

St. Joseph School Advisory Council Meeting Minutes
October 16, 2018
6:30 – 8:00 PM

Attendance

Council Members

Present: Meredith Daigrepoint (4th year, Chairperson), Gabrielle McDonald (1st year), 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

Pastor: Father Jason Cargo

Principal: Fran Thompson

Opening Prayer: Father Jason

Introduction (Father Jason and Meredith)

- Father Jason expressed gratitude to all SAC members for their work so far this year and encouraged all to keep up the good start to the year.
- September 2018 minutes approved – will work with Ms. Thompson and Mrs. Basham to post to the school's website.
- Committees have been assigned to each SAC member after discussions with Meredith
- Another draft of the Strategic Direction Document has been completed. It will be circulated to see how it applies to the various committees.

Principal's Report (Ms. Thompson)

- Enrollment up to 275 with the addition of another Kindergartner next week. Hope to get to 280 by end of the year. Lots of inquiries and visits but focusing on the right fit before acceptance.
- Recent PTO Spring Creek BBQ night was very successful with over 200 students (out of 274) visiting. Check from Spring Creek BBQ will be presented in November at PTO's Tailgate party.
- NTGD 2018 proceeds to be used on biggest needs, which are interactive flats panels in 8th grade classrooms. All proceeds of NTGD will go to these boards, with the exception of \$2 thousand being set aside for teacher participation at NCEA national conference later this year. Want to communicate to donors of NTGD the schools' efficient and important use of the proceeds. Almost \$34 thousand was raised and 5-6 interactive flats panels will be the primary purchases at about \$5 thousand for each one.
- EDP review – Ms. Thompson has been checking in on the YMCA after school program to see how everything is running. Not hearing a lot of complaints outside of the cost but will continue to review. Will also check in with YMCA to see when first survey will be sent out to participants. Last year, one survey was conducted with only about 10-15 families responding. Will continue to check in with other schools for ideas on a full time EDP director but no plans to go that route at this time.
- Recent Parent Teach Conferences were well attended. Ms. Thompson has asked teachers to continue to reach out to families who did not schedule a time to get 100% participation.

Pastor's Report (Father Jason)

- Father Jason reported on the financial concerns the Church is facing in light of lower than anticipated offertory collections this year. Presented challenge to parishioners at all of last weeks' Masses and hopes for improvement right away to avoid any sort of cuts in Parish services.
- Discussed recent financial hardships at St. Paul which led to cuts of 5-6 employees, including the Principal. Stressed the importance of financial review by the Finance Committee, Ms. Thompson, Charlene Boss as well as the Parish Finance Council. In addition, discussed how the diocese receives ongoing enrollment updates from Ms. Thompson and that the diocese has ongoing books and records read-only access to the school's financial statement. Also discussed what St. Joseph would do in the event any St. Paul students reach out to St. Joseph. Current plan would be to invite them for discussions, but to advise them not to make any rash decisions on leaving St. Paul at this time.
- Discussed the school's/church's policy on loitering on campus. #1 – aside from the areas around Little Disciples and the school area enclosed by the security doors, St. Joseph is an open campus. #2 - Sleeping anywhere on the grounds overnight is unacceptable. #3 - Disruptive behavior is not allowed. For any concerns, parents/parishioners can reach out to church employees.
- Principal search is ongoing with a committee of seven (including a current teacher, current SAC member, former SAC chairpersons, a representative from the Parish Finance Council, Deacon Randy and Father Jason) tasked with leading the effort. A recent survey was sent to parents to measure parents' expectations for a new principal.
- Parish carnival is coming up Oct 27 and Oct 28. Ms. Thompson and PTO President will have a table to answer any questions about the school for visitors throughout Sunday.

Committee Update - Technology (Victor, Nick)

- Met again with Ken Steponaitis and Mr. Holmes to begin inventory with goal to assess the overall tech situation of Church and school. Inventory would help assess when new purchases will be needed rather than be caught off guard. Will also look to see what can be done with asset depreciation to ease the burden with tech purchases, which historically has not been done.
- Nick is working with school on a floor plan for all floors and will then likely do a walkthrough.
- Plan is to work with Ken and the IT vendor on finding additional support form vendor.
- Software purchase may help in inventory analysis so Victor looking into that.

Committee Update – Marketing (Kathy)

- Developing promotional plan with summary of costs/impressions/time frames.
- Open houses are of the highest importance with the next one up November 13.
- Also looking at PSA event days where SJCS can have a table, both at PSA2 on October 27 (same day as Fall Festival 5k) and PSA Murphy November 10. Will staff table with volunteers from SAC or larger parent community.
- Discussed other marketing efforts, including Proximity Marketing and GeoFencing, with cost based on number of impressions (\$8 per thousand impressions, or \$10 per thousand impressions with retargeting abilities)
- Discussed SJCS logo and if there is a need to evaluate and potentially revise

Crisis Management Update – (Daniel)

- Crime prevention survey scheduled for October 26. Will be conducted by the Office of Emergency Management and RPD.

Financial Development Opportunities – (Cindy)

- Recent diocesan golf tournament raised over \$700 thousand.
- Will meet with Diocesan Tuition Assistant Director next week to discuss opportunities for SJCS.

- The Catholic Foundation provides grants in one of three categories – Educational, Charitable or Religious. SJCS received a grant in the Spring of 2017 (\$42 thousand) related to the new playground. Organizations receiving grant dollars may not submit another grant request until three grant cycles have passed since approval of their last grant request (Fall '17, Spring '18, Fall '18 in the case of SJCS). SJCS is eligible to apply for another grant in the Spring '19 cycle – the deadline to apply is January 15.

Committee Update – Academic (Diana)

- Looking at Blue Ribbon requirements with pre-registration deadline approaching on November 6. SJCS needs 85% score on testing to be eligible and will await results of recent assessment tests to see where we scored. Scores from prior years would not have been sufficient.

Committee Update - Financial (Phil, Adam, Vanessa)

- Phil to meet with Charlene next week to review financial processes and obtain financial in Excel for easier analysis. Will also look at account organization to see if “earmarked” fundraising dollars are easily/properly segregated in the financials.
- Committee met with Charlene and Ms. Thompson last week to discuss YTD through September vs Budget results.
- Passed out YTD results vs budget but did not discuss.
- Other items tabled for further discussions at committee level and for next meeting.

Closing Prayer: Father Jason