

Meeting Minutes

Tuesday, August 11, 2020

Via Teleconference

**Present:** Fr. Houlihan; Linda Monahan; Donna Weeda; Amanda Scherlie; Monica Yankus; Andy Hanneman; Michelle Howell; Deb Walton; Jennifer Moss

**Absent:** Melicca Carpenter

Meeting called to order at 6:30PM by President Donna Weeda; Father Houlihan led opening prayer

Monica Yankus moved to approve the minutes from the June meeting; Andy Hanneman seconded the motion; none were opposed to approval

- Donna opened with “What is SAC & The Strategic Plan”
  - Background/History of SAC from Linda
    - Priest/Diocese make the decisions for curriculum with input from principal and SAC
    - SAC is not a “school board” with the power to override/vote but mainly an “advisory council” to Priest/Diocese to make the decisions
    - The Strategic plan is ran and operated by the SAC
    - The SAC is here to be the voice of the parents – we need to listen and interpret their requests/ideas to Priest/Diocese.
      - How to close the loop and add ideas to pillars of plan if possible
      - Goals to make the SAC more “visible” to parents of school
      - SAC committee to take ownership of the Pillars and get parents involved/excited with helping with the success of the school
- SAC Members owning a Pillar (To be the lead and build your team)
  - Assigned the flowing pillar leads and discussed potential help from Recruits list
  - Catholic Identity
    - Donna Weeda & Michelle Howell

- Student Enrichment
  - Monica Yankus & Jen Moss
    - Help from Andy & Nate Powers (per recruits sheet)
- Enrollment & Marketing
  - Amanda Scherlie
    - Help from Maria Schmidt, Vicki Schmidt, Kelley Steele?
- Culture & Communications
  - Deb Walton & Melicca Carpenter?
    - Help from Denise Lorence & Sean/Angie Minihan (per recruits sheet)
- Advancement
  - Andy Hanneman
    - With Help from Michelle Vulgamott
- Strategic Planning Brochure/Website/Video
  - Rework the back page of Brochure to incorporate the above Pillar info?
    - How will we disperse the Brochure
      - Can we make a smaller version (postcard size) to mail
        - Bright colored front and our names/numbers on the back
  - Deb to update the website with all new Strategic Planning info
  - Video – Deb to rework video and have out Monday/Tuesday of next week
- Exit Surveys Report
  - 11 families have left – 8 have completed survey
    - Top Reasons for leaving: Dissatisfaction with a teacher or administration and Financial/Tuition Costs.
      - Financial/Tuition Costs to be addressed under Advancement Pillar (need to let families know to apply for scholarship assistance)

- Dissatisfaction with teacher or administration
  - Diocese has guidelines to be met with while handling positions to be “let go” as a result in dissatisfaction
- Dissatisfaction with academic program / special education
  - Adding both ends of learning spectrum to a pillar (high ability learners & special needs) “Student Enrichment”
  - Special Education – is there a way to increase the opportunity? Getting word out that we have the availability to have PCS district to provide us with a Sp.Ed. teacher for children with I.E.P.’s.
  - Grades 5-8 – can be bused to PCMS to help but may miss classes at StJB
  - Teresa Rolfson is on staff to assist with Special needs
  - Any skill set training sessions to help teachers with special education children’s needs.
- SAC team reaching out via call/postcard to parents when surveys are completed
  - Using these to close the loop between families and administration
  - Make a “call script” to make these calls more uniform
  - Opening up more communication with parents
- Dissatisfaction with Extra-Curricular Activities
  - To be added/included as Student Enrichment
- Out of 8 families that completed survey – 6 would still recommend StJB
- Returning Families
  - SAC to send a “Thank you” to these returning families – Send a Welcome back letter and introducing SAC via email – Jen to design and sent to SAC for approval to be sent with Emailed Orientation packets

- Distance Learning Families
  - How to thank the families for sticking with StJB even through remote learning
    - Amanda to design a “Yard Sign” to be able to place in the yards of the distance learning kids

Father Houlihan closed with a Blessing

Meeting was adjourned

Next meeting will be Tuesday, September 8 at 6:30pm.