

**School Advisory Committee [Minutes](#)  
 March 20, 2018 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>● <b>Update to be provided at meeting</b></li> </ul> <p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. Parish going well</li> <li>2. Father Trout re-appointed for 6 years</li> <li>3. Father Joe - Pastor - St. Alfonse in Prospect Heights (check spelling)</li> <li>4. Deferred Maintenance and maintained capital reserve</li> <li>5. Next projects - Roofing and Lighting in the church</li> <li>6. New Priest - Ordained in May, Fr. Robinson from Colombia beginning on July 1st</li> <li>7. Blue Envelopes for Roofing and Lighting</li> <li>8. Consider next big project - Curtain wall on school (West)</li> <li>9. Following a book called “Rebuilt” - follows a parish that is engaging parishioners not attending Mass regularly <ol style="list-style-type: none"> <li>a. make Mass engaging, attractive and meaningful</li> </ol> </li> <li>10. Integrate Community for the Kingdom into the school</li> <li>11. How to invite new parents and families into the community?</li> </ol>
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>● Current enrollment is 439; Three students are starting in April.</li> <li>● Mrs. Konovodoff is relocating to Minnesota; Liz Hein is the permanent substitute.</li> <li>● We rolled out our new online re-registration using the PowerSchool parent portal.</li> <li>● Empower Illinois update: 21 students applied; \$2,500; \$10,000</li> <li>● Tuition exclusion policy - used once in 2018</li> <li>● I spent the last month (plus) working with District 70 and 128 to possibly change our start time next year. I was hoping to partner with D128 to make the adjustment work. After a number of conversations with D70 and D128, we will not be able to change our start time.</li> <li>● We have assessed five different progress monitoring assessments for grades k-8 in reading and math. We should have a decision made by May of this year and will implement in the Fall of 2018.</li> <li>● We are looking at our grading scale – currently, we have a 7 point scale. We are discussing the scale to be sure that this scale is in our students' best interest.</li> </ul>

		<ul style="list-style-type: none"> <li>• Middle school Youth Ministry – Students are attending the after school sessions; there has been positive feedback thus far</li> <li>• Kelly McMahon and Cindy Rucks will attend the CLS (STEAM) annual conference in Denver this summer.</li> <li>• Fifth student tuition recommendation: 30% discount</li> <li>• Parent survey - will defer to Sean</li> <li>• Carmel partnership: PD; summer camp; STEM class</li> </ul>			
7:30 - 7:40	10	<p><b>Objective 6: Update Committee Reports: Finance Update (Craig Sondalle and Tom Cosentino)</b></p> <p>Written report on Financial Performance through Feb 28, 2018 will be provided onsite.</p> <p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1.</li> </ol>			
7:40	0	<p><b>Continuous Improvement Update (Sean Hogan)</b></p> <ul style="list-style-type: none"> <li>•</li> </ul> <p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. <b>Reviewed Survey</b> <ol style="list-style-type: none"> <li>a. <b>Add Net Promoter Survey question</b></li> </ol> </li> </ol>			
7:40-7:45	5	<p><b>SJSPA Update (Elizabeth Bleser)</b></p> <ul style="list-style-type: none"> <li>• Setting up the SJSPA Events Calendar for the 2018-2019 year</li> <li>• Board application / voting to begin in April</li> <li>• Examining how to build on our Ambassador program</li> <li>• Next / last meeting in May</li> <li>• Proposal to SAC for SJSPA to buy the teachers a new microwave for break room</li> <li>•</li> </ul> <p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. Volunteerism - down, difficulty of getting to chair</li> <li>2. Documenting the needs to lead an event</li> </ol>			
7:45-7:50	5	<p><b>Athletic Committee Update (Robb Kristopher)</b></p> <p><b>Update will be provided at meeting</b></p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>			
7:50-7:55	5	<p><b>Marketing Update (Sarah Esp)</b></p> <p><b>Enrollment</b></p> <table border="1"> <tr> <td></td> <td><b>2017-18 Current</b></td> <td><b>2018-19 Actual</b></td> </tr> </table>		<b>2017-18 Current</b>	<b>2018-19 Actual</b>
	<b>2017-18 Current</b>	<b>2018-19 Actual</b>			

PreK 3	14	11
PreK 4 ½ day	15	11
PreK 4 Full Day	15	12
PreK 4; 3 ½ day, 2 full day		6
K	44	34
1	34	50
2	46	35
3	43	46
4	49	45
5	37	49
6	47	36
7	52	46
8	45	53
<b>TOTAL</b>	<b>439</b>	<b>434</b>

**2017-2018 Enrollment Notes:**

- 1 student moved to VA, last day 3/20
- 3 starting in April – PreK 4 FD, 1st, 3rd. Relocating from Australia.

**2018-2019 Enrollment Notes:**

- 4 active in pipeline (not incl. in 434)

**Advertising:**

- Targeting preschool ad for newsletter and Carpenter
- Researching Little Lake County email/FB posts/advertising

**Notes:**

- Good visibility in the Little Lake County Blog
- Focus on On-Boarding - Addressing more than just academics

7:55-8:00

5

**Technology Update (Matt Everett)**

		<ul style="list-style-type: none"> <li>● 3rd Grade Google Accounts - working during media lab</li> <li>● Keyboarding - new program for 7th and 8th, Media lab using same program for 4th and 5th (New Curriculum)</li> <li>● New Chromebooks - Acer - Battery issue - not holding a charge - replacing batteries and paying for labor for change (started in December - Acer sending 10 at a time)</li> <li>● Summer Projects - Need Budget Status (YTD / Balance) <ul style="list-style-type: none"> <li>○ Staff Devices - replacements - HP</li> <li>○ iPads - replace</li> </ul> </li> <li>● St. Ben's Infrastructure and Network Assessment <ul style="list-style-type: none"> <li>○ Recommended - <ul style="list-style-type: none"> <li>■ Physical Server (redundant) <ul style="list-style-type: none"> <li>■ Not Running Curriculum - Predominantly file and print server <ul style="list-style-type: none"> <li>■ Most Applications on Google</li> </ul> </li> </ul> </li> <li>■ Migrate card access and phone to server grade hardware (MAYBE or virtual server) - need more technical support</li> <li>■ Remote Power Management - Maybe</li> <li>■ Replace UPS - for Main Server (vintage 2010) - Category 2 funding from eRate - ~\$250 - \$500</li> <li>■ Firewall - Comprehensive Support for 5 years - Good Condition</li> <li>■ Switches - 2014 - 2016 - OK <ul style="list-style-type: none"> <li>■ Maybe Lentino Office replacement - Currently 10/100 - others within 2 years</li> </ul> </li> <li>■ Label switch cabling - for active troubleshooting - Summer Project</li> <li>■ Aruba - wireless access - New 300 not compatible with 100 series - ~13 - 100 Series @ \$550 each less \$2K eRate subsidy total =&gt; \$4,500 investment, but eRate funding in 2017/2018 <ul style="list-style-type: none"> <li>■ Weakest area - Parish Library</li> </ul> </li> <li>■ Projectors <ul style="list-style-type: none"> <li>■ Replace 2008 vintage without HDMI</li> </ul> </li> <li>■ Microsoft Office - License - end of life 2020</li> </ul> </li> </ul> </li> <li>● Read CIPA Statement - Statement and attachment to be posted to Meeting Minutes <ul style="list-style-type: none"> <li>○ AUP: <ul style="list-style-type: none"> <li><a href="https://docs.google.com/document/d/1KjxXQG6Od-UqhGlzK4L8pibzT0kGXr7_fXq2_tbG3ws/edit?usp=sharing">https://docs.google.com/document/d/1KjxXQG6Od-UqhGlzK4L8pibzT0kGXr7_fXq2_tbG3ws/edit?usp=sharing</a></li> </ul> </li> <li>○ CIPA Statement: <ul style="list-style-type: none"> <li><a href="https://docs.google.com/document/d/10ia6gxT8k4IkNTFTME5wGQ2xymv2lodMLf-m90BwQn4/edit?usp=sharing">https://docs.google.com/document/d/10ia6gxT8k4IkNTFTME5wGQ2xymv2lodMLf-m90BwQn4/edit?usp=sharing</a></li> </ul> </li> </ul> </li> </ul> <p><b>Notes:</b></p>
8:00-8:10	10	<p><b>Fundraising Update: (Jon Simpson)</b></p> <ul style="list-style-type: none"> <li>● As of March 6th, the Knight Fund balance is at \$116,393.45.</li> </ul>

		<ul style="list-style-type: none"> <li>● Our 2nd online Day of Giving is on for Wednesday, April 11. Facebook will be the primary channel of social media, with scheduled posts to be made to highlight giving opportunities to support the Knight Fund.</li> </ul> <p>Notes:</p> <ol style="list-style-type: none"> <li>1. Corporate Matching difficult to plan/predict</li> <li>2. Jon Simpson meeting with Tracy Lombardo for Day of Giving - social media posts, etc...</li> <li>3. Are we missing an opportunity to reach families that pay in lump sum, not using FACTS monthly?</li> <li>4. SCRIP - details not available at meeting, but there are more participants than past years             <ol style="list-style-type: none"> <li>a. reminders for travel and Lands End - larger rebates</li> </ol> </li> </ol>				
8:10	0	<p><b>Motion to Adjourn:</b></p> <p>Notes:</p> <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> <table border="1" data-bbox="514 1144 1409 1377"> <thead> <tr> <th data-bbox="514 1144 943 1241">Plus</th> <th data-bbox="943 1144 1409 1241">Delta</th> </tr> </thead> <tbody> <tr> <td data-bbox="514 1241 943 1377"> <ul style="list-style-type: none"> <li>●</li> <li>●</li> </ul> </td> <td data-bbox="943 1241 1409 1377"> <ul style="list-style-type: none"> <li>●</li> <li>●</li> </ul> </td> </tr> </tbody> </table>	Plus	Delta	<ul style="list-style-type: none"> <li>●</li> <li>●</li> </ul>	<ul style="list-style-type: none"> <li>●</li> <li>●</li> </ul>
Plus	Delta					
<ul style="list-style-type: none"> <li>●</li> <li>●</li> </ul>	<ul style="list-style-type: none"> <li>●</li> <li>●</li> </ul>					