



School Advisory Committee (SAC)

AGENDA / MINUTES OF MEETING

DATE: November 17, 2015

PREPARED BY: Lynn Perez (minutes)/Lori Ventura (agenda)

LOCATION OF MEETING: Loughry Room

SAC MEMBERS PRESENT:

Fr. John Trout	X	Anne Phoenix	X		
Lori Ventura	X	Matthew Everett	X	Sheila Johnson	x
Maura King		Mary Krogman	X	Jerry Langfeldt	x
Gil Licudine	X	Lynn Perez	X		
Tiffany Schiff (PA)	X	Jeff Nutschnig (AC)	X		

VISITORS: Tracy Lombardo

WELCOME, MISSION STATEMENT AND GOSPEL READING

From Lori Ventura

1. Lori welcomed SAC members to the meeting.
2. 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.
3. Gospel Reading: John 18: 33b-37
 - a. Committee members shared thoughts and reflections on the gospel.

DISTRIBUTION OF MINUTES

1. Minutes were distributed to SAC members via email prior to the meeting.
2. Maura motioned to approve the minutes; Jerry seconded.
3. Minutes from prior meeting were approved.

PRINCIPAL'S UPDATE

From Anne Phoenix

1. Short Term Goals
 - a. Tuition schedule for last 14 years was provided to committee members
 - b. Preparing for the December 3 preschool open house which is from 8-10am



School Advisory Committee (SAC)

- i. Revisions underway to our preschool folder (handed out during tours)
 - ii. Cover of Carpenter will be Preschool open house this week
 - iii. Decided against the three year old full day preschool program. Having four year old full day preschool program.
 - c. Initial discussions for CSW will take place the week after Thanksgiving
 - d. Looking at installing fiber for our internet connection - this could bring our monthly payment ot about \$500.
 - e. Working on internet issues - discussions taking place to bring in a third party consultant
 - f. Contacting Daily Herald and Pioneer Press for publication opportunities
 - g. Meeting with D70 tomorrow for their administrative academy
 - h. All subject area leads are meeting with D70/D68/D128 and Carmel for articulation meetings
 - i. We are receiving some data from D128 regarding student performance in language/math/literature {High School Freshman Math: 92% of our students A (2015) / 23% of students received A (2014)
 - i. Working with Carmel to receive additional data on our students
2. Long Term Goals
 - a. Meeting with the Arch regarding AdvancED visit requirements
 - b. Working with leadership team to prepare for state visit (date: TBD)
 - c. Writing professional development continues: October's Professional Development was on Informational/Explanatory
 - i. Some teacher have moved on to this genre/others are finishing narrative still
 - ii. We will circle back to narrative
3. Action Items
 - a. Preschool tuition needs to be set
 - b. Moving to become aligned with best practice recommendation for bandwidth (by 2018, 2 mbps per student). This would mean installing fiber (we maxed out what is available from Comcast). Our e-rate funding from Archdiocese money was approved. Will need to go through parish finance group as well. Could require our monthly internet bill to go from \$250 to about \$500.
 - c. Working on implementing Common Sense Digital Literacy and Citizenship curriculum in sixth-eighth grade. Mrs. Hogle is implementing this in K-5. I have asked Kelly to communicate via Knight News in coming months what this program entails
 - i. Third grade: the power of words
 - ii. Fourth: talking safely online
 - iii. Sixth: scams and schemes
 - iv. Seventh: copyright and fair use
 - v. Eighth: cyberbullying



School Advisory Committee (SAC)

- d. Blue Ribbon application - teachers/staff are currently working on their submissions for their assigned section(s). We still do not have the official clearance to submit our application online. We are moving forward with preparations anyway. Goal is to have all sections written by the end of Thanksgiving week. Once we have all sections drafted, we will forward to Matt/Lori for editing/tone/common voice. Lori is working on some of our heavy lifting with the sections. Many thanks to her for her work in this regard.
- e. Teachers are reviewing Aspire data to be sure we are ready for summative assessment
 - i. Looking for holes in academic areas vs. timing of our teaching certain skills (ie: measurement - third grade)
 - ii. Math Professional Learning Team (PLT) is currently reviewing programs against our standards for next year
 - iii. Science PLT is also evaluating their resources against the standards
 - iv. Initial results show that we are on track to meet/exceed recommended benchmarks for the summative assessment
 - v. Our literacy consultant (Katie Forlenza) continues to work with our staff on reading whole group instruction/small group instruction

PASTOR'S UPDATE

From Father Trout

- 1. New Parish website launching on Friday.
- 2. Financial report coming out in this weekend's bulletin.
- 3. 55% of registered parishioners do not contribute to the parish.
- 4. Recruiting a youth minister to focus on Confirmation program then migrating with them into High School. Position is open now for applicants.
- 5. Christmas Masses this year at 4p and 415p in the Church, Koenig Center and the Gym.
- 6. Spirituality classes will be starting soon for adults. Exploring a program in contemplation in schools.

SJCS PARENT ASSOCIATION UPDATE

From Tiffany Schiff

- 1. Short Term Goals
 - a. 5th/6th grade social was on Friday, October 30th.
 - i. Fun entertainment by Corey Jones (iamcorey.com). Corey was a fabulous motivational speaker to this age group. He had a lot of team building games and taught about respect and kindness. Kids seemed to really enjoy him. I would highly recommend for other grades as well.
 - ii. We had 72 students between both grades attend.
- 2. Action Items



School Advisory Committee (SAC)

- a. We are on our way to a busy December month.
 - i. St. Nicholas Day surprise
 - ii. Secret Santa Shop (in EDP room this year)
 - iii. Teacher Christmas Cookie Exchange
 - iv. Teacher/Staff Christmas Luncheon and Christmas Ornament Project given to parishioners.
- b. We have also started discussing Book Fair
 - i. Roles have been divided
 - ii. We went back to Anderson Book company instead of Scholastic Books. Last year we brought in the lowest amount of money ever. We hope that changes this year.
- c. Starting May of 2016, Target will no longer be doing their Take Charge of Education program.
 - i. We will be losing about \$4,000-\$5,000 a year from this program.
 - ii. Need to discuss next year's budget/fundraising as impacted by changes with Spirit Run and Target Red Card.
- d. Next step: review SJSPA budget for next year (Tiffany)

FINANCE UPDATE

From Sheila Johnson

1. Short Term Goals
 - a. Achieve the 2015-2016 budget
 - b. Received October results today
 - c. Finalize 2016-17 tuition recommendations
 - d. Review financial structure of the full day preschool program
2. Long Term Goals
 - a. Support the SJCS Long Range Plan
3. Action Items
 - a. Review October 2015 financial results
 - b. Voting for Preschool annual tuition amount and K-8 annual tuition rate.
 - i. SAC members unanimously approved the tuition for 2016-2017.
 - ii. Next step: communication to SJCS families (Anne/Tracy/Lori/Lynn)

ATHLETIC COMMITTEE UPDATE

From Jeff Nutschig

1. Short Term Goals
 - a. Athletic Committee outlined their 2015-2016 budget which was presented to SAC for review.
2. Action Items



School Advisory Committee (SAC)

- a. Basketball is just beginning.

MARKETING UPDATE

From Lynn Perez

1. Short Term Goals
 - a. 2015-2016 Enrollment: 444
 - i. Budgeted enrollment: 432 (variance: +11)
 - ii. Aspirational Goal: 450 (variance: -7)
 - iii. Status: +3 students starting in January 2016; 5 additional prospects for this year
 - b. Retention & Loyalty / Community Awareness: SJCS Yard signs on sale (20 sold).
 - i. SAC Assistance: buy your yard sign and encourage others!
 - c. Retention & Loyalty / Community Awareness: SJCS new logo car magnets distributed to all SJCS families.
 - i. SAC Assistance: display your magnet on your car and encourage others!
2. Long Term Goals
 - a. 2016-2107 Enrollment goal:
 - i. Budgeted enrollment: TBD
 - ii. Aspirational Goal: 460
 - iii. Successfully open 2nd preschool room; Year 1 goal: enroll 30 total in preschool
 - iv. SAC Assistance: refer friends and family
 - b. Prospect Conversion: # prospects converted to enrollees; Goal: 20%
 - c. Retention & Loyalty: retain current students (excluding 8th graders) by reducing voluntary departures; Goal: <=8
 - d. Community Awareness: increase # of community engagement activities
 - e. Long Range Strategic Plan: organize proposed tactics into timeframes
3. Action Items
 - a. November/December
 - i. Preschool Expansion Planning (Anne/Tracy)
 1. Status:
 - a. Preschool program plans outlined; teacher hired
 - b. 11/5 meeting with Mothers with Young Children successful
 - c. Enrollment starts December 3rd with preschool open house
 - d. December 3rd preschool open house will be advertised to current families, in Carpenter, to partner Churches (St Paul, St Mary), Facebook, Website, etc.
 - ii. Infographic on SJCS achievement being developed (Jerry, Lynn, Tracy)
 1. Status: in process
 - iii. SJCS Media Plan and Communication Platform



School Advisory Committee (SAC)

1. Status:
 - a. Media Training for Anne and Tracy completed with Robb Kristopher
 - b. Tracy/Anne to reach out to Daily Herald contact
- iv. Explore digital/online tools with the help of Maura, Kelly and Technology Committee including pilot digital Ads (Google Adwords); using Google Analytics for our website; and enhancing our searchability.
 1. Status: in process with Maura and Kelly
- v. Preparations for Catholic Schools Week and 2016-2017 enrollment
 1. Status:
 - a. Planning is underway with Anne and Tracy
 - b. Plans include:
 - i. Kindergarten open house in February
 - ii. Outreach to area preschools for Kindergarten information sharing
 - iii. Targeted postcard mailings to communities regarding SJCS, Enrollment and Catholic Schools Week
 - iv. Exploring SJCS spirit wear opportunities
- vi. Next steps: yard signs at athletic events concession stands; explore restaurant owners Catholic owners to collaborate for Catholic Schools Week; How Impressive (explore); Athletic coaches shirts (Jeff/Tracy); Attire for volunteers for pancake breakfast (Tracy/Lynn)

FUNDRAISING UPDATE

From Mary Krogman and Jerry Langfeldt

1. Short Term Goals
 - a. Communication of Knight Fund video and related message
 - i. Via email and social media
 - ii. Thank you to Jim Connell of Craftsman Media for the donation of video production
 - b. Ongoing email and social media communications in process
 - c. Assist Mary Beth Koenig in tracking of donations and updating total collected (names of donors to be known by school staff only)
 - d. 100% SJCS Staff and SAC participation in the Knight Fund. Requesting SAC KF pledges to be submitted by Nov 23 for use in Knight Fund email communications.
 - e. Ad Hoc Committee:
 1. Finalize short-term plan and communications for 2015-16 Business Partnerships
 - a. Next steps: SAC to review and provide feedback on the business partner packet



School Advisory Committee (SAC)

2. Ideas for recognition: Pancake breakfast placemats, school website, school newsletter, social media exposure
3. SAC recommendations:
 - a. Mail communications to potential business partners by early December
 - b. Businesses to target
 - c. Past supporters of school fundraisers, SJCS/parish family owned-businesses, District 70 business partners, MainStreet Libertyville, other area businesses
2. Long Term Goals
 - a. Ad Hoc Committee:
 - i. Develop long-term plan for Knight Fund or SJCS business partnerships
 - ii. Define the program we are offering to businesses (2016-17)
 - iii. Suggestion to simplify donation process (per feedback)
 - iv. Businesses would be contacted once by SJCS. Creates opportunity for larger donations, payment installment plans, credit card usage (Give Central)
 - v. Depending on level of contribution, businesses would be sponsors at one, two, or all SJCS events as well as other marketing opportunities (window clings, social media exposure, school website and newsletter, etc)
 - vi. Funds could be allocated to the areas these events support
3. Action Items
 - a. Define short term business partnership program and finalize list of 2015-16 potential business partners
 - b. Define long term business program

TECHNOLOGY UPDATE

From Maura King

1. Short Term Goals: Review recommendations from the IT Vendor, St. Ben's
2. Long Term Goals: Develop the IT 3 year plan
3. Action Items: Maura to meet with Kelly on Thursday, November 19, 2015

CONTINUOUS IMPROVEMENT UPDATE

From Lori Ventura and Matt Everett

1. Short Term Goals
 - a. Support SJCS in completion of narrative portion of Blue Ribbon application process by 12/1/15
2. Long Term Goal
 - a. Create systems for evaluating and improving school wide processes.



School Advisory Committee (SAC)

3. Action Items

- a. Follow up with Arch on LRP process for local schools
- b. Follow up with Arch on AdvancEd visit requirements

MOTION FOR ADJOURNMENT

1. Lori requested a motion to adjourn the meeting.
2. Gil moved to adjourn; Jerry seconded.
3. Meeting was adjourned.

CLOSING PRAYER

1. Offering of special intentions followed by Our Father.