

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

Date:	September 2021- May 2022	Time:	5:30 pm
Principal:	Ann Laird	Location:	SJB Parish Center
Chair:	Anna N	PLC Rep:	Michelle S

Member/Attendee	Present	Member/Attendee	Present	Member/Attendee	Present	Member/Attendee	Present
Ann Laird		Annie Reddy		Joe Collins		Ryan Meyer	
Anna Nagle		Eric Laumeyer		Michelle Stori		Michelle Barsness	
Barb Lieser							
2021-22 Meetings:	9/21, 10/19, 11/16, 12/14 (Mass), 1/18, 2/15, 3/22, 4/26, 5/17, 6/7						

Meeting Minutes 9/21/2021

- 1) Prayer
- 2) Welcome new member Ryan Meyer, visitor Barb Lieser, and PLC member Andrea Bongard
- 3) Review of SAC purpose, roles, and responsibilities
- 4) Principal's Update
 - a. MNSAA and School Goals were referenced; SAC goal will link to some these goals; Subject level goals are still being finalized
 - b. Curriculum – Specialists are reviewing their curriculum; REACH program expanded to grades 5 and up; Catechesis of the Good Shepherd is move along in PS with our focus on the Atrium
 - c. PD focusing on instructional coaching, differentiated instruction, student engagement, and discipleship in the classroom
 - d. Marathon – October 2nd Central Park with prayer and kick off at 9a; discussed different ways people get pledges these days and when the items went home
- 5) Marketing & Enrollment (Michelle Barsness)
 - a. Enrollment: K-8=327 and PS-8= 392
 - b. Retention rate of 91% and 87% of those who transferred to SJB in 2020-2021
 - c. Discussed a variety of marketing strategies including the importance of testimonies from parents whose families came due to COVID and stayed.
- 6) New Business
 - a. SJB COVID PP – Reviewed the 21-22 SJB Preparedness Plan for COVID. There was good discussion and then recommendations to add – contact tracing information; cooperate with/follow/support MDH, and plan for what if – threshold idea
 - b. Goals – goals were briefly discussed and will be completed by the October meeting

Meeting Minutes 10/19/2021

Prayer

Principal's Update

- a. COVID PP Reviewed and discussed questions from last review. Also talked about school cases.
- b. Marathon – went well and met our goal
- c. Marketing & Enrollment (Michelle Barsness)
 - a. Enrollment: K-8=329 and PS-8= 394 – 2 middle school students will be starting after MEA

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

New Business

- a. Goals – goals were discussed, and people volunteered for committees. The goals will be put in Commission goal document and sent to SAC members before next meeting. Talked about a school APP which will be discussed further with the communications committee.
- b. All Saint's Party – SAC table will be hosted by Joe Collins (thank you)
- c. ELC for 5th grade students last year who did not go – can we do something?? This will be discussed further with teachers to help determine options.

Meeting Minutes 11/16/21

Prayer

Principals Update

1. Beginning to think about next year's budget and preparing for enrollment.
2. Band and Christmas Concerts are coming up in December. They are in person with a possible live stream for the Christmas Concert on 12/16.
3. COVID Update: We are holding steady but will see between Thanksgiving and Christmas.
4. Distance Learning Practice Days – ½ days on 11/22 and 11/23
5. SAC goals out and link to workbook attached.

Marketing

1. K-8 Enrollment = 329 plus possibly 3 starting next trimester.
2. Marketing: Working on Billboard; there was a good turn out for our November open house, and it generated lots of interest even for this year.
3. W2W 2021: Planning is beginning; SAC will assist with donations; talked about student videos and other ideas for the event

New Business: Tuition and Fees for 2022-2023

1. Reviewed 2021-2022 tuition from 6 area Catholic school.
 - a. SAC wants to know average family size to check on our multi child discount.
 - b. Also wanted to know average rate of inflation. COLA increase was confirmed by Mark Dittman later that week.
2. Reviewed proposal for 2.5% increase but we are concern about increased costs and COLA increase of 6%. SAC feels strongly that staff need to be compensated more than usual to offset inflation and COLA increase.
3. Suggested proposing 2 tuition and fee increases to Finance Council for next month's meeting. SAC will review the proposals as well and give a recommendation to Father.

Other: Discussed Middle Events for students to socialize; what is appropriate to offer in house and what can parents do on their own? There are some events and opportunities planned for Middle School students coming up, but parents can also create their own out of school opportunities.

Meeting Minutes 12/14/21

Prayer

Principals Update

1. Beginning to think about next year's budget and preparing for enrollment.
2. Band and Christmas Concerts are coming up and we are planning to livestream it.

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

3. COVID Update: We are holding steady.
4. Tuition proposal sent to Finance Council.
- 5.

Marketing

1. K-8 Enrollment = 329 plus possibly 3 starting next trimester.
2. Good turn out for our November open house and planning for the upcoming event.
3. W2W 2022: Theme and update on how SAC can help.

New Business: Tuition and Fees for 2022-2023

1. Discussed and recommended tuition for 2022-2023 school year.

Other:

Meeting Minutes 1/18/22

Prayer

Principals Update

1. Beginning to think about next year's budget and preparing for enrollment.
2. COVID Update: Cases are up since 1/3/22 and have had to increase mitigation for 2 grades this week.
3. NWEA testing in February.
4. Catholic Schools Week coming up but there are concerns about bigger events.

Marketing

1. K-8 Enrollment = 332 - 3 starting next trimester and more families looking. According to the funnel K enrollment should be strong. Have had a several K tours for next year.
2. Marketing: PS & K Parent Information Night – 1/20 and a couple of SAC volunteers are needed.
3. W2W 2022: Invitations are out but registration is slow and discussed how to increase it. Report on sponsorship which do not seem impacted by the increase. Getting some bigger items for the auction. Auctioneer has been hired and things are coming together.

New Business: Tuition and Fees for 2022-2023

1. Reviewed CDC new guidelines for COVID isolation. We decided to move to 5 day, and it is not unreasonable to ask them to wear a mask for the next 5 days or stay home for the dull 10 days. It was also decided that we would move to a 10 quarantine for positive household exposure. All opposed separating students for lunch when they returned 5 days after positive COVID.
2. CSW Variety Show was discussed. We talked about options if COVID continued to rise.

Meeting Minutes 2/15/22

Prayer

Principals Update

1. Discussed Families Helping Families change and desiring to try evening event with less items. SAC thought if we did an evening then make sure you serve dinner. Students could gain confirmation hours.
2. Also discussed inviting parents to adoration during our Holy Week Retreat.

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

Marketing and Enrollment

1. This year we have 335 in K-8 students due to another student starting.
2. Enrollment for 2022-2023 – We have been open to re-enrollment for three weeks. We have 344 students in PS-8th grade with 27 kindergarteners currently.

Wines to Wishes: Looks like we will have enough money to fund our PA and that we did well. Numbers to come. We talked about a cheat sheet for the bidding and have people for “tech support.” Volunteering is always hard but hopefully it will change with the younger families.

New Business:

1. Committees – Annie Reddy is leading our communication committee and will be contacting those on the committee soon about goal, etc. Tina Bobnick is leading the Catholic identity committee to improve school family engagement in the sacramental life of the faith and parish. SAC members interested in this committee are invited to reach out to Tina or school principal.
2. Discuss how we can help school families connect to the parish – SAC decided they want to wait until the CI committee has information. Could leverage the talents of our school parents to help the parish?
3. School Development Goals – We reviewed the goals for the school and will review to see how it aligns to the parish wide development.
4. Hospitality – SAC decided to host hospitality after Mass at 4:30p, 8:30a, and 10:30a on March 5th and 6th.

Other – We briefly talked about our athletic program and who to contact with questions- Mr. Miley.

Meeting Minutes 3/22/22

Prayer

Principal's Update

1. PA System
2. School budget along with parish budget almost completed. SAC members talked about making sure staff had the help they needed and their salary. We also talked about how we could maintain staffing and quality of services if we do not contain to maintain enrollment.
3. NWEA testing: Students increased on average 5.98 RIT points in Math and 6.6 RIT points in Reading from fall to winter.

Enrollment

1. Reviewed current enrollment. There are two families who have moved due to jobs.
2. 2022-2023 enrollment is looking good. K-8 = 338 and PS-8 = 395. 63% retention from PK to K and 99% retention altogether. We still have some pending families.

Curriculum Review Update – Specialists

1. Specialists are reviewing their curriculum and have met regarding grading.

Communication Committee Update

1. Committee has received email regarding the focus of the committee. The committee is combination of parents and teachers.
2. Improving parent/teacher communication is the focus currently.

Catholic Identity Committee Update

1. Committee head has reached out to a variety of parents and hope to have a couple of ideas for the school for next year.

New Business

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

1. SAC Goals – reviewed the updates to the SAC goals in the workbook.
2. Evaluating current and possible new school events and link to mission
 - a. Overall, our current events are great and fit our mission.
 - b. Events that bring families/parents together are important.
 - c. Think about how we can always talk about what it means to be a SJB disciple at our events in a quick and “non threatening” way.
 - d. Communicate these events – maybe on a postcard.
 - e. Drop off doughnut and coffee – could we do this monthly?

OTHER: Advertise Amazon Smile again in the newsletter. It is such an effortless way to make money for the school. Every little bit helps. Also talked about a new flag.