

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

<b>Date:</b>	September 18, 2018 – April 9, 2019	<b>Time:</b>	6:30 pm
<b>Principal:</b>	Ann Laird	<b>Location:</b>	SJB Parish Center room 208
<b>Chair:</b>	Bridget Hoye	<b>PLC rep:</b>	Ms. Laird

Member/Attendee	Present	Member/Attendee	Present	Member/Attendee	Present	Member/Attendee	Present
Ann Laird		Dea Johnson		Joe Collins		Sean Meyer	
Bridget Hoye		Eric Laumeyer		John Pitzl		Anna Nagle	
Chris Poitras		Jenny Schmitz		Michelle Barsness			
<b>2018-2019 Meetings:</b>	9/18, 10/16, 11/20, 12/11 (Mass), 1/15, 2/12, 3/12, 4/9 (Mass), 5/14, 6/11						
<b>Guest(s) &amp; Purpose:</b>							

## Meeting Minutes 9/18/2018

- 1) Welcome new member: Anna Nagle
- 2) Principal's Update
  - a. New Staff – 3 new staff members: Spanish, 6<sup>th</sup> grade Math/ELA, and 7<sup>th</sup>/8<sup>th</sup> grade ELA as well as long term sub for music and band
  - b. School Goals – hospitality, All are Welcome, Math (guided Math and flexible groups), ELA (writing, notetaking, Benchmark Advance, and data based instruction)
  - c. 160 new Chromebooks for Middle School – replacing the old ones
  - d. Bonus Mass – each grade will attend Mass on Friday – rotating schedule
  - e. Staff and Student survey about new start times where positive overall
- 3) Finance – John & Dea beginning 2019-2020 Budget process
- 4) Marketing & Enrollment (Michelle Barsness)
  - a. Enrollment: K-8=237 and PS-8= 285
  - b. Website – up and running but will continue to be a work in progress as more items still need to be added.
  - c. Alumni database – Gathering info, alumni community building
  - d. Summer Parades (Blaine-Shoreview-New Brighton) – Good turn out of families and handed out over 2000 pieces of marketing material.
- 5) Fundraising
  - a. Marathon for non-public Education on 10/6/2018
  - b. W2W (Wine-to-Wishes) – 5 classrooms have been outfitted with flexible seating and new laptops for teachers from 2018 Fund-A-Need.
- 6) New Business
  - a. Fall Fest 2018 (9/28-9/30) – SAC Bingo Meet and Greet on Friday Night
  - b. 50<sup>th</sup> Anniversary Celebrations
  - c. Flocknotes
  - d. SJB Trunk or Treat – October 24<sup>th</sup> – SAC will have a table and check in who can attend during October meeting.
  - e. SJB Hosts Hospitality – 12/1 and 12/2
  - f. SJB Continuous Improvement Meeting – February 2019 and lets brainstorm topics

## Meeting Minutes 10/16/2018

- 1) Principal's Update
  - a. Religious Professional Development for staff – Considering online program and possible parent component.
  - b. Planning for next year – talking about preschool changes/options, calendar

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- 2) Finance – John & Dea beginning 2018-2019 Budget process & meetings
- 3) Marketing & Enrollment (Michelle Barsness)
  - a. Open House – 11/13 5:30-7:30PM, SAC to meet parents, give tours
  - b. Enrollment update – reviewed enrollment funnel
  - c. Marketing update – events, where we are advertising
  - d. Wines to Wishes – SAC will assist again in calling for donations and list will come out later.
- 4) Fundraising
  - a. Marathon – reached our goal of \$36,000.00, no school 2/15/18.
- 5) Community Building
  - a. SJB Trunk-or-Treat 10/24 6PM – SAC to sponsor table
- 6) New Business
  - a. Continuous Improvement Meeting
  - b. Parent Feedback – Survey will go to parents about curriculum nights and grandparents/parent lunches to see if we want to make changes. SAC gave feedback that their families (grandparents, etc) love the way grandparent/parent lunches are currently but a survey would be a good idea. For the curriculum nights, they liked the general night so they could learn about virtues, policies, etc. Ideas for presenting curriculum were: Facebook Live event, parents come in and participate with their student or would that cause a distraction, could we have a curriculum presentation during parent/grandparent lunch.

**Meeting Minutes 11/20/2018**

- 1) Principal's Update
  - a.
- 2) Finance
  - a. 2018-2019 Budget – John & Dea met and have requested information. Working on tuition and fees for 2019-2020. John will be preparing the draft of the budget. SAC was asked about wage increase and stated that they would like to see a 3% increase if possible for staff. A question was asked about how that was determined. We also talked about school subsidy compared to Archdiocesan averages. We want to build not decrease but that will depend on a variety of factors. Also, talked about referral breaks for current families.
- 3) Marketing & Enrollment (Michelle Barsness)
  - a. Open House/Tours/Events
    - i. Open House 11/13 – SAC helped with tours and students helped. Student tours went over well with families that attended. We had 5 families and about 10 possible students. One indicated that they would sign up next month.
    - ii. KD Registration – 1/17/19 6-7:30pm and 1/27/19 11:30am – SAC can help with tours so please check calendar.
    - iii. Enrollment funnel was reviewed. Talked about prospective students for next year as well as possible transfers for this year. Enrollment should be up this year from budget and last year.
- 4) Fundraising
  - a. W2W 2019
    - i. Fund-a-need: classroom furniture updates
    - ii. SAC to help request Community donations – lists for each SAC members to contact. We discussed how to do this.
- 5) New Business

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- a. Possible program changes for preschool:
  - i. 2 rate system – Tuition/school day rate and all day rate (includes before/after school care)
  - ii. Year round care: provide non school day and summer care.
  - iii. Calendar changes: Align to school calendar.
  - iv. SAC thought all would be good especially those who have students in preschool like the idea and were enthusiastic about the possibility. Liked the consistency with school and being able to keep their child here as opposed to finding other care.
- b. 50<sup>th</sup> Anniversary Celebration – School advertise it in Band and Christmas Concert program, participate in video/interview event with the history committee, and possible other opportunities in Spring. Students are also getting tours from Father Skluzacek of the Church.
- c. SJB Hospitality Hosts – 12/1 and 12/2 – students in uniform and assist in greeting and serving in hall. Who is available? Hoyes and Nagles
- d. 2019 Continuous Improvement Brainstorm Session

**Meeting Minutes 12/11/2018**

- 1) Principal's Update
- 2) Finance
  - a. 2019-2020 Budget – John and Dea working on it.
  - b. Tuition and Fees – Increase across the board on all fees and tuition. Average increase is about 2-3% with the exception of a couple of fees like volunteering and school/tech fee which have not been raised in a while. SAC accepted the increase and talked about what other schools do for fees especially registration and impact on enrollment.
- 3) Marketing & Enrollment (Michelle Barsness)
  - a. Open House/Tours/Events
    - i. PS/K Information Night 1/17/19 6:00-7:30PM (SAC to help with tours)
    - ii. Catholic Schools Week KD Registration & Open House 1/27/19 – SAC help with tours after Mass
    - iii. Advertising – billboards (SAC affirmed), area parishes, and own parish
  - b. Enrollment funnel report
- 4) Fundraising
  - a. W2W (Wine-to-Wishes) – silent auction list sent out to SAC on 12/7/18
- 5) New Business
  - a. Continuous Improvement – February 2019
    - i. Topics for Improvement – Alumni and Volunteering
    - ii. Date and time – please think about for next meeting

**Meeting Minutes 1/15/2019**

- 1) Principal's Update – reviewed questions from team
- 2) Finance Update
  - a. 2019-2020 Tuition & Fees – reviewed proposed tuition and fees and team recommended all be included up front so they can be in the total for monthly payments.
- 3) Marketing & Enrollment (Michelle Barsness)
  - a. Open House/Tours/Events
    - i. PS/K Information Night 1/17/19 6:00-7:30PM (SAC to help with tours)

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- ii. Catholic Schools Week KD Registration & Open House 1/27/19 – SAC help with tours after Mass
- iii. Advertising – 6 digital billboards ran week of 1/7, parish bulletin, discussed printing billboard panel for longer billboard exposure.
- b. Enrollment funnel report
- 4) Fundraising
  - a. W2W silent auction items – SAC requested donations to office by 1/22 for inclusion in book
- 5) 2019 Continuous Improvement Annual Brainstorm Session – Feb 2019
  - a. Topics for Improvement: Alumni, Volunteering, Recruitment/Retention
  - b. Date / time for meeting – finalizing dates and times
- 6) New Business
  - a. Fieldtrip Fee – team recommended including in tuition.
  - b. Referral Discount – team recommended discussing in Continuous Improvement session.
  - c. Staff Compensation Committee – Ann will have Chris P and another person review current state and options.
  - d. Magnets – idea shared to create “My kid won the JOY award!” car magnets and sports related magnets.

**Meeting Minutes 2/12/2019**

- 1) Principal's Update – Reviewed by team and no questions were asked. Ms. Laird asked us to think about possible members for SAC as the 2 young families approached this year both declined due to time commitment but maybe they would serve in the future. Send names of possible candidates to Ms. Laird.
- 2) Finance Update
  - a. 2019-2020 Tuition & Fees – Budget draft was submitted. We have not heard any negative responses to tuition and fees. We included the fieldtrip fee in the list of fees so it is upfront.
- 3) Marketing & Enrollment (Michelle Barsness)
  - a. Open House/Tours/Events
    - i. Continue to give tours to families for this year as well as next.
    - ii. Suggestion was made to give perspective families a list of current parents to call and talk with about their experiences and to answer questions from a parent's perspective.
  - b. Enrollment – slowly coming in; better rate than last year. To date, notified of only 2 PS that will not attend next year.
- 4) Fundraising
  - a. W2W silent auction items – THANK YOU to all SAC Members for soliciting Silent Auction items! Michelle will send google doc list for all to update details & notes on businesses we contacted, those that don't intend to give, and donations received.
  - b. W2W – fundraising results – up a little from last year; awaiting final numbers.
- 5) 2019 Continuous Improvement Annual Brainstorm Session – March 2019
  - a. Topics for Improvement: Alumni, Volunteering, Recruitment/Retention
  - b. Date/Time: Tuesday, March 5 2019 – 6:30-7:30pm
  - c. We will send out separate email asking parents to attend and share topics in advance of Brainstorm session.
- 6) New Business
  - a. Staff Compensation Committee – Chris Poitras volunteered to serve on the committee
  - b. Feedback to PLC: *Father Skluzacek has a question that he would like all of our commissions to take a few minutes to discuss on Tuesday for 5-10 minutes if their agenda allows. The question is related to providing feedback to Father on “How have we done at St. John's and what more*

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*should we do at our parish to respond to the recent crisis in the Catholic Church?" Please have your PLC representative bring a brief 1-2 minute summary of your commission's feedback on this question to the PLC meeting.*

SAC Feedback: It would be good to address how we are handling it a couple of times throughout the year (but, caution not to go overboard). Father Skluzacek said that he recently read a study that we are safer than most public places so maybe we talk about what we are doing to keep our children, young adults, and vulnerable adults safe. Others shared that the sense of community with the school and church are a key factor to the safety of our students. All agreed that we should address this in a webpage that we can refer parents and prospective families to reference.

## **Meeting Minutes 3/12/2019**

- 1) Principal's Update – Reviewed by team, questions answered by Ms. Laird who shared research on Catholic School salary survey for compensation project. Also shared that Archdiocese will publish new Catholic School employee handbook in January 2020 that will require a salary schedule.
- 2) Finance Update
  - a. 2019-2020 Tuition & Fees – Budget draft still in review with parish.
- 3) Marketing & Enrollment (Michelle Barsness)
  - a. Advertising Update – CSCOE providing St. John's with 3 months free advertising on Facebook. CSCOE also looking for Social Media influencers (have over 750 friends on Instagram or Facebook) to apply for role as Catholic School influencers.
  - b. Enrollment Update – registration on track to meet budget
- 4) Fundraising
  - a. W2W – awaiting final numbers of fundraising results but looking good.
- 5) 2019 Continuous Improvement Annual Brainstorm Session – held March 5, 2019
  - a. Topics for Improvement: Alumni, Volunteering, Enrollment. Retention
  - b. Reviewed ideas from brainstorm session.
  - c. Will share ideas with parents, teachers and staff to rate.

## **Meeting Minutes 4/9/2019**

- 1) Principal's Update – reviewed questions from team regarding future classroom flexibility ideas.
- 2) Finance Update
  - a. 2019-2020 Budget to Finance Council
  - b. Staff Compensation Committee update – Chris P to lead...
- 3) Marketing & Enrollment (Michelle Barsness)
  - a. Advertising update
  - b. Enrollment update
- 4) Fundraising
  - a. See new business
- 5) 2019 Continuous Improvement Session (Alumni/Volunteering/Enrollment/Retention)
  - a. Brainstorm Session 3/5/2019 update
- 6) New Business
  - a. Annual Fund – Think Tank – Donor's self-identity