

**School Advisory Committee [Minutes](#)  
September 19, 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	x	Elizabeth Bleser (PA)	x
Anne Phoenix	x	Jon Simpson	x		
Matthew Everett	x	Tom Cosentino	x		
Sarah Esp	x	Craig Sondalle	x		
Sean Hogan	x	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.

<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> <ul style="list-style-type: none"> <li>• Update to be provided at meeting</li> </ul> <p><b>Notes:</b></p>
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>From a parish perspective, I believe the Finance Committee will look at the results in both ways. School will look very favorable to budget in 2016-17 (per the Seidler statements) and will need to manage the 2017-18 budget closely since the STEM income was recorded last year and the expense will be recorded this year. I will share more perspective after the Parish Finance Meeting next week.</p> <p><b>For the year ending June 30, 2017:</b></p> <p>With STEM activity, school finished with a loss of \$282,306 favorable to the budgeted loss of \$402,000 by \$124,626.</p> <p>Without STEM activity, school finished with a loss of \$452,120 which is \$50,120 unfavorable to the budgeted loss of \$402,000. There are many categories with favorable and unfavorable results. The parish is focused on the overall result compared to budget. I will be explaining the unfavorable variance primarily to be capital associated with the new Chromebook lease. The budget assumed \$20,000 in lease expense and Seidler determined that the lease should be treated as a purchase agreement which records the total expense in year one. The actual lease payments are paid in 3 increments</p>

		<p>each year. Based on this experience, I would recommend Kelly and the IT committee change the buying pattern for Chromebook and purchase 50 per year versus 150 every 3 years to avoid this happening in the future. Favorable income (tuition related and fund raising) was used to offset unfavorable variances in salaries, miscellaneous and capital. Another item to note, the 90th anniversary party income and expenses are running through miscellaneous income and expenses. An analysis for the 90th is attached.</p> <p>The salary unfavorable variance is due to hourly employees working more hours than budget and receiving overtime pay. The budget assumed 1,200 hours per year and actual hours are closer to 2,000. There were 7 part time employees versus 2 in prior years. This is the largest salary variance in my experience with school.</p> <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> <p>Successful Spirit Run/Rosary Launch on 9/15</p> <ul style="list-style-type: none"> <li>• Raised so far about \$7300</li> <li>• Contribution link open until 9/20</li> <li>• Additional promotion going out this week</li> <li>• 39% participation</li> <li>• After costs this bring us to covering roughly + what we have in the bank 80% of our operating budget. We will then start next year with \$0. Need to discuss how we want to handle, plan and adjust.</li> <li>• Strategizing with Tracy and Liz on what we might do differently going forward around The Spirit Run</li> </ul> <p>Budget</p> <ul style="list-style-type: none"> <li>• Initial version submitted to Jerry on 8/22</li> <li>• Revised version to be submitted on 9/19</li> </ul> <p>Upcoming Events</p> <ul style="list-style-type: none"> <li>• Sock Hop 9/22</li> <li>• 5th/6th Grade Social, 7th/8th Grade Dance</li> <li>• Teacher Hospitality during October conferences</li> </ul> <p>Other Business:</p>

		<ul style="list-style-type: none"> <li>● “No Child Eats Alone” Program - looking to bring to SJS</li> </ul>
7:45-7:50	5	<p><b>Athletic Committee Update (Robb Kristopher)</b>  <b>Update will be provided at meeting</b></p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>● Successful golf outing (100+ golfers!), wonderful support</li> <li>● Top initial capital investments: winches in gym, volleyball system replacement, canopies</li> <li>● Volleyball, Soccer and Cross Country off to a fast start</li> <li>● We are building out a revitalized plan for the banquet to enhance the experience (more to come)</li> <li>● Should have a budget outline by the Oct SAC meeting</li> </ul>
7:50-7:55	5	<p><b>Marketing Update (Sarah Esp)</b></p> <p><b>Enrollment:</b>  Current enrollment: 441;  New student started in 1st grade today.  2 potential kindergartners in the pipeline.</p> <p><b>PR/Advertising/Marketing:</b>  Sent Rosary article and pictures to Daily Herald and the Arch for their Facebook and social media.  Towne Planner ad will be submitted this week.  New Facebook likes/followers since 8/1: 20. Total followers: 717. May of 2014, we were at 260.  Tracy to continue to strengthen relationships with relocation specialists (Realtors)</p> <p><b>Content:</b>  STEAM Lab write-up, photos and links have been updated to the website.  Annual &amp; monthly content calendar being created</p> <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>● 2017-2018 - Budget - <ul style="list-style-type: none"> <li>○ Need to review with A. Phoenix <ul style="list-style-type: none"> <li>▪ Did Initial Lease Payment go on 2016/2017 budget?</li> </ul> </li> </ul> </li> <li>● Staff Laptop replacements - ~10 laptops <ul style="list-style-type: none"> <li>○ 3-4 yr. old Lenovo</li> <li>○ On-going issues - target October replacement - HP laptop</li> </ul> </li> <li>● 2017-2018 eRate Approval - Category 1 approval - 50% Federal subsidy - AT&amp;T / ICN</li> </ul>

		<ul style="list-style-type: none"> <li>o Must be published in SAC notes, annually</li> <li>● Chromebook deployment - Success, Internet access good - no Issues</li> <li>● CommonSense Media Certification - Digital Citizenship - Required by Arch - PD for All Staff, likely on-line tool</li> <li>● Acceptable Use Policy - COPPA - rewrite/update - Teacher guidelines / Parent Account approval / Under 13 policy - Director of Technology at Arch sending to Arch Legal review - Gross Pointe School example for COPPA compliance</li> <li>● iPad 2 - recycling 50 Devices</li> <li>● St. Ben's network, device evaluation - on-going - scope definition for Nov./Dec. survey and Jan./Feb. implementation of any changes</li> <li>● Staff Feedback on St. Ben's support - ticket analysis</li> <li>● Google Classroom format working great, how do we stay ahead of next curriculum and bandwidth <ul style="list-style-type: none"> <li>o Google Classroom for Parents - currently using the kids login and password</li> </ul> </li> <li>● Network Redundancy - long term plan? - Not really necessary due to service agreement <ul style="list-style-type: none"> <li>o 1st week of school - Called ICN, loss for only 1-2 hours, great recovery</li> </ul> </li> <li>● Email on for Middle School - still in implementation mode, Study Skills will address digital organization</li> <li>●</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" data-bbox="514 1755 1409 1850"> <tr> <td data-bbox="514 1755 943 1850"><b>Plus</b></td> <td data-bbox="943 1755 1409 1850"><b>Delta</b></td> </tr> </table>	<b>Plus</b>	<b>Delta</b>
<b>Plus</b>	<b>Delta</b>			

		<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>	<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>	