



SAC Minutes 11/4/14

Attendance: Carrie Schanen, Jan St. Louis, Dori Dobrzynski, Rob Laplander, Sarah Haftarski, Danny Simcakowski, Janet Agnello, Father Kevin, Alyssia Schwartz, Al Richardson

Absent: None

Opening Prayer: Father Kevin

Agenda: Monitored by Sarah Haftarski

Visitors: None

SAC Membership:

- Tina Wagner and Tammy Charles resigned from the SAC.
- Sarah has begun recruiting new members to join SAC. All members of SAC should extend invitations to others to join the committee that would be an asset to the group.
- Due to the resignations, the secretary position is now vacant. At this point in time, it was decided that all members would take turns serving as secretary. Danny S. agreed to be minute taker this evening.
- Jan informed SAC that the accreditation team indicated that SAC minutes need to be more detailed moving forward.

Liaison Reports:

Pastoral Counsel – Al Richardson

- PC continues working on mission statement for parish.
- PC is creating a form for fundraisers or big expenditure. The proposal form will need to be submitted to PC for approval prior to any event/expense taking place.

Teachers - Mrs. Alyssia Schwartz

- Character Education – this week students are working on the theme “kindness.” Students working on recognizing when they are kind, how to be kind, and random acts of kindness.
 - How do teachers communicate home about character ed. so parents can reinforce themes at home?
 - Character Ed corner in the Knightly News, some teachers communicating directly with parents via blog or weekly newsletter.
- Parent Teacher Conferences are being held 11/6/14 and 11/11/14.
- Muskego Food Pantry Drives ends on 11/7/14
- Mr. Rob Laplander will be visiting the school on 11/11/14 for a Veterans Day presentation

- Accreditation team on site 11/4 and 11/5/14. The team is reviewing work and documentation prepared by faculty.

Home and School – Dori Dobryznski

- New play ground equipment proposal is still awaiting approval from Finance Council. H&S proposed to replace unsafe equipment with 3 new play pieces. Plan is to install new equipment in the Spring of 2015.
- In addition to replacing unsafe playground equipment, the current play surface (woodchips) is at an unsafe level. Father requested H & S receive bids for the installation of more wood chips for playground. Also to look at bids for alternatives to wood chips (rubber chips/mat, etc).
 - Who pays for capital improvements/up keep of the playground/school building? School or Parish? Father indicated this is topic to be discussed further at another time.
- Vender/craft fair being held 11/8/14 in parish hall.
- Serogy Chocolate Sales have begun and end on 11/12/14.

Marketing – Sarah Haftarski

- Meeting to be held in November with Marketing, SAC, and Jan St. Louis to figure out who is in charge of recruitment and marketing to ensure all parties are on the same page.

Sub-Committee Reports:

Mission Effectiveness – Carrie Schanen & Rob Laplander

- Students brought up wanting to put out a character ed. newsletter and are taking charge. 9 journalist and 9 photographers will work together to report on character education events occurring at St. Joseph's. They will also include pictures, poems, drawings, etc. More details to come.
- "Shine" shirts are in and students can begin wearing them on the 1st day of the week each week to support our school theme.
- Member of the Character Ed committee will take turns writing an article to put in the bi-weekly Knightly News to communicate with parents about mission effectiveness themes.

Policy and Procedure – Danny Simcakowski & Janet Agnello

- Technology Policy
 - Danny and Janet presented to SAC a Student Use Policy for review.
 - Student Use Policy was adapted from the Arch. Of Milwaukee policy.
 - Father spoke with the insurance company prior to the SAC meeting and suggestions made from the insurance company were added to the proposed document.
 - SAC voted and an unanimous vote was tallied to adopt the Technology Student Use Form.
 - Danny will send Father and Janice a clean copy of the Policy. Students will be asked to sign this new policy next month (December 2014).
 - With the Student Use Policy adopted, a proposal for the purchase of Chrome Books may be presented to the Finance Committee for review.
 - BYOD was discussed and decided that St Joseph's would not be adopting the policy this year.
- Behavior Policy is the next for review. Danny and Janet will begin work on this. Jan set a due date of March 2015.

Recruitment – Dori Dobryznski

- School Information Booth 4 times a year in front of church (Dec, Jan, April, July) to communicate about St Josephs School. Discussed getting approval for a booth at St. James too. Jan will seek permission from St. James.
- 8th Grade Spaghetti dinner = success. We should do more community building activities like this (i.e. pancake breakfast, soup Saturday)
- Ideas for getting ALL St. Joseph families involved - bingo, dinner, activities, booth at fair, rumble by the river, movies outside
- Recruitment (Getting new Families) vs. Retention (keeping current families)
- Who is in charge of recruitment – how do we get more areas involved in recruitment
- Communicate to St. Joseph Ministries how they can help with school recruitment
 - Athletics (open gym, fish fry)
 - Home and School (family nights, community events)
 - CFM
 - Human Concerns (bibs for babies with St. J logo)
 - Marketing – website needs to be up to date. Most families shop via internet.
 - Knights of Columbus

Principal Report:

- Staff are having challenges with the current web-based grade book “Webgrader.” Jan is looking into “Option C” for new grading/attendance/data management program. “Option C” only works with Catholic Schools.
- Title One Services will begin this week for eligible students.
- Jan continues to have 1:1 meetings with teachers to build rapport and give guidance to staff.
- Accreditation team on site this week. Results of the accreditation won’t be available until Spring 2015.

Next SAC Meeting: Wed. December 10 at 6:30pm. Mark Room.

Closing Prayer: Carrie Schanen

Adjourned: 8:25pm