

Saint John the Baptist Catholic Parish School (SAC) School Advisory Commission 2016 – 2017 Monthly Meeting Minutes

Date:	September 20, 2016 – June 6, 2017	Time:	6:30 pm
Principal:	Ann Laird	Location:	Parish Center
Chair:	Bridget Hoye	Secretary:	

Member/Attendee	Present	Member/Attendee	Present	Member/Attendee	Present	Member/Attendee	Present
Ann Laird		Jenny Schmitz		Sean Meyer			
Bridget Hoye		Joe Collins					
Dea Johnson		John Pitzl					
2015-16 Meetings:	9/20, 10/18, 11/15, 12/13 (Mass), 1/17, 2/21, 3/14 (Mass), 4/18, 5/16, 6/6						
Guest(s) & Purpose:							

9/20/2016 Minutes:

- 1) Welcomed new members – John and Joe
- 2) Commission Orientation for all Commissions
- 3) Staffing Update
- 4) Building Security Update
- 5) Finance – Endowments, grants, SJB Bus
- 6) Marketing – New Family Coordinator & Marketing Development Rep

10/18/2016 Minutes:

- 1) Staffing Update
 - a. Launching Middle School Virtues based program
- 2) Building Security Update
- 3) Finance – begin Budget review for 2017-2018, SJB Bus
- 4) Marketing – Open House/Tours/Events
 - a. Grant from CSCOE for website design updates
 - b. Open House – November 3rd from 6-7:30pm – SAC to assist with tours
 - c. New Family Coordinator & Marketing Development Rep
- 5) Fundraising
 - a. Marathon – met goal- will have No School on Friday, February 17th
 - b. Wines to Wishes – looking for volunteers for various roles; SAC will solicit donations
- 6) Parish All Saint's Day Trunk or Treat Party - October 26th, 6:00-7:30PM
 - i. School has a table - SAC will sponsor a table too.

11/15/2016 Minutes:

- 1) Building Security in test phase, to go live 11/28
- 2) Finance – reviewed Budget for 2017-2018
- 3) Marketing – Open House/Tours/Events
 - a. Successful November Open House & Increase in Tours/Inquiries
 - b. Jaguar for a Day – reviewed date options
- 4) Fundraising
 - a. Wines to Wishes – SAC to contact local businesses for silent auction donations



... a foundation for life

Saint John the Baptist Catholic Parish School
(SAC) School Advisory Commission
2016 – 2017 Monthly Meeting Minutes

12/13/2016 Minutes:

- 1) Staffing Update
- 2) Finance – reviewed tuition & fee proposals for 2017-2018
- 3) Marketing – Open House/Tours/Events
 - a. Jaguar for a Day
 - b. January 10th Kindergarten & Preschool Round-up
 - c. Catholic Schools Week Open House & new student registration
 - d. CSCOE – to assist with website update & Marketing consulting
- 4) Fundraising
 - a. Wines to Wishes – SAC to contact local businesses for silent auction donations
 - b. Fund-a-Need identified: new cafeteria freezer, athletic team uniforms, IT, endowment fund

1/17/2017 Minutes:

- 1) Finance
 - a. 2017-2018 Tuition agreements sent out to families; registration on TADS software
 - b. CSCOE will fund SJB Bus for 2017-2018 school year
- 2) Marketing – Open House/Tours/Events
 - a. Marketing Committee formed
 - b. January 10th Kindergarten and Preschool round-up was well-attended
 - c. Enrollment Tracking
 - d. Jaguar for a Day: January 26 & March 10th
 - e. Catholic Schools Week schedule, JOY award, Mass & Open House, new student registration
 - f. CSCOE – updates, grants, etc.
- 3) Fundraising
 - a. Wines to Wishes – SAC receiving donations for silent auction
- 4) New Business
 - a. Education Committee formed
 - b. Active parishioner scholarship
 - c. SJB Town Hall brainstorm meeting & next steps

2/21/2017 Minutes:

- 1) Finance – receiving 2017-2018 Tuition agreements
- 2) Marketing – Open House/Tours/Events
 - a. Enrollment Tracking – up
 - b. Jaguar for a Day: March 10th – target Blaine families
 - c. Discussed scholarship options
 - d. CSCOE – updates, grants, etc.
- 3) Fundraising
 - a. Wines to Wishes – met all goals for Fund-a-Need
- 4) SJB Parent & brainstorm session
 - a. Reviewed brainstorm ideas for areas of: Community, Marketing, Volunteering, Other
 - b. Identified common themes, actions, assigned next steps & timing



**Saint John the Baptist Catholic Parish School
(SAC) School Advisory Commission
2016 – 2017 Monthly Meeting Minutes**

3/14/2017 Minutes:

- 1) Finance
 - a. Enrollment tracking
 - b. SJB Bus – John met with CSCOE and other Catholic Schools
 - c. SJB Legacy Committee – Endowments Case statements
- 2) Marketing – Open House/Tours/Events
 - a. New students / New Families Tracking
 - b. Jaguar for a Day: March 10th
 - c. CSCOE grant for Marketing video of school to be filmed 3/24-3/26
 - d. CSCOE – updates, grants, etc.
- 3) SJB Continuous Improvement Meeting
 - a. Discussed feedback from Continuous Improvement meeting & brainstorm session
 - b. Reviewed Actions, next steps & timing from brainstorm session

4/18/2017 Minutes:

NOTE: Ann called in from 8th grade Washington DC trip.

- 1) Finance – Budget update
- 2) Marketing – Open House/Tours/Events
 - a. New students / New Families Tracking
 - b. Scholarship Opportunities
 - c. Marketing Committee Update
- 3) SJB Continuous Improvement Meeting
 - a. Common themes and details shared in Principal's Bulletin 3/16
 - b. SJB School will march in 3 summer parades
 - c. @thepark – SAC sponsored SJB park nights

5/16/2017 Minutes:

- 1) Education Committee update
- 2) Finance update
 - a. SJB Legacy Committee – Endowments Case statements
- 3) Marketing – Open House/Tours/Events
 - a. Summer parades: Blaine – Shoreview – New Brighton
 - b. Active Parishioner Scholarship
 - c. Marketing Committee update
- 4) SJB Continuous Improvement Meeting
 - a. Reviewed actions, next steps & timing from brainstorm session on Principal's Bulletin 3/16
 - b. @thepark – SAC sponsored SJB park nights

**Saint John the Baptist Catholic Parish School
(SAC) School Advisory Commission
2016 – 2017 Monthly Meeting Minutes**

6/6/2017 Minutes:

- 1) Education Committee updates
- 2) Finance – Budget finalized & balanced
- 3) Marketing – Open House/Tours/Events
 - a. Summer parades: Blaine – Shoreview – New Brighton
 - b. Active Parishioner Scholarship – applicants due 5/31
 - c. Marketing Committee updates
- 4) SJB Continuous Improvement Meeting
 - a. Reviewed updates on action items
 - b. @thepark – SAC sponsored SJB park nights 5:30-8PM - June 21 / July 19 / August 16
- 5) New Business
 - a. SJB Legacy Committee – 6/8 Ann to review statements f/school operations endowment
 - b. SAC Commission members for 2017-2018
 - c. SAC Commission meetings for 2017-2018 (attached)
 - d. SJB Parish Mission - Communications & rollout to begin at Fall Festival