

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

<b>Date:</b>	September 15, 2020 – April 20, 2021	<b>Time:</b>	6:00 pm
<b>Principal:</b>	Ann Laird	<b>Location:</b>	SJB - ZOOM
<b>Chair:</b>		<b>PLC Rep:</b>	Michelle Stori

Member/Attendee	Present	Member/Attendee	Present	Member/Attendee	Present	Member/Attendee	Present
Ann Laird	X	Chris Poitras		Jenny Schmitz		Michelle Barsness	
Anna Nagle		Dea Johnson	As needed for budget	Joe Collins		Michelle Stori	
Tina Bobnick		Eric Laumeyer		John Pitzl	As needed for budget	Annie Reddy	
<b>2020-21 Meetings:</b>	9/15, 10/20, 11/17, 12/8, 1/19, 2/16, 3/?, 4/20, 5/18, 6/8						
<b>Guest(s) &amp; Purpose:</b>							

## SAC Meeting Agenda 9/15/2020

- 1) Principal's Update
  - a. School updates: COVID Protocols; Goals – COVID Mitigation and Accreditation are the main goals; new staff = 4 (Music, 4<sup>th</sup> and 2<sup>nd</sup> grade) and possibly looking for Health Aid help
- 2) Marketing & Enrollment (Michelle Barsness)
  - a. Update on enrollment: 48 tours in July/August resulted in an increase in enrollment – K to 8: 291 and PS-8= 351; K-7 retention = 90%; 1<sup>st</sup>-8<sup>th</sup> grade = 57 new students
  - b. Marketing: Strategies will remain the same as in past years if needed but we may have to get creative for in person tours
- 3) New Business
  - a. Goals: Accreditation, Tuition and Fees/Budget Set, COVID Mitigation, New Family Retention, Compensation for teachers, Incorporate Core Values
  - b. COVID Review: Distance Learning (no discount) and contact for long term distance learning; how to make move to DL for quarantine, Quarantining

## SAC Meeting Minutes 10/20/2020

- 1) Principal's Update
  - a. School Updates: Marathon recap; Curriculum Review – science and social studies; COVID update, NWEA tests and goal setting
  - b. Accreditation Updates: Visit is January 18<sup>th</sup> and 19<sup>th</sup>; self study almost complete
- 2) Marketing & Enrollment (Michelle Barsness)
  - a. Update on enrollment funnel
  - b. Community Building Activities: Zoom meetings with Principal and Staff to meet them
  - c. Marketing
    - i. November Open House: Offer virtual or individual tours instead of regular open house
- 3) New Business

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- a. W2W Fund-a-Need Ideas – discussion around virtual event/how and what; even talked about pushing out but determined to just move ahead
- b. Snow Days - Distance Learning Policy: Reviewed policy which would be in affect 21-22
- c. Mask Break Guidelines – discussion on if and why we should it; most have opportunity to have a break especially outside; no official break needed

**SAC Meeting Minutes 11/17/2020**

- 1) Principal's Update
  - a. School Updates: Preparing for Distance Learning Practice Day 11/23 and 11/24 – will send something out to parents; virtual concerts; Zoom Get togethers; COVID updates and quarantine review; discussion on staff morale – tough and asked to do a lot/they are doing the best they can and concerned about appreciation – SAC talked some options; discussion around starting Christmas Break on December 18<sup>th</sup> (2 days early) – SAC in favor; service project – Toy Drive
  - b. Accreditation Updates – reviewed draft of school improvement plan
- 2) Marketing & Enrollment (Michelle Barsness)
  - a. Update on enrollment funnel – continuing to do tours and have students starting
  - b. Community Building Activities – Zoom Get to Together
  - c. Marketing
    - i. January Open House – most other schools are not doing it so we will probably follow suit. There was some discussion on other options
- 3) New Business
  - a. Accreditation – Strategic Plan – Reviewed plan and liked where it was going. SAC had some additions/revisions to plan
  - b. Draft of Salary Scale – Discussion around other industries and their salary schedules. SAC agreed something should be done and encouraged the draft to go to business administrator.

**SAC Meeting Minutes 12/15/2020**

- 1) Principal's Update
  - a. School Updates: Piloting a keyboarding program in MS; reviewed decision to go online for January 4<sup>th</sup>-8<sup>th</sup> – other Catholic Schools are doing it; preparing a document for it
  - b. Accreditation Updates: None
  - c. COVID Updates: Reviewed CDC guidelines and MDH for new quarantine; Looked at travel recommendation and asked for comments – talked about other schools
- 2) Marketing & Enrollment (Michelle Barsness)
  - a. W2W
  - b. Update on enrollment funnel
  - c. Marketing
    - i. Kindergarten - tours
- 3) New Business
  - a. 2021-2022 Tuition and Fees: Discussed tuition and fees and what other schools are doing particularly TG – recommendation to freeze as a good will gesture
  - b. Prayer and Praise: Program to recognize staff and their efforts; discussed funding, purpose, keep it simple, be positive, and growth of the program

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**SAC Meeting Minutes 1/19/2021**

- 1) Principal's Update
  - a. School Updates: Hiring an educational aide to assist Dr. Howard – on website; working on budget and SAC discussed raise for staff
  - b. Accreditation Updates: Visit went fine, and we unofficially passed – accredited for another 7 years – impressed with our school and gave us feedback
  - c. COVID Updates – reviewed and discussed in person following Spring Break – SAC encouraged a survey of families but definitely open to this; change in staff quarantine but not students
  - d. Praise and Prayer update - email
- 2) Marketing & Enrollment (Michelle Barsness)
  - a. W2W – update and set for virtual event
  - b. Update on enrollment funnel: K-8 enrollment at 275
  - c. Marketing
    - i. Kindergarten – information night will be virtual; discussed various options but the CSCOE incentive to enroll and get money off is helping
- 3) New Business
  - a. COVID Input – Discussed Spring Break options – quarantine following travel, virtual vs in person following break; discussed survey families and communication as soon as possible
  - b. Budget – Discussed raises and SAC recommended raises for all staff

**SAC Meeting Minutes 2/16/2021**

- 1) Principal's Update
  - a. School Updates: School office is working on drop off reminder communication
  - b. Accreditation Updates: None
  - c. COVID Updates: Quarantine and case update
  - d. Praise and Prayer update – email – want to call it JOY-Maker and we discussed the prayer piece
- 2) Marketing & Enrollment (Michelle Barsness)
  - a. W2W: Lower income due to not having event and less expenses as well; FUN is looking ok
  - b. Enrollment Update – funnel and 2021- 2022: PS-8 337 with K-8 300; retention is 90%
  - c. Marketing – continuing to give tours and answer questions
- 3) New Business
  - a. Spring Drama- SAC discussed what possibilities would be for Spring Drama; there is interest and outside would be best, but can we count on weather. We also discussed possible summer. However, they did not think it was good to do inside.
  - b. Travel, quarantine, and school devices
    - i. Allowing families/students to have a school computer if they plan on traveling, especially internationally, because they will have to quarantine. – SAC discussed tech fees could pay for damages and do we have enough. We decided that if they can travel internationally, they can supply their own chrome book.
  - c. Next Year

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- i. What events can we bring back and what should we wait on? SAC discussed the following events for next year: Christmas program, Zoom curriculum nights but later in September, MMTN maybe do the same way we did it this year with sign up as it provided more time with teachers and less chaos, Marathon, and Parent/Grandparent event.
- ii. Sisters – what qualities would we need in a sister?? We want dynamic Sisters who are young; ability to connect with all students, especially MS

**SAC Meeting Minutes 3/23/2021**

- 1) Principal's Update
  - a. School Updates: Reviewed remaining school events; Art teacher back from leave; new iPad and projectors; hired an educational aide to assist Dr. Howard; plan for next year, especially MS, reviewed budget items
  - b. COVID Updates: Reviewed quarantine; cap for next year's classrooms; CDC guidelines
- 2) Marketing & Enrollment (Michelle Barsness)
  - a. W2W: Looked at income for W2W – less than previous years but still pleased with it as a virtual event
  - b. Enrollment Update – funnel and 2021- 2022: K-8: 320 – 97.9% Retention
    - i. New Family Welcome: Discussed what we could do to facilitate this – some ideas were monthly email highlighting events or just touching base, summer get together event, yard signs, Robo call, school puzzle – just something to let them know we are excited to have them in our SJB family
  - c. Marketing
- 3) New Business
  - a. Goals: SAC reviewed goals and completion of Accreditation and Budget; discussed how and if we can incorporate some service projects in our community for our Core value goal.
  - b. 2020-2021 Budget Highlights: Reviewed budget especially increased enrollment projection and adding the bus into budget. SAC agreed with the increase in enrollment.

**SAC Meeting Minutes 4/20/2021**

- 1) Principal's Update
  - a. School Updates: Planning for next year; reviewed staff changes; hiring; MS changes; lunch program
  - b. JOY-Maker Update – 9 staff members were recognized as March JOY-makers and already have 17 nominations for April. Those 9 staff members received a Target gift card
- 2) Marketing & Enrollment (Michelle Barsness)
  - a. Enrollment Update – funnel and 2021- 2022: K-8 324 and PS-8 375; retention is still 97% (met goal)
    - i. New Family Welcome: Discussed what this looks like – what do we currently do and what else could we do?
  - b. Marketing
- 3) New Business

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- a. Discussion Items: One, Holy, Catholic, Apostolic
  - i. Where do we effectively live out our core values and live out the 4 marks of the church, especially, in regards to, One and Catholic? Variety and mix of people at school but what about parish.
  - ii. Where and how can we improve to more effectively live out our core values to be more inclusive and welcoming to all? Welcoming; bring back hospitality; assertively friendly; coffee with bars/cookies; signage would help; send a note when someone loses a loved one
- b. Other: We discussed things to consider for next year regarding COVID requirements – everyone hopes they will be loosened, hiring minority staff might be good idea and link to discussion in A, family get together ideas like kickball or games or maybe a kid DJ – could NET help

**SAC Meeting Minutes 5/18/2021**

- 1) Principal's Update
  - a. School Updates: Highlighted staff updates, EANS money for nonpublic schools from the government, curriculum reviews- standards of science and social studies to determine fit for our school
  - b. JOY-Maker Update: 18 April JOY-Makers – recognized at staff meeting and gift card; 2 SAC members offered to assist in helping us develop this in the future and craft the note that goes with gift card – will connect over summer regarding next steps and highlight this in other media or parish publications like parish bulletin
- 2) Marketing & Enrollment (Michelle Barsness)
  - a. Enrollment Update – funnel and 2021- 2022: K-8 325 with 10 on waiting list and PS-8 381
  - b. Marketing – New Brighton Parade on 8/14 @ 10a, ideas to connect with families during summer, new family postcard will go out by end of next week, planning a preschool and school family event for early August. Think about a testimony video from some families who are came over and have stayed.
- 3) New Business
  - a. Discussion
    - i. What are some things that happened in our Parish during Covid that would like to keep? Online Mass, online 3p prayer, the welcoming and inviting effort (seemed more concentrated and authentic), the creativity and freedom/grace to try something new even if it fails – remember the grace we had and gave each other during this time and continue it, continue online school Mass so parents and grandparents can catch it, no parents walking students into school and their classroom in the morning.
    - ii. What are some things that went away during Covid that you are ok with not returning? Redefining some events and changing how they look- buffet style hospitality could maybe look different, revamp parent/grandparent lunch to maybe an event during the day
    - iii. What are some things that went away during Covid that you are looking forward to returning? Gathering for Fall fest and other events (don't go overboard with the events)

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and getting back to “normal” interactions, all school masses, volunteers in the building  
and all the fun bits of parish and school life

- b. Accomplishments – Year End: Sheet was discussed- see PLC minutes
- c. Goal Spreadsheet: Reviewed our goals – completed, etc. - and also talked about additional goals next year