

St. Joseph School Advisory Council Meeting Minutes
January 24, 2019
6:30 – 8:00 PM

Attendance

Council Members

Present: Meredith Daigrepoint (4th year, Chairperson), Adam Bartkoski (3rd year), Nick Kovach (3rd year), Daniel Robb (2nd year), Gabrielle McDonald (1st year), Victor Villarreal (1st year), Phil Gibbs (1st year), Diana Firley (1st year), Cindy Jamieson (1st year),

Others Present

Pastor: Father Jason Cargo
Principal: Fran Thompson
Staff: Jennifer Basham

Opening Prayer: Meredith

Communications/Auction Update (Jennifer)

- Jennifer Basham, Director of Communications, shared with the council the work that she has been doing this school year, including samples of newsletter and marketing pieces as well as advertisements in Dallas Child and Texas Catholic. Recent Open House for Little Disciples students had strong attendance.
- Preparing for upcoming Catholic School Week all school Sunday Mass that will kick off CSW.
- Auction work is going well with parent gift gathering party at school at end of January with Top Chef Party featuring Father Jason and Ms. Thompson. Invitations to auction on March 2 going out soon to parents. A family has made a large donation towards a new scoreboard and more basketball rims on gym. The Paddles Up auction will try to match that donation, as well. Goal for live auction is ten items and currently have seven, so all looking good there.
- Council thanked Jennifer for hard work as she departed the meeting at this point.

Introduction to general meeting (Meredith)

- Recapped last meeting and council approved December 2018 minutes. The council noted how tuition rates at SJCS fair very well versus area schools in the Diocese.
- Going forward, SAC meetings will be held on the 4th Thursday of each month.
- Draft of Strategic Direction document for 2018-19 will be provided to Superintendent of Catholic Schools for the Diocese of Dallas shortly after a few more tweaks are made to include metrics/dates. Will then turn attention to 3-Year Strategic Plan.
- Discussed need for parent survey to be circulated this year to see where school is at, especially when comparing to survey from two years ago. Diocese will also send separate survey so need to plan accordingly for maximum responses. Will begin by looking at survey from two years ago and revising as needed.
- Reminder that Council committees should work on 2-3 items to accomplish by the end of this school year.

Principal's Report (Ms. Thompson)

- Enrollment at 277 with two recent additions.
- Discussed recent staff change and process for interviewing new candidates. Discussed idea of including one or two other members of the school's staff/council to join interviews.

- CSW kicking off with school Ice Cream Social on Monday, January 28 and include a special send-off for the Korean exchange students who will leave at month's end. Work of Heart Award to also be presented.
- Fourteen 3rd-5th graders qualified for Junior Decats while 34 6th-8th graders qualified for Senior Decats. Council discussed worthiness of tracking this info historically as it should line up with assessment scores.
- Gifted/Talented certification resuming as the process stalled in the last couple of years. Some teachers are very close to meeting requirements while others will begin certification process.
- Recent tuition letter sent saw no immediate negative feedback.

Pastor's Report (Father Jason)

- With departure of School Business Manager in March, Parish Business Manager Kris Horlick will take over duties and oversee the hire of a part time accountant for support with 80% of work to be for school with remainder to be for Church.
- Discussed Father Michael's recent transition to chaplain at John Paul II High School and impact to SJCS since his hours here will be cut back. Bulk of impact will be for youth ministry.
- Looking at installing inspirational signs throughout campus by Ash Wednesday with the Mission Statement of the school along with quotes from families with students.
- Discussed school logo and will see if graphic design contacts can help with ideas. Current logo doesn't seem to tie to SJCS as much as desired. Will need to consider impact on uniforms since all have the current logo.

Committee Update - Technology (Nick, Victor)

- Priority is to complete teacher survey of tech needs as well as have current inventory with focus on what needs to be replaced and when.
- Also considering any RenWeb revisions that could help.

Committee Update – Academic (Diana)

- After CSW concludes, will be able to sit with Ms. Thomson and evaluate historical school assessment scores.

Committee Update - Financial (Phil, Adam)

- Discussed YTD through December financials and reviewed variances versus budget.
- Also reviewed final NTGD 2018 tally:
 - Amount collected (net of any fees) = \$33,643
 - Expenditures
 - 6 Tru Touch Displays = 29,813
 - 2 computers for teachers = \$1,920
 - SmartSuite software for teachers = \$289
 - Wireless keyboards for teachers = \$244
 - Blue Ray = \$108
 - Total expenditures = \$32,376
 - Remaining available = \$1,266

Committee Update – Catholic Identity (Gabrielle)

- Working with Academic committee and looking at Virtues in Faith implementation

Financial Development Opportunities – (Cindy)

- Tuition assistance grant requested from The Catholic Foundation in mid-January. Awaiting results. Funds would feed to school which would then make needs-based decision on allocation.

- Did not apply for general grant for tech needs or infrastructure updates. Will do so at next opportune time.

Committee Update – Community Vitality (Victor, Adam)

- Working on data collection of students' families to pin down where students are coming from to see if we can capitalize on that at other parishes without schools.
- City of Richardson Christmas parade being looked at for December 2019. Deadline is 11/1/19 with gifts/donations being primary costs along with creation of float.

Crisis Management Plan (Daniel)

- Reviewed recent lockdown and inclement weather exercise and next steps

Closing Prayer: Father Jason