

**School Advisory Committee [Minutes](#)  
November 28, 2017 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>● Update to be provided at meeting</li> </ul> <p><b>Notes:</b></p>
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>● Enrollment is 445 (one child in the pipeline)</li> <li>● Blue Ribbon celebration is scheduled for Saturday, December 2. 5pm Mass and a reception will follow in the Koenig Center. Dr. Rigg, the superintendent of schools, will be in attendance. All SAC members should wear their name badge that evening.</li> <li>● STEMScopes Update: Every teacher has adjusted to this new way of teaching science. We had a trainer come out this month for an additional training/troubleshooting seminar.</li> <li>● High school articulation meetings: science, math, Spanish, social studies have taken place. All current freshmen have either As or Bs in all their classes at LHS and Carmel.</li> <li>● Spanish program: Much more appropriate for our middle school students. Positive feedback from the students.</li> <li>● STEAM: Looking at adding an additional peninsula as well as purchasing additional resources.</li> <li>● In the new year, our staff will be looking at: <ul style="list-style-type: none"> <li>○ our grading scale</li> <li>○ amount of homework assigned at each grade level</li> </ul> </li> <li>● We have started looking at our: <ul style="list-style-type: none"> <li>○ progress monitoring assessments for reading and math</li> </ul> </li> <li>● New preschool option next year: Tuesday/Thursday morning will be an enrichment for the afternoon 4s program (thus making Tuesday and Thursday an all day option)</li> </ul>

		<ul style="list-style-type: none"> <li>Blue Ribbon signage for outside: we want to research two 'metal' BR signs to display on the gym brick (2009 and 2017) with St. Joseph Catholic School.</li> </ul>
7:30 - 7:40	10	<p><b>Objective 6: Update Committee Reports: Finance Update (Craig Sondalle and Tom Cosentino)</b></p> <p>Update:</p> <p>We will spend the majority of the meeting discussing the 2018-19 budget and tuition. Notes and details to be provided at the meeting</p> <ul style="list-style-type: none"> <li>Revenue to Date (July – October 2017) is \$755,890 against a budget expectation of \$790,220. Result is an unfavorable position of (\$34,331), mostly due to 3300 Food Service and 3400 Outside Funding Sources – School underperforming to date. This may be a matter of timing.</li> <li>Expenses to Date (July – October 2017) are \$849,068 against a budget expectation of \$926,364. Result is a favorable position of \$77,296, mostly due to lower than monthly budgeted amounts for salary related items.</li> <li>Overall, when measured without STEM/STEAM, the school is on the favorable side of the Year to Date finances to the tune of \$42,599. Again, we all should recognize much of this has to do with timing of tuition &amp; fees versus expenses.</li> </ul> <p><b>Notes:</b></p>
7:40	0	<p><b>Continuous Improvement Update (Sean Hogan)</b></p> <ul style="list-style-type: none"> <li>Update to be provided at meeting</li> </ul> <p><b>Notes:</b></p>
7:40-7:45	5	<p><b>SJSPA Update (Elizabeth Bleser)</b></p> <ul style="list-style-type: none"> <li></li> </ul> <p><b>Notes:</b></p>
7:45-7:50	5	<p><b>Athletic Committee Update (Robb Kristopher)</b></p> <p>Update will be provided at meeting</p> <p><b>Notes:</b></p>

		<ul style="list-style-type: none"> <li>● Welcomed our new member Brian Buckingham.</li> <li>● Just finished vball season - - great improvement throughout the season</li> <li>● Cross country - - record # of kids (~30)</li> <li>● Soccer – JV boys had a great year</li> <li>● Basketball recently kicked off. 8GB need to borrow from the 7GB team (rather than swap across 8GB teams). We have a 6GB with desire and skill to play up at 8GB level - - based on both ability and stated need; the AC believes this is a good fit and we will move forward. In the future, we plan to handle these on a case-by-case basis</li> <li>● Start building planning document outlining banquet plan. Next meeting we will dedicate time to building out the plan including who attends (full or partial family) and if so, how to organize play time in the gym for younger family members. We would like to keep this special for middle school children, especially the 8<sup>th</sup> graders! Speaker(s) TBD but we will start with St. Joe’s alumni with good stories of how athletics lit their path.</li> <li>● Bags tournament - - with SAC endorsement, we would like to take over planning for the May 19 event. Brian has graciously offered to lead the sub-committee. We may broaden the title of the event to encourage more ‘social’ participation (not just a bags tournament).</li> <li>● Tim E. provided a budget review (attachment)</li> <li>● We purchased two 10X10 tents - - one black and one yellow. John will have the school logo added as appropriate</li> <li>● Winches likely being installed over Christmas break. New vball system will be in place by the time the boys season starts.</li> </ul>
7:50-7:55	5	<p><b>Marketing Update (Sarah Esp)</b></p> <p><b>Enrollment</b> Current: 445</p> <ul style="list-style-type: none"> <li>● 3 new students start today – 1 military family</li> <li>● We lost one 6th grader</li> <li>● 1 prospective student in the pipeline who may start 1st grade in January</li> </ul> <p><b>Preschool:</b></p> <ul style="list-style-type: none"> <li>● Preschool/Kindergarten preference sheets went out before Thanksgiving. 2018-2019 enrollment is as follows: <ul style="list-style-type: none"> <li>○ prek 3 11</li> <li>○ prek 4 AM 5 of 6 seats filled</li> <li>○ prek 4 PM 4</li> <li>○ prek 4 Full Day 8 of 14 seats filled</li> <li>○ kindergarten 21</li> </ul> </li> </ul>

- A preschool 4's enrichment program was added on Tuesday and Thursday mornings for 2018-2019. Children in the 4's PM class have the option to select that program and have their child have full day school on Tuesdays and Thursdays. 2 of the 4 PM students selected this option.
- Littlest Knights session 1 had 8 students enrolled (open to 10 students) - this a 2's mommy and me program on Tuesdays. It will be offered in the spring and have 3 families interested in enrolling

**Advertising/PR**

- Ads placed in the following:
  - Nutcracker program booklet for \$275- reaches 6,000 people
  - Carmel Street Scenes ad book in February
- 3 articles picked up by the Daily Herald print and online:
  - Kindergarten fire engine ride
  - 8th grade tree planting service project
  - Rosary Launch/Spirit Run
- Blue Ribbon recognition in Daily Herald and by Congressman Brad Schneider.
- Spirit Store opened- 47 orders totaling 143 pieces
- Blue Ribbon pop-up banner is on order; other signage, flags and marketing materials are being researched.
- Blue Ribbon water bottles have been ordered for all students and staff- should be distributed in the next week
- Parish has been given welcome committee postcards to include in welcome baskets. Tracy is working on a re-design to update the postcard.
- Will update potential family information folder with STEAM information by early January

**Events**

- Participated in "Bikes on Main Street" art display- Lindsay Scott and Lindee Katdare decorated our bike and it is on display in front of Milwalky Trace through Christmas
- Coffee with the Principal event for new families is tomorrow at 7:45am
- Blue Ribbon Reception this Saturday after mass
- Registered for Cook Memorial Preschool Fair on January 21st.

		<ul style="list-style-type: none"> <li>● Catholic Schools Week: we will be reaching out to parents before Christmas about the Ambassador program for Catholic Schools Week</li> </ul> <p><b>Notes:</b></p>		
7:55-8:00	5	<p><b>Technology Update (Matt Everett)</b></p> <ul style="list-style-type: none"> <li>● Added Annual ChromeBook Purchase to budget for 2018-2019 - Annually replacing one grade per year to level costs, ?ability to carry-over funds?</li> <li>● Added Classroom Projector replacements</li> <li>● Included annual allowance for Staff Device replacements - Consistent with prior years</li> <li>● Included Fiber, Software licenses, St. Ben's, etc - Consistent with prior year</li> <li>● Computer Lab / Media Center Desktop Replacement <ul style="list-style-type: none"> <li>○ Needs to consider curriculum changes in the future - May create a budget increase in 2019-2020 or use KnightFund for difference</li> </ul> </li> <li>● Classroom Environment - Consider future budget for changes to support LRSP.</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>● <b>Update to be provided at meeting</b></li> </ul> <p><b>Notes:</b></p>		
8:10	0	<p><b>Motion to Adjourn:</b></p> <p><b>Notes:</b></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" style="width: 100%;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table>		

		<p><b>Plus</b></p> <ul style="list-style-type: none"> <li>● Stayed on Topic(2)</li> <li>● More efficient meeting time-More time at home (5)</li> <li>● Well organized (3)</li> <li>● Thoughtful</li> <li>● Defined Roles</li> <li>● Excellent job setting foundation for the meeting</li> <li>● Great meeting (3)</li> <li>● Better use of time than prior meetings</li> <li>● Good job staying on topic (4)</li> <li>● Good Dialogue, built good relationships</li> <li>● Meeting format did not feel rushed</li> </ul>	<p><b>Delta</b></p> <ul style="list-style-type: none"> <li>● Could there be an option for outside speakers (Do we have a specific time set for this?)</li> <li>● We need to ensure we maintain flexibility for conversation and encourage dialogue (1)</li> <li>● Highlight and summarize action items for each committee (3)</li> <li>● Remember to adjust amount of time needed when appropriate</li> <li>● Need to instruct group prior to meeting on the importance of reading agenda beforehand (reinforce this concept in upcoming meetings)</li> <li>● Remember to use the “parking lot” metaphor when appropriate</li> <li>● Assign someone other than leader to be timekeeper</li> <li>● Distribute Minutes earlier - 1-2 days prior to meeting</li> <li>● No new changes (4)</li> </ul>	