. New promotion of current SCRIP rebates will happen on Facebook and weekly Knight Notes. What else can be done to make look exciting for new / current families to sign up in next 30 days? ● Need to start think of best date for Day of Giving, solicit small team to work with ● Would like to confirm list of companies to approach for corporate contribution Knight Fund, avoiding conflict of those already supporting SJCS in other events <p>Notes:</p> | | | | | |
|--|---|---|--|------|-------|--|---|
| 8:10 | 0 | <p>Motion to Adjourn:</p> <p>Notes:</p> <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 1377 1409 1896"> <thead> <tr> <th data-bbox="514 1377 943 1472">Plus</th> <th data-bbox="943 1377 1409 1472">Delta</th> </tr> </thead> <tbody> <tr> <td data-bbox="514 1472 943 1896"> <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 </td> <td data-bbox="943 1472 1409 1896"> <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) </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 | <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) |
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| | | <ul style="list-style-type: none"> ● 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"> ● 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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