

St. Joseph School Advisory Council Meeting Minutes
September 18, 2018
6:30 – 8:00 PM

Attendance

Council Members

Present: Meredith Daigrepoint (4th year, Chairperson), Kathy Barcomb (6th year), Daniel Robb (2nd year), Victor Villarreal (1st year), Phil Gibbs (1st year), Vanessa McKeever (5th year), Adam Bartkoski (3rd year), Diana Firley (1st year), Cindy Jamieson (1st year), Nick Kovach (3rd year)

Others Present

Principal: Fran Thompson

Opening Prayer: Meredith Daigrepoint

Introduction (Meredith)

- August 2018 minutes approved – will work with Ms. Thompson and Mrs. Basham to post to the school's website
- Work continues on updating the by-laws of the council to align with our strategic direction primary committees. Full by-laws will be available for a review at a later date. For now a vote was taken to align the “pillars” of the by-laws with the primary committees, Finance, Community Vitality, Academics, Catholic Identity and Facilities. The motion was approved.
- Reviewed work of the smaller Strategic Planning Direction document team that has met several times since the last meeting. A SWOT analysis is underway on all of the five pillars, including having already received great input from the teachers on the Academic topic.
- Draft Strategic Direction deliverables for SAC circulated for review. The goal is to have an SAC member lead a particular area and call upon school families or parish families to assist within that area. Meredith will reach out to SAC members to fill out the committees by the time of the next meeting.
- Reminder that the Ministry conference scheduled for October has been cancelled for SAC members.
- Meredith also reminded members that new business is best introduced prior to the meeting by notifying Meredith or Ms. Thompson ahead of a scheduled meeting.

Principal's Report (Ms. Thompson)

- Successful start to the year as Ms. Thompson has focused on the teachers and getting to know the kids. Now beginning to get to know the parents.
- Likes where the communication is between school and parents with school weekly e-mail blast and weekly church bulletin announcements.
- Father Jason co-celebrated Sunday Mass at Mother of Perpetual Help Parish, and Ms. Thompson was introduced as well. Exciting to be a part of to build relationships, especially with over 50 students of SJCS who attend that parish. Will also try and visit St. Anthony soon.
- With Daniel's help, Ms. Thompson was introduced to the principal of nearby Springridge Elementary, which is a safe zone for SJCS in the event of an emergency.
- Other areas being developed include working with St. Joseph Parish on the Fall Festival and how to better incorporate the school. Also spent the day at PSA with Kathy at a booth for SJCS and has enjoyed visiting with the director of Little Disciples. Ms. Thompson is formally meeting with Father Jason once per week.

- Looking forward to PTO meeting and on NTX Giving Day, both on 9/20.
- Discussed recent 8th grade parent meeting where Ms. Thompson proactively enrolled 24 of the 36 8th grade students in ICE prep courses (high school entrance exam). Prep course will also include interview practice, which is new this year.
- Parent-Teacher conferences around the corner in October and Ms. Thompson will strongly encourage that teachers meet with parents. In the past, these meetings have been framed somewhat as “optional”. For K-5, parents will be strongly encouraged to set up times with teachers. For 6-8, the homeroom teacher can take the lead and parents can meet with other teachers as needed. A Spring Parent Teacher conference may also be potentially scheduled.
- K-5 now having department meetings that Ms. Thompson oversees. For 6-8, Ms. Kim has been heading those meetings.

Financial Report (Adam, Phil)

- Enrollment currently at 272 (budgeted year for 270)
- Phil provided background on recent independent Review of Procedures report for the FY ending June 30, 2018.
 - Auditors performed testing on 19 diocesan procedures that should be in place related to the school and church financials. No material remarks included, but did include some recommendations going forward.
 - More segregation of duties involving receipt of checks and cash in the office.
 - SJCS response - office administrative assistant who receives the mail will now open it and set up a check/cash log to then be reviewed weekly by Office Manager
 - Also noted the lack of “backup” in the event Office Manager is out of the office for extended period of time
 - SJCS response - cross training between school Office Manager and Church Office Manager for coverage purposes, in the event either is out of the office for an extended period of time
- Finance committee will continue to work with Charlene to better understand income/expense categories since the accountants use different titles than internal financial reports produce.
- Overall goal of committee will be to help with transparency to parents, with short-term goal of communicating that on a per student basis, tuition alone does not cover the operating cost of educating that student.
- Adam provided background on latest fundraising results
 - Auction 2018
 - Gross proceeds - \$160k
 - Cost of auction - \$35k
 - \$13k – Caterer
 - \$7k – auctioneer, auction software/processing, band, photobooth
 - \$7k – games, prizes, raffle prizes, items purchased for bidding
 - \$5k – invitations, decorations, programs
 - \$2k – venue and security
 - Net proceeds - \$125k
 - \$22k – reserved in case of budget shortfall
 - \$37k – purchased intercom system, moved security doors, flooring and furniture for office, 7 HP laptops for students, camera for communications
 - \$26k – Designated for Paddles Up Garden * See below
 - \$34k – Designated for Financial Aid
 - \$4k – Designated for Teacher Wishes

- \$3k – Designated for Processing Fees
 - Paddles Up Garden
 - Less than \$1k actually spent at this time on plants, seeds, wagon, rain barrel, hose cart, storage box
 - Remainder expected to purchase flag pole, pots and additional beds
 - Overall, will have more than enough left over for maintenance in years ahead
 - Technology Donation from family
 - Gross donation - \$50k
 - Purchased items - \$42k
 - 6 truTouch, 20 iPads and Cases, Software for Boards, 25 ProBooks (notebook computers for students), Computer Cart, Ozobot Classroom Kit (Bots to teach coding)
 - Available funds - \$8k
 - Expect to purchase 10 Trashbots, more Ozobots, Office instruction and teacher resources for these two programs
 - North Texas Giving Day 2017
 - Gross donation - \$39k
 - Purchased items - \$22k
 - \$13k – staff Christmas bonus and year end gift cards
 - \$5k - 4 projectors
 - \$2k - accreditation expense
 - \$1k - water fountain installation
 - \$1k - buses for service projects
 - \$800 - staff retreat
 - Reserved in case of budget shortfall - \$12k
- Also discussed PTO contribution from their \$7k contribution to school from last year’s PTO events. More to be discussed at upcoming PTO meeting but about \$3k has been used so far.
 - Gross contribution - \$7k
 - Purchased items - \$3k
 - \$860 - bounce houses for NTGD celebration
 - \$500 - gift to Endowment Fund
 - \$400 – J-lab screening materials
 - \$400 – 3rd grade vocabulary materials
 - \$300 – 1st grade activity rug
 - \$200 – lunchroom brooms, materials for library
 - Available funds - \$4k
 - Expect to purchase locker room partitions, utility cart, IXL for KG and 7th grades, misc gift cards for student awards and library middle school book set.
 - PTO working with Ms. Thompson on the best purchases based on strongest need.
- Detail of fundraising provided to increase transparency. Future fundraisers such as NTXGD 2018 will follow the needs outlined in the Strategic Plan Direction Document that the council is working on for this year.
- At conclusion of meeting, for review, Adam handed out budget vs. actual comparison for school for July and August. Committee did not discuss.

Chairperson’s Comments (Meredith)

- Reviewed draft deliverables for the year for each committee and sub-committee

- Meredith also shared suggestions on hosting web meetings in lieu of in-person meetings given everyone's busy schedules
- Also highlighted website www.ncea.org as another resource to council members

Committee Update - Technology (Victor, Nick)

- Have recently met with Ken Steponaitis and Mr. Holmes
- Primary objectives at this point include a full inventory assessment for both the school and parish along with working on a floor plan for all of the structures to better understand the situation.
- Ultimately, to create a more long-term solution, would also include a system to tag and track all equipment.
- Victor will be reaching out to vendor to assess the slowness of the network and work towards a solution.
- Will also reach out to staff with a query document to better understand what systems are actually being utilized.

Committee Update – Marketing (Kathy)

- Kathy reiterated the importance of the strategic direction document as the results there will guide the marketing plan.
- Promotional plan being worked on within the confines of the SJCS marketing budget.
- Will likely revolve around upcoming Open Houses. Brand awareness not in the cards at this time given the amount of money that could cost. Kathy working closely with Ms. Thompson and Mrs. Basham.

Crisis Management Update – (Daniel)

- Daniel met with Ms. Thompson and Ms. Kim to review standard response protocol. He has helped set up a crime prevention survey where a review will be done on structures and surrounding areas of school and parish.
- Results to be shared upon completion with training for staff/students to follow.
- Focus may be on adding redundancies, i.e., if one staff member has keys to certain area, make sure another also has those keys in the event of the absence of one key staff member.
- Discussion of adding cameras to the school/parish grounds or providing RPD with master keys was also discussed but cost of either is unknown at this time. Results of survey needed first.

Tuition Assistance Update – (Ms. Thompson, Cindy)

- Diocesan golf tournament next Monday to be attended by Ms. Thompson and Cindy.
- Will evaluate other schools' tuition assistance programs and try to access funds available from diocese through attending this golf tournament. Deadline of 11/1 for assistant programs fast approaching.
- Ms. Thompson to take a closer look at “uncollected funds” in 2017-2018 SJCS financials as it was unusually high for last year.

Closing Prayer: Meredith