

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

**Attendance**

Council Members

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

Others Present

Pastor: Father Jason Cargo

Principal: Fran Thompson

Business Manager: Charlene Boss

**Opening Prayer:** Meredith Daigrepoint

**Introduction (Meredith)**

- This year's meetings will continue to be on the third Tuesday of each month at 6:30 – 8:00.
- Diocesan training for members will be on October 11, 2018 at the Irving Convention Center. Members need to e-mail Ms. Thompson to confirm if they can go, so she can order tickets.
- Introduced all members, new and returning
- Importance of confidentiality of SAC meetings highlighted.
- By laws of SAC being reviewed and updated and will be circulated when ready.
- Subcommittees will be the focal point this year to help the school as much as possible, with meetings at that level occurring between SAC meetings. Recommendation made to hold those meetings over phone when possible to help increase frequency and allow for more involvement.

**Principal's Report (Ms. Thompson)**

- Great start to school year as transition with Mrs. Antes has been smooth.
- Laid out two main goals during recent teacher-in-service prior to start of school
  - Increase enrollment and retention rates through customer service model
  - Build trust and teamwork within faculty and administration
- Crisis Management Plan discussed – See below for more information.
- Ms. Thompson recently met with the members of the PTO. PTO generated approximately \$5k from their events last year, which has generously been allocated to the school for use. The plan is that Ms. Thompson will discuss with teachers the most important needs that this money can be used for. Already decided on a few, including adding IXL Math program for younger classes that did not have it previously. More discussions with faculty to determine how best to spend the balance.
- One recommendation from the 2018 Accreditation team was for SJCS to work on creating and updating a Strategic Plan for the school. This would help assess current programs and procedures while looking at the critical issues facing SJCS now and in the future. One component of this includes a Technology Plan. On that front, the plan is first to perform a full assessment of the Technology situation at school. One example was provided where teachers have stated that the school's bandwidth may need an upgrade, because when multiple laptops are checked out and in

use, the system slows down. Victor Villarreal and Nick Kovach expressed an interest in helping with the assessment and ultimately the Technology Plan for the next 3-5 years.

- Ms. Thompson has already started giving weekly tours to prospective students and families. The plan is to continue that and spread the word so more prospects attend.

### **Financial Report (Charlene)**

- Charlene presented a comparison of the 2017-18 budget versus the 2018-19 budget
  - Budget for 2018-19 assumed 270 students; Enrollment currently at 268.
  - Some level of expense savings expected due to former counselor retiring (and with Ms. Kim taking over that role) and use of Music Learning program.
  - Increased Other Fundraiser estimates by earmarking approximately \$30k from last year's auction.
  - Diocese is completing their annual audit and evaluation of financial processes with completion and presentation expected shortly. Will then be presented to Church Finance Council. SAC members also invited to presentation, which is scheduled for 8/21/18 at 6:30, but there is a conflict for some, since that is a Back to School night.
  - Reviewed use of auction 2018 net proceeds
    - 25% allocated to financial aid for students
    - Approx. \$20k allocated to Other Fundraiser budget estimate as noted above
    - New PA system connecting the school, Little Disciples and the Church
    - Security door relocation
    - New school office flooring
    - Seven new laptops for school "cart"
    - New camera for communications director
    - Other misc. classroom support
    - Paddles Up Program used for the garden
    - Teacher wish list resulted in about \$4k in gift cards for them
  - Request made to Charlene for itemization of these expenses. Charlene stated this information could be given to the members of the Finance Committee.
  - The church also increased their financial support this year's budget by increasing their support from \$120k to \$144k. This is to help meet budget with an enrollment of 270 students. Should the school exceed that enrollment level, the Church support and school fundraising money would be decreased accordingly. Church support would not decrease to a level below \$120k.

### **Pastor's Report (Father Jason Cargo)**

- Reiterated excitement and so far it has been a great start to the school year as transition with Mrs. Antes has gone great.
- Last week's Thursday retreat with teachers focused on what it means to be a disciple.
- Critical that our school focuses on the "Catholicity" of our school and community, since that is what differentiates us from other area schools. It is great to have strong academics and extra-curricular opportunities but all of this should be kept in perspective as it relates to the schools "Catholicity".
- To honor the wishes of SJCS's former principal Mrs. Antes, Father established a general-use Endowment Fund for the school through the Catholic Foundation.
  - Michael George is the main contact for donations, which can come from a variety of sources.
  - Will need \$100k in the Fund prior to any disbursements.
  - Usage will be based on recommendations from Father Jason and Ms. Thompson with approval by the parish finance council.

- Principal search ongoing in consultation with the Diocese Superintendent. Goal is to complete by January/February of 2019 in conjunction with the timing of the teachers' decisions on the following school year.
- Father thanked Meredith for stepping into the role of Chairperson for 2018-19.

#### **Chairperson's Comments (Meredith Daigrepoint)**

- Reviewed commitment needed to work through subcommittees to accomplish more between SAC meetings. The recommended approach is to have a SAC member chair the subcommittees and populate committees with other non-SAC parents
- Committees
  - Finance
  - Community Vitality
  - Academics
  - Catholic Identity
  - Facilities
  - Strategic Direction Document (immediate need)
- SAC Members encouraged to select the committee that best fits their experience and interest and to advise Meredith of their selection(s) as soon as possible.

#### **Short-term goals (Ms. Thompson)**

- Prepare for North Texas Giving Day on September 20, 2018
  - Last year, over \$30k was raised, a record for the school. Theme last year was 'Crazy for a Cause'. All agreed it was exciting for the kids and that is the key to a successful repeat.
  - Need theme idea for 2018 – SAC members encouraged to share ideas or solicit from other parents and share asap
  - Kathy Barcomb will meet with Ms. Thompson and Mrs. Basham to discuss social media plan to get news out via FB, Twitter, text messages, etc. to keep the day front and center for the SJCS community.
- Crisis Management Plan
  - Update of program ongoing and items such as new PA system and movement of security doors were done in accordance with the plan.
  - Daniel Robb will coordinate review of crisis management plan and determine actions needed to update to new Strategic Response Plan, as well as reach out to nearby public school to renew partnership in the event of evacuation.
- Tuition Assistance
  - Bishop's Invitational Tournament scheduled for 9/24/18 and Ms. Thompson sought volunteers to help increase the overall SJCS presence. Scheduled time of need would be 11:30 – 1:30. Proceeds from the tournament provide scholarships and financial assistance for all students in the diocese of Dallas. It would be nice to have SJCS represented in the future with a golf team or two. Members should contact Ms. Thompson if available to join her.
- Strategic Direction Document
  - The starting point for the Strategic Plan will be a simplified approach to the plan first, and based on information provided by the Diocese's Superintendent. Meredith is calling for volunteers from SAC to get started on this as soon as possible to be ready for the next meeting.
- Reminder to nominate teachers for the Work of Heart Award – 5 received last year and new plaques have just arrived that will be posted to school lobby

**Closing Prayer:** Father Jason Cargo