

St. Joseph School Advisory Council Meeting Minutes
November 14, 2018
6:30 – 8:00 PM

Attendance

Council Members

Present: Meredith Daigrepoint (4th year, Chairperson), Kathy Barcomb (6th year), Victor Villarreal (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

Faculty: Naomi Welch

Opening Prayer: Meredith

Introduction (Meredith)

- October 2018 minutes approved. Continuing to update school's website with minutes once approved.
- In order to facilitate file sharing, Meredith will work with Church Director of Technology to set up a shared drive for SAC members.

Principal's Report (Ms. Thompson)

- Enrollment up to 276. Since the first day of school, eight new students have joined.
- Discussed various scholarship opportunities, including one attracting children currently in public school.
- Open House conducted this week brought in two families, one a parishioner and one from St. Anthony in Wylie.
- Looking to bring in 4 foreign exchange students from Korea in early 2019 for one month (they will pay about \$4 thousand in total). Sought advice from Ursuline in process. One student for each of the following grades – 3rd, 5th, 6th and 7th. Should be positive experience for SJCS students.

Pastor's Report (Father Jason)

- Discussed principal search and recent survey sent to parents. Over 150 responses to survey were received from parents. Not all SAC members receiving these e-mails so we need to make all are added to various contact lists for school communications. Expect Focus Groups to be formed after Thanksgiving to further discuss primary goals of principal search.

October Finance Review (Adam)

- Phil has been working with Charlene on various financial reports available in Excel for better analysis. Phil also reviewed bank reconciliations for July – October. Next projects include working on cash flow statements to better understand the cash needs of the school going forward, which would help identify potential cash flow issues ahead of time. Also reviewing cash balances to provide balance by various components such as operating funds, fundraising activities, endowments, donations, etc.

- Finance Committee met with Charlene and Ms. Thompson earlier this week to discuss YTD through October vs Budget results, which was discussed with SAC. Summary Income Statements circulated. Father Jason asked if Balance Sheet should be included in items circulated as well.
- NTGD proceeds discussed again to confirm there will be 6 purchases of interactive boards (including wiring at approximately \$4 thousand per board).

2018 – 2019 Strategic Direction Document - (Meredith)

- Discussed draft of document circulated earlier in the week. Next step is to provide draft to Matthew Vereecke, Superintendent of Catholic Schools for Dallas. Discussed 5 focus areas along with metrics to gauge progress. Five focus areas include; Academics, Catholic Identity, Community Vitality, Finance, Facilities.
- Academic - Blue Ribbon discussed as being part of 3-year strategic plan
- Catholic Identity - More priests visits occurring with 6th – 8th graders as Father Jason has been “assigned” 6th grade, Father Martin – 7th and Father Michael – 8th. Discussed 8th grade exit surveys for spiritual development as well as ACRES testing (by NCEA) for 8th graders.
- Community Vitality – Discussed more frequent events with area Catholic High Schools to develop better relationships with them and give SJCS students more exposure. One idea involved inviting students in Fine Arts programs to SJCS. Also building relationships with pre-schools is a must.
- Finance – Discussed better metrics to track how we are doing along with more oversight, with the goal being to keep SJCS one of the most affordable options north of 635.
- Facilities – Reviewed need for better inventory of school equipment and projects on the horizon, including remodel of upstairs bathrooms.

Committee Update - Technology (Victor, Nick)

- Completed walk through of school and map/spreadsheet with listing of specific items and highlights of where mismatches are occurring (too many computers in one class versus not enough in another, for example). Still working on teacher surveys for better understanding of what they use as well as Wi-Fi issues. Discussions with school IT group forthcoming.

Committee Update – Marketing (Kathy)

- Discussed recent events such as PSA events, Parish Fall Festival and All School Mass (65 students attended and Ms. Thompson spoke prior to Mass and greeted parishioners after Mass).
- Community Impact newsletters discussed and number of impressions generated from recent e-mails with SJCS “Banners”. Very cost effective way to generate clicks on SJCS advertisements and website. Additionally, GeoFencing utilized and map circulated of areas targets prior to Open House. Will try again in January – February timeframe prior to Catholic Schools Week.
- Reviewed where are students are from in terms of parishes – 139 from SJCS, 40 from Mother of Perpetual Help, 15 from St. Anthony, 27 unknown and all remaining from 27 different parishes.

Financial Development Opportunities – (Cindy)

- Deadline approaching on January 15, 2019 for grant from The Catholic Foundation provides grants in one of three categories – Educational, Charitable or Religious. SJCS likely to look for dollars to help with upstairs bathroom remodel, technology, security cameras or more signage (based on results of recent Crisis Management Plan onsite visit). Meeting with representative from The Catholic Foundation scheduled for November 15. Meredith advised that based on her experience with the Playground project, The Catholic Foundation is looking for schools to fund some of the projects themselves while supporting via grants the remaining amounts needed to complete projects.

- Discussed needs based scholarship program that is available to certain SJCS families. Goal will be to encourage eligible families to apply

Committee Update – Academic (Diana)

- Evaluating more closely recent testing results for student body for long term Blue Ribbon goals.
- Discussion of offering Speech/Debate as elective for MS students as was done at St. Patrick when Ms. Thompson was there.

Committee Update – Community Vitality (Adam, Victor)

- Engaging other parishes, Little Disciples and Faith Formation will be the primary goals both short and long-term. Will work with Kathy to get full statistics on current student body and see historically what has been done, and contacts at each parish.

Committee Update - Financial (Adam)

- Discussed above under Finance Review

Closing Remarks

- Next SAC meeting will be on a Monday, December 17
- Finance Committee will need to meet prior to that meeting as first round of next year's budget is on the agenda

Closing Prayer: Father Jason