

# Saint John the Baptist Catholic Parish School (SAC) School Advisory Commission Monthly Meeting Agenda / Minutes

<b>Date:</b>	September 19, 2017 – June 5, 2018	<b>Time:</b>	6:30 pm
<b>Principal:</b>	Ann Laird	<b>Location:</b>	SJB Parish Center
<b>Chair:</b>	Bridget Hoye	<b>Secretary:</b>	

Member/Attendee	Present	Member/Attendee	Present	Member/Attendee	Present	Member/Attendee	Present
Ann Laird		Dea Johnson		Joe Collins		Sean Meyer	
Bridget Hoye		Eric Laumeier		John Pitzl			
Chris Poitras		Jenny Schmitz		Michelle Barsness			
<b>2016-17 Meetings:</b>	9/19, 10/17, 11/21, 12/12 (Mass), 1/23, 2/20 (Mass), 3/20, 4/17, 5/15, 6/5						
<b>Guest(s) &amp; Purpose:</b>							

## Meeting Minutes 9/19/2017

- 1) Orientation for all Commissions
- 2) Principal's Update
  - a. Welcomed new members: Chris Poitras, Eric Laumeier, Michelle Barsness
  - b. SJB Think Tank – tasked to explore alternative school funding, Catholic culture
- 3) Finance – John & Dea reviewing benchmark data and beginning 2018-2019 Budget process
- 4) Marketing & Enrollment (Michelle Barsness)
  - a. Open House/Tours/Events
  - b. Jaguar for a Day – reviewed date options
  - c. Alumni database – Gathering info, alumni community building
  - d. Marketing Committee updates
- 5) Fundraising
  - a. Marathon for non-public Education on 10/7/17
  - b. W2W (Wine-to-Wishes) – Fund-a-need ideas
  - c. Active Parishioner Scholarships
  - d. Dick Schifsky Foundation: Tuition Assistance, other possibilities?
  - e. CSCOE Grants: Marketing, Tech, 3 R's (Recruit, Retain, Reward), Bus funding
- 6) SJB Continuous Improvement Meeting
  - a. 2017 Summer parades: Blaine – Shoreview – New Brighton
  - b. @thepark – 2017 SAC sponsored SJB park nights 5:30-8PM - June 21 / July 19 / August 16
- 7) Community Building
  - a. SJB Fall Fest volunteering
  - b. SJB Trunk-or-Treat 10/25 6PM – SAC to sponsor table
  - c. Explore Local Business partnerships: Joint projects, Learning opportunities, STEM, etc.
- 8) New Business
  - a. SJB Parish Mission: #Go,Make,Teach - Communications & rollout to begin at Fall Festival

## Meeting Minutes 10/12/2017 (Met one week early due to Ann's travels)

- 1) Principal's Update
  - a. SJB Think Tank – Provide recommendations in November on alternative school funding and building Catholic culture
- 2) Finance – John & Dea beginning 2018-2019 Budget process & meetings
- 3) Marketing & Enrollment (Michelle Barsness)
  - a. Open House – 11/2 6-7:30PM, SAC to meet parents, give tours
  - b. Jaguar for a Day – 11/3/17, 1/25/18, 3/8/18
  - c. Website updates

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- d. Alumni database – Gathering info, alumni community building
- 4) Fundraising
  - a. Marathon – surpassed goal \$39,821, no school 2/16/18
  - b. W2W – SAC to help contact businesses for silent auction donations
  - c. Amazon Smile
- 5) Community Building
  - a. SJB Trunk-or-Treat 10/25 6PM – SAC to sponsor table
  - b. Explore Local Business partnerships: Joint projects, Learning opportunities, STEM, etc.
- 6) New Business
  - a. Referral program

**Meeting Minutes 11/21/2017**

- 1) Principal's Update
  - a. SJB Think Tank
- 2) Finance
  - a. 2018-2019 Budget – John & Dea updates- draft complete and reviewed tuition/fees
- 3) Marketing & Enrollment (Michelle Barsness)
  - a. Open House/Tours/Events
    - i. Open House 11/2 – SAC helped with tours (9-10 families)
    - ii. PS/K Information Night 1/9/18 (lots of PreK parents)
    - iii. Catholic Schools Week KD Registration & Open House on Sunday 1/21
  - b. Jaguar for a Day
  - c. Marketing Committee updates
    - i. Website – Eric & Michelle meeting Tues
  - d. Other/ Community Building
- 4) Fundraising
  - a. W2W (Wine-to-Wishes)
    - i. Fund-a-need: staff laptop updates, classroom furniture updates,
    - ii. SAC to help request Community donations – lists for each SAC member
  - b. Grants
    - i. CSCOE: Marketing, Tech, 3 R's (Recruit, Retain, Reward)
    - ii. CSCOE: Bus funding – partially funded
- 5) Community Building
  - a. SJB Trunk-or-Treat – SAC sponsored table October 25th
  - b. Explore Local Business partnerships
    - i. Joint projects, Learning opportunities, STEM extensions, etc.
- 6) New Business
  - a. Alumni – ideas for collecting addresses and how to develop relationships
  - b. Salary structures/competitive wages & benefits, etc. - Eric to research & benchmark
  - c. Amazon Smile – remind parents & parishioners to request SJB School

**Meeting Minutes 12/12/2017**

- 1) Principal's Update
- 2) Finance
  - a. 2018-2019 Budget – John, Dea & Ann to meet with Mark D
  - b. Salary structures/competitive wages & benefits, etc. - Eric to research & benchmark
- 3) Marketing & Enrollment (Michelle Barsness)

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- a. Open House/Tours/Events
  - i. PS/K Information Night 1/9/18 6:30-7:30PM (SAC to help with tours)
  - ii. Catholic Schools Week KD Registration & Open House
- b. Jaguar for a Day – 1/25/18 & 3/8/18
- c. Marketing Committee updates
  - i. Website – Eric & Michelle meeting with different providers
  - ii. Alumni - collecting addresses and how to develop the relationship
- d. Community Building
- 4) Fundraising
  - a. W2W (Wine-to-Wishes)
    - i. Fund-a-need: staff laptop updates, classroom furniture updates, ideas?
    - ii. SAC to help request Community donations from businesses as assigned to team
- 5) Continuous Improvement Meeting – discussed options & timing
- 6) New Business – Billboard advertising possibility

**Meeting Minutes 1/23/2018**

- 1) Principal's Update
  - a. Reviewed new school schedule due to earlier start time of 7:55AM
- 2) Finance
  - a. New Tax laws and implications – can take \$5K out of 529's to pay for K-12 education
  - b. J-Care – need to increase after school timing with earlier school end time
  - c. Salary structures/competitive wages & benefits, etc. - Eric to research & benchmark
- 3) Marketing & Enrollment (Michelle Barsness)
  - a. Open House/Tours/Events
    - i. Open House review (PS/K Info Night 1/9 & KD registration 1/21)
  - b. Jaguar for a Day – 1/25/18 & 3/8/18
  - c. Marketing Committee updates
    - i. Website – awarded business to Swim Creative in Duluth
    - ii. Billboard feedback – new family toured
    - iii. Alumni - collecting addresses and how to develop the relationship
  - d. Community Building
- 4) Fundraising
  - a. W2W (Wine-to-Wishes)
    - i. Fund-a-need: staff laptop updates, classroom furniture updates
    - ii. SAC to helped request Community donations from businesses as assigned
- 5) New Business
  - a. Continuous Improvement Meeting – timing

**Meeting Minutes 2/20/2018**

- 1) Principal's Update
- 2) Finance Update – budget draft moving forward
- 3) Marketing & Enrollment (Michelle Barsness)
  - a. Open House/Tours/Events
    - i. 2018 registration update
  - b. Jaguar for a Day – 3/8/18 (2 signed up from St. Anthony)

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- c. Marketing Committee updates
  - i. Website – Swim Creative working on new site
  - ii. Alumni – CSCOE building tool in Salesforce.com
- d. Community Building
- 4) Fundraising
  - a. W2W (Wine-to-Wishes) update
- 5) New Business
  - a. St. John's Catholic Culture Survey
  - b. Continuous Improvement Annual Brainstorm Session
  - c. 4/21 sip-n-spell PTO community event

**Meeting Minutes 3/20/2018**

- 1) Principal's Update
- 2) Finance Update – budget to be finalized by April
- 3) Marketing & Enrollment (Michelle Barsness)
  - a. Open House/Tours/Events
  - b. Jaguar for a Day – 3/8/18
  - c. Marketing Committee updates
    - i. Website – going well
    - ii. Alumni
  - d. Community Building
- 4) Fundraising
  - a. W2W (Wine-to-Wishes) update
  - b. Director of Stewardship & Development search update
- 5) New Business
  - a. Catholic Identity Survey – School culture survey end of month
  - b. Continuous Improvement Annual Brainstorm Session
  - c. Spring Formation Day 5/24 9:30AM-3PM
  - d. Fall Fest 2018 (9/28-9/30)
  - e. Flock Notes – new software for parishioners

**Meeting Minutes 4/17/2018**

- 1) Principal's Update
- 2) Finance Update
- 3) Marketing & Enrollment (Michelle Barsness)
  - a. Enrollment update
  - b. Website update – parish now joined website project
  - c. Alumni update – using Google forms
  - d. Catholic Identity Survey
- 4) Fundraising
  - a. W2W (Wine-to-Wishes) – fund a need purchases
  - b. Director of Stewardship & Development update
- 5) New Business
  - a. Annual Report – Ann shared outline & content
  - b. School Advisory Commission Mission Statement – OK'd & gave to Larry Vanden Plas
  - c. Fall Fest 2018 (9/28-9/30)

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- d. 2019 Continuous Improvement Annual Brainstorm Session – hold in Feb 2019
- e. Reviewed 2018-2019 Annual Development Plan

**Meeting Minutes 5/15/2008**

- 1) Principal's Update
- 2) Finance Update
  - a. Staff updates
  - b. NWEA testing summary
- 3) Marketing & Enrollment (Michelle Barsness)
  - a. Enrollment update
  - b. Website update
  - c. Alumni update
  - d. Catholic Identity Survey
- 4) Fundraising
  - a. W2W (Wine-to-Wishes) – fund a need purchases
- 5) New Business
  - a. Annual Report draft – Ann shared updated content
  - b. Review of MNSAA goals
  - c. SJB Bus policy updates
  - d. Fall Fest 2018 (9/28-9/30)
  - e. 2019 Continuous Improvement Annual Brainstorm Session – plan for Feb 2019

**Meeting Minutes 6/5/2018**

- 1) Principal's Update
- 2) Finance Update
  - a. Staff salaries research project
- 3) Marketing & Enrollment (Michelle Barsness)
  - a. Enrollment update – should meet budget numbers
  - b. Website update (launch delayed to summer as Parish now joining with school supplier)
  - c. Alumni update
  - d. Summer Parades – new trailer & chip clips (Blaine – Shoreview – New Brighton)
- 4) Fundraising
  - a. W2W (Wine-to-Wishes) – fund a need purchases
    - i. New laptops for teachers
    - ii. New furniture for 6 classrooms
- 5) New Business
  - a. Annual Report – reviewed draft – final will be sent to school families
  - b. Fall Fest 2018 (9/28-9/30)
  - c. 2019 Continuous Improvement Annual Brainstorm Session – plan for Feb 2019
  - d. Subscribe to SJB School Youtube – fun Marketing videos
  - e. 50<sup>th</sup> Anniversary of the New Church
- 6) 2018-2019 Parish Commission Meeting schedule  
(5:30pm Dinner, 6:00pm Prayer, 6:30pm Commission Meetings, 7:45pm PLC Meeting)
  - August 28                      January 15
  - September 18                February 12
  - October 16                    March 12
  - November 20                 April 9
  - December 11                 May 14
  - June 11