

**St. Joseph School Advisory Council Meeting Minutes**  
**December 17, 2018**  
**6:30 – 8:00 PM**

**Attendance**

Council Members

Present: Meredith Daigrepoint (4<sup>th</sup> year, Chairperson), Vanessa McKeever (5<sup>th</sup> year), Adam Bartkoski (3<sup>rd</sup> year), Diana Firley (1<sup>st</sup> year), Nick Kovach (3<sup>rd</sup> year), Gabrielle McDonald (1<sup>st</sup> year), Daniel Robb via phone (2<sup>nd</sup> year)

Others Present

Principal: Fran Thompson

Faculty: Charlene Boss

**Opening Prayer:** Meredith

**Introduction (Meredith)**

- November 2018 minutes approved.
- Ms. Thompson announced as new full-time principal hire.
- Strategic Direction Document recently circulated to Superintendent of Catholic Schools for the Diocese of Dallas and will hopefully meet with him soon for comments. Goal to meet with him is by January.
- Discussed recent focus group meetings with teachers, led by a parishioner, with a summary of likes and dislikes

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

- Enrollment at 275 with one recent departure.

**Committee Update - Technology (Nick, Ms. Thompson)**

- Working on quote with vendor to enhance bandwidth and add to access points.
- Also interviewed 8<sup>th</sup> grade students on their experience when slowness occurs.
- Focus was more on school on did not include parish.
- This could be an area the auction committee looks at to raise funds for technology infrastructure.

**Crisis Management Plan (Ms. Thompson)**

- Reviewed recent lockdown and inclement weather exercise.
- Will tweak PA system to increase volume in certain areas.
- Phone system depends on four central areas with one in Little Disciples, one in the School Office, one in the Parish Office and one in Faith Formation room.
- Ms. Thompson will discuss results further with Church to better incorporate Church and School as there is more work to be ironed out if kids are in Church or if crisis occurs in Church first. Teachers know to go to Spring Ridge Elementary School to get away from danger.

**Committee Update – Marketing (Ms. Thompson)**

- Discussed events at PSA and banners and how best to evaluate. Gave two tours recently to students from area Catholic school.

### **Financial Development Opportunities – (Ms. Thompson)**

- Reviewed approaching deadline of January 15, 2019 for grant from The Catholic Foundation for tuition assistance. In this case, the school seeks qualification and then decides on which families need the most help.
- Additionally, technology grant being sought for infrastructure but as of now, school only has one quote but needs three.
- Also looking at grant for second floor bathroom upgrade.

### **Committee Update – Academic (Diana)**

- Focusing on school's historical assessment numbers to see how classes can reach Blue Ribbon status award.
- Introduced a potential alternative to Destination Imagination as our school does not have it this year. There is a podcast challenge through NPR that could be of interest to our students. Deadline is in March 31, 2019. Link here explains more.  
<https://www.npr.org/2018/11/15/650500116/npr-student-podcast-challenge-home>

### **Committee Update - Financial (Charlene, Vanessa, Adam)**

- Reviewed process where the school budget is due in June, but tuition rates are due in January. Finance Committee along with Charlene and Ms. Thompson worked hard to arrive at the best estimate for where we will end up for the FYE June 30, 2019. This was done by annualizing the financial statements through September 2018 where appropriate and making adjustments in all other areas for known changes. Once we had the FYE June 30, 2019 estimates, we then made known adjustments for the FYE June 30, 2020 budget, including certain compensation and benefit increases. Enrollment expectations were set at 285 (up from current 275) as a reasonable level. Past budgets have not included any fundraising dollars from auction proceeds or North Texas Giving Day. Based on several years of data, we thought it conservative to at least include 10% of those proceeds as additional revenue to the school. We then looked at where we would be if tuition increased per student \$100 - \$200.

### **Closing Remarks**

- SAC members present then voted to recommend an increase to tuition for the next school year of \$150 per student.

**Closing Prayer:** Meredith