

### School Advisory Council Minutes

The School Advisory council's primary purpose is the fostering of faith development and the advancement of the school community, in accordance with the Bylaws and school's mission statement. ***Our Mission is to inspire and empower all learners to become the person God intends by integrating Catholic Virtues, Prayer and Service with 21<sup>st</sup> Century Learning.***

St. Joseph Catholic Community has established yearly WIGs (Wildly Important Goals). These WIGs give us direction and form the direction in which we put our time and energy. The WIGs for fiscal year 2017 (July 2016-June 2017) are:

- Wildly Important Goal ONE: Help people to know where they are in their **Christian Development.**
- Wildly Important Goal TWO: **Implement structure** that will support development of disciples.
- **Wildly Important Goal THREE : Fill the seats of St. Joseph School (Newly adopted and approved by the Parish Pastoral Council on 6.28.16)**

September 27, 2016

6:00 - 7:30

#### Attendance

Opal Ehalt	Lynn Specken	Paul David	Matt Sonnek
Trevor Jager	Karyn Willenbring	Catherine Seck	Dave Schwob
Principal Bruce Richards	Quentin Garlets		

#### AGENDA & MINUTES

Time	Item	Presenter	Discussion / Details	Compelling Score Card Info/Data	Supporting Documents	Goal / Task assigned to: Due date:
6:00 - 6:05 PM	<a href="#">Opening Prayer</a> ~	Bruce				
6:05-6:15	<b>WIG 3 - "Fill all Seats"</b>	Bruce/Karyn	<p><b>Ideas Shared last meeting:</b></p> <ol style="list-style-type: none"> <li>1. Update on use of CSCOE Grant \$4,500               <ol style="list-style-type: none"> <li>a. Funds for marketing/advertising SJS</li> </ol> </li> </ol> <p><b>New:</b> Funds used for</p> <ol style="list-style-type: none"> <li>1. SJS Tent for Events (10'X10')</li> <li>2. New signs created for advertising St. Joseph C-STEM School.               <ol style="list-style-type: none"> <li>a. KC Park sign</li> <li>b. Signs to place on different properties coming into Waconia                   <ol style="list-style-type: none"> <li>i. Waconia Hwy 284 north</li> <li>ii. NYA Hwy 5 east</li> </ol> </li> </ol> </li> </ol>			<p>Bruce, Emily and Jackie working on tent</p> <p>Bruce, Emily and Jackie working on signage.</p>

			iii. Waconia Hwy 5 west iv. Waconia Hwy 10 south			
6:15-6:30	<b>WIG 2</b> <b>"Implement Structure"</b> ~ Update roles. Identify new officers	Bruce/Karyn	<b>Ideas Shared last meeting:</b> 1. Review Nominations for 2015-16 <b>Champion:</b> Bruce <b>Chair:</b> Trevor Jager and Dave Schwob <b>Vice Chair:</b> Quentin Garlets <b>Secretary:</b>  <b>New:</b> 1. Vote and Approval of SAC assignments. 2. Review Crisis Management Policy a. Intercom in gym needs to be checked b. 5 min. Drills with staff – share what you'd do c. Suggestions i. to have 3 ring binders in office with checklists ii. External Communications Process needed		<a href="#">Crisis Management Policy</a>	Approved of SAC assignments 9/27/16  <b>Champion:</b> Bruce <b>Chair:</b> Trevor Jager and Dave Schwob <b>Vice Chair:</b> Quentin Garlets <b>Secretary:</b> Karyn and Catherine (shadow)  Review Crisis Management Policy a. Intercom in gym needs to be checked - Trevor/Bruce b. Bruce will discuss idea of 3 ring binders with checklists - Emily c. Bruce will schedule 5 min. drills with staff throughout the year and record
6:30 – 6:45 PM	<b>WIG 1</b> <b>"Christian Development"</b>  How will we help one another grow in our Christian Development in the	Bruce/Quetin	<b>Ideas Shared Last Meeting:</b> 1. Continue to take/record attendance at SJS Events  <b>New:</b> 1. Curriculum Night Attendance 9/13/16  2. Eucharistic Miracle Exhibit set up in School Library	How do we know that we are helping people with their faith journey?  Attendance 1 = 33%  2 = 100% of students	<a href="#">Stages of Christian Development</a>	<b>Ongoing:</b> Take attendance at all SJS events. a. Bruce or event coordinator b. Report back to Bruce for Scorecard  Reminder: Events throughout the year. Bruce and committee members share opportunities at each event

	2016-17 fiscal/school year?		<ol style="list-style-type: none"> <li>3. Mass of the Holy Spirit for grades 4-8 on 9/22/16</li> <li>4. School Attendance at School Mass</li> <li>5. School Staff/Parent Attendance at CRHP weekends</li> <li>6. School Staff/Parent Attendance at Bible Timeline Class</li> <li>7. School Parent Attendance at Women of St. Joseph events</li> </ol>	<p>3 = 89% of eligible students</p> <p>4 = 188, 200, 198</p> <p>5 = 24% of attendees were school folks</p> <p>6 = 33% currently</p> <p>7 = Karyn will look at %</p>	<a href="#">Scorecard with 3 Goals (tracked and analyzed with Parish Council's help)</a>	<p><b>New:</b> Bruce record new attendances on Scorecard</p> <p>Karyn will collect school attendance % for Women of St. Joseph (#7)</p>
	Other		<p><b>Updates:</b></p> <ol style="list-style-type: none"> <li>1. 3 on 3 Recap <ol style="list-style-type: none"> <li>i. Success with 82 teams!</li> <li>ii. Raised about \$6,000</li> <li>iii. Suggestion for next year: have a lead volunteer to direct volunteer questions and walk-on help or more information for the 3 on 3 registration table to help with guidance.</li> </ol> </li> <li>2. Upcoming Events <ol style="list-style-type: none"> <li>a. Teacher Conference Meals 10/6</li> <li>b. Rakeathon 10/29</li> <li>c. Christmas Pagent</li> </ol> </li> </ol>			<p>Dave share suggestion with Nickle Dickle Volunteer Committee for next year.</p> <p>Need Lead Volunteers for the following</p> <ol style="list-style-type: none"> <li>a. Teacher Conference Meals 10/6 - ?</li> <li>b. Rakeathon 10/29 - Vicki Leuthner will assist with someone</li> <li>c. Christmas Pagent – Everyone will email Scott King! :)</li> </ol>
6:45-7:15 PM	Spiritual Integration Committee Update		<p><b>Updates:</b></p>			

7:15 PM	Parent Association Update	Paul	<p><b>Updates:</b></p> <ol style="list-style-type: none"> <li>1. Rachele is working on PA website</li> <li>2. Committee meeting set for Oct.</li> <li>3. Suggestions: share need with P.A., Parish Council and CRHP. <ol style="list-style-type: none"> <li>a. <b>Parent Association Ambassador for each grade level K-8.</b> <ol style="list-style-type: none"> <li>i. Role: St. Joseph Parent would help share important school-wide or classroom event dates, request volunteers and help communicate any other information requested by the teacher or various school committees. The key to the PA Ambassador role is communication and reaching out and encouraging all parents to become involved in the St. Joseph Catholic School and Community.</li> <li>ii. Lead Person: Rachelle David or Jackie Jager</li> <li>iii. Time Commitment: 1-2 hrs./month ?</li> </ol> </li> <li>b. <b>Spiritual Growth Coordinator</b> <ol style="list-style-type: none"> <li>i. Role: Collaborate with the Spiritual Integration Committee to develop and organize monthly school events/activities to nurture a deepening of one's relationship with Christ.</li> <li>ii. Lead Person: Bruce Richards</li> </ol> </li> </ol> </li> </ol>			
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			<ul style="list-style-type: none"> <li>iii. Time Commitment: 5 hrs/month ?</li> <li>c. <b>Mass Server Coordinator</b> Role: Collaborate with the Worship Committee to coordinate mass servers throughout the year. Develop and implement the following new ideas to increase participation and commitment. <ul style="list-style-type: none"> <li>iv. Buddy system for new mass servers and may help with annual training.</li> <li>v. Incentive program (i.e. Lady of the Lake has servers earn a sweatshirt after training and a certain number of hours. Servers additionally earn "stars" or it could be "cross" patches to sew around the bottom of the sweatshirt.)</li> <li>vi. Lead Person: Bruce Richards</li> <li>vii. Time Commitment: 1-2 hrs./month ?</li> </ul> </li> </ul>			
7:20	Technology Committee Update	Trevor/Dave/Matt	<p><b>Updates:</b></p> <ul style="list-style-type: none"> <li>1. Video Events/involve HS kids</li> <li>2. Computer lab is up and running <ul style="list-style-type: none"> <li>a. Still need to get electrical boxes installed on each computer row.</li> <li>b. Additional memory to the lab systems is now complete.</li> </ul> </li> <li>3. Laptops have been handed out to 7th and 8th grade.</li> <li>4. Cart iPads have been set up and configured in preparation for the cart arrival.</li> </ul>			Still seeking HS help

			a. Cart has been populated and is ready to go			
7:25	Educational Programmin g Update	Karyn/Opal	<b>Updates:</b> 1. Literacy Committee will meet quarterly throughout the year.			Karyn will coordinate meeting to be scheduled in the month of October. Meeting will focus on gathering feedback from staff on new curriculum.
7:30	Advanceme nt Update	Lonnie/ Catherine	<b>Updates:</b> 1. Open House Night for PK Parents <b>November 11, 2016</b> a. Looking for 1-2 parents to share their positive experience of sending their child/children to St. Joseph. Share the benefits of a CSTEM school. b. Suggestion: Halo News Crew Project iii. Create interview questions iv. Videotape interview with members of a SJ family v. Share at Open House vi. Post on Facebook 2. Suggestion: share need with P.A., Parish Council and CRHP. <b>Advancement Coordinator</b> i. Role: Oversee efforts to advance the mission of St. Joseph Catholic School through collaboration with Bruce and other committees. Also, responsible for contributing to school marketing and communication efforts. ii. Lead Person: Bruce Richards iii. Time Commitment: 5 hrs./month			SAC Members a. send suggestions to Bruce b. Paul David will coordinate this with teachers and HALO News Crew by Fri., Oct. 7 <sup>th</sup> .

7:35 PM	Closing Prayer and Adjourn	Bruce				
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**Next Meeting Date: October 25, 2016 6:00 – 7:30 PM**