

**St. Joseph School Advisory Committee**  
**Meeting minutes: August 24, 2010**

**BOARD MEMBERS:** Kurt Hardy, Christine Handel, Jim Willemsen, Anne DeFranco, Sheri Johnson, Dave McKeehan, Duane Laska, Tom Ferguson, Steve Horvath.

**EX-OFFICIO MEMBERS:** Mr. Charles Lynch, Farther John Hennessy, Melissa Galla, and John Honher.

**WELCOME AND PRAYER:** The meeting began at 7:05 pm. Kurt Hardy welcomed new member Tom Ferguson and new ex-officio members Melissa Galla and John Honher, who was representing the Athletic Committee President, Charlie May. Kurt led the group in reading the Mission Statement. Mr. Lynch then led the group in prayer and reflection of the weekly gospel.

**MINUTES APPROVED:** The May minutes were moved for approval by Christine Handel and second by Jim Willemsen. Sheri Johnson will have the minutes posted on the school website.

**PASTOR'S REPORT:**

- Father Hennessey welcomed everyone back for a new school year and thanked all SAC members for their contribution to this group.
- Father reminded the group that this meeting is respected with confidentiality so that we can freely discuss very important topics regarding the future plans of the school. Information taken out of context can be very damaging and misleading. In order to avoid such situations, please respect the content discussed at each meeting with confidence.
- Father conveyed his excitement for the new school year. He believes we are off to a great start and is enthusiastic about the new faculty members adding a “positive flavor” to the staff.

**PRINCIPAL'S REPORT:**

- Mr. Lynch also noted the start of the school year is going very well. The four new teachers add a ‘younger’ flavor and will provide a good mixture with the veteran faculty members. Mr. Lynch also noted that two of the new faculty members are men. This will also contribute to the diversity of the faculty.

- The first faculty meeting was at St. Pat's in Wadsworth. This brought together all of the Catholic Schools in Lake County and provided a nice reminder that our school is simply a part of the bigger picture of Catholic Education in our area.
- The faculty is doing a nice job of working with and adjusting to our new web site software.
- Enrollment as follows:
 

Pre 3	20
Pre 4	15
K	42
1	43
2	48
3	47
4	59
5	48
6	58
7	57
8	59
TOTAL	496

Enrollment is down primarily in the lower grades. Finances are hitting families harder this year than last year and even with financial aid being offered, some families simply can't make it work. Mr. Lynch has made adjustments to the budget.

- Bus 68 has presented a few issues that will need to be addressed for next school year. The cost has been greatly deferred in the past and District 68 will need to pass those costs on to our families who use this bus in the future.
- Mr. Lynch has asked SAC to help school families understand that busing from District 70 is a privilege for our students and families can not make personal requests regarding the bus stops.
- Mr. Lynch will have an Open House the next two Thursdays. They will be divided into 4-8 grade this week and K-3 next week.
- The theme for this year is "Explore the Word, Live the Message."
- Mr. Lynch will be meeting with members of SAC next week to complete the Vitality section of the School Improvement Plan.
- The school is wrapping up the School Improvement Process that it started working on last year. Using the results from the 08-09 survey,

the school can show that we have identified issues at hand and acted on them with positive results. There will be a parent survey as part of the SIP as well. The visiting group will come to our school Oct. 5-7. Mr. Lynch would like members of SAC to be available to participate in activities during the visit.

**OLD BUSINESS:**

- With this being the first meeting of the 2010-2011 school year, there is no old business to report.

**NEW BUSINESS:**

**COMMITTEE REPORTS**

Kurt Hardy presented the following report as an overview for the year.

Expectations

- Attend meetings
- Participate in meetings
- Actively participate in committees

Officer Review

- Vice President: Anne DeFranco
- Secretary: Sheri Johnson

Committee Assignments

**MARKETING:**

Chair: Jim Willemsen  
David McKeehan  
Tom Ferguson

Goals:

- Continue with Preschool Outreach program
- Create Marketing sub-committee (non-SAC members)
- Set up school marketing campaign (DVD, brochure, etc.) targeting younger grades and prospective families.

**COMMUNICATIONS/ADMINISTRATION:**

Chair: Sheri Johnson  
David McKeehan

Goals:

- Monthly updates in Knight News
- Keep up to date and communicate all legislative issues
- Provide communication to parish regarding SAC and school activities via The Carpenter

**FINANCE:**

Chair: Duane Laska  
Steve Horvath  
Kurt Hardy

Goals:

- Work with Parish administration to coordinate timely and accurate financials
- Be liaison with Parish Finance Committee
- Monitor enrollment and other data points to assist in providing appropriate recommendations

**FUNDRAISING:**

Chair: Christine Handel  
Tom Ferguson  
Anne DeFranco

## Goals:

- Identify targeted fundraising amount
- Coordinate Spring event
- Coordinate efforts with Athletic Association and SJSPA

## **PARENT ASSOCIATION:**

Melissa Galla presented the following report:

### SJSPA Meeting

- SJSPA is having our first meeting next Tuesday, August 31<sup>st</sup>.

### Chair Updates

- Heather Hayek decided to step down as VP and Tracy Lombardo is the new VP.
- All co-chairs have been given volunteer lists for the events and various programs for the school year.

### Knight News for SJSPA

- Brigid Dutton submitted to Kathy Connell on 8/20 the first edition of Knight News.

### SJSPA Fundraising 2010 - 2011

- Box Tops for Education
- Fall Fundraiser (Spirit Run) – Tuesday, October 26, 2010
- Ink Cartridges
- Innisbrook Online Gift Wrap
- Santa's Secret Shop
- School-Pak – School Supplies
- Spirit Wear
- Spring Fundraiser – Athletic Committee/SJSPA
- Uniform Resale
- Target – Take Charge of Education

## NFW

- Picnic went really well, over 100 people came throughout the morning. Only wish, if more existing buddies would have come.

## Room Parent Meeting

- Bunny Otrembiak and Linda Muller held a Room Parent meeting on 8/20. Room Parents are supposed to be contacting the Teachers.

## School Pak – School Supplies

- Margaret Herron did a great job packaging and distributing the supplies, 84 families used this service.

## SJSPA Website

- Updating the website
  - Meeting Dates, Agenda, Minutes
  - Co-Chair List
  - Go Green

## **ATHLETIC COMMITTEE:**

- John Honher reported for Charlie May that the Athletic Committee has now replaced all Basketball uniforms for 5-8 grades over the last two years.
- The gym floor was refinished over the summer.
- Annual Golf outing will take place at Bittersweet on September 24<sup>th</sup>. There will be an evening buffet at Austin's following the golf.
- The Athletic Committee is looking to make improvements on the concessions area.

## **ADJOURNMENT:**

Dave McKeehan motioned for adjournment and it was second by Steve Horvath. The meeting was adjourned at 8:55 pm and was ended in a prayer lead by Kurt Hardy.