**St. Joseph Education Commission**

**January 18, 2018**

*St. Joseph School, following the Mission pf Christ where we*

*Learn our Faith, Live our Faith and Prepare for the Future*

*~St. Joseph School Mission Statement*

The St. Joseph Education Commission met in the Teacher’s Lounge of the school.

The meeting began at 5:30pm.

**OPENING PRAYER:** Father Andrejek

**MEMBERS PRESENT:** Fr. Andrejek, Daniel Brian, Pat Fort, Anna McMahan, Shannon Rogers, Larry Spialek, Lisa Stolz, Jay Wendelin, Colette Willoughby.

**MEMBERS ABSENT:** Kristen Copeland, Tammy Abts, Bill Craig.

**MISSION/PURPOSE FOR COMMISSION:** *“Here to prepare the students for their future, not our past.”*

**APPROVAL OF MINUTES:** Larry Spialek asked for a motion to approve the November minutes. Lisa Stolz moved to accept the November minutes. Daniel Brian seconded the motion.

**PRINCIPAL’S REPORT:** Shannon started by acknowledging that the Angel Fund is down in number, but that is to be expected with little promotion. We are waiting to see what we get from envelopes at Mass. We have had a few donations recently. Next meeting we will have a better idea of comparison of where we were last year with Angel Fund.

Jay and Daniel had concerns about why we were not getting as many donations. Their thought was to start getting more specific donations. Shannon and Fr. Andrejek explained the idea of Angel Fund and the benefits for donors on giving. The Angel Fund receives a Federal tax deduction not a credit.

Shannon stated that they updated the Kids Act and moved the date to January 31st. This is allowing families to get information ahead of time to apply. Families can use 2016 or 2017 taxes for this application. This scholarship is only for students going into K-8. Jay asked if there are any other opportunities to get this information to Preschool families. Collectively, they answered with the Preschool/Kindergarten information night, which has been rescheduled for February 12th.

Shannon went on to explain the 3 different scholarships that would help families get there kids in school at SJS. First, the IL Kids Act. Second, the John Lancaster scholarship fund, and lastly, the angel fund. Father and Shannon, both, went on to explain that we would like the families to apply for the other two scholarships first, before reaching into the Angel Fund. The income levels for all are low. Sometimes, the scholarships, including Angel Fund, are not well received by the community. We want to stress donors to donate directly to SJS. Currently, the donor pool is low due to the time of year. March 2nd is a possible date to when we may know more.

**STRATEGIC PLANNING PROGRESS REPORTS – “Faith in Future”:**

**Catholic Identity:**

Shannon explained that the ACRE test is almost finished. One student had been sick throughout the week so she was not able to finish. We expect to get the results back in 6-8 weeks.

**Academic Excellence:**

Shannon explained that there is a Teacher-In-Service in February and the focus will be on math computation. This is our lowest score and seems to be most schools problem due to technology. We are still higher than most schools in the area. Jay questioned if we need more materials and/or support in that area, to create a higher goal.

Larry and Shannon continued by explaining that the language is going well. They advised enrichment that students and their families are able to use called Mango. Students have Spanish 2 days a week with a cultural piece once a month. One student has started to use Mango for learning Japanese as well. It is paying off. Daniel suggested that we promote the new Mango software for students and families to start using at home.

**Enrollment Management & Marketing:**

Lisa Stolz explained that she and Colette Willoughby are the members of this sub-committee.

Colette explained that the Taste of Pekin is scheduled for January 27th and they are looking forward to another great turnout. Colette added that we had a large crowd for the event last year. The hope is to use this as a recruitment tool for families to start seeing how great SJS is and consider sending them here.

Colette explained that the Preschool Information Night is rescheduled for February 12th, 2018. Daniel mentioned having a table set up at Taste of Pekin to promote bringing their kids to SJS and show the different types of scholarships that could help the financial side of things. Give families information on which they can go to ask more and hope they call or come into the school after the Taste, especially those families in Preschool heading to Kindergarten next year. Jay also mentioned using the P/T conferences for Preschool as a way to probe what the parents are thinking for school and just have teachers give them the information on scholarships and benefits of Catholic school education.

Colette mentioned the Twitter aspect of Marketing. The linking of accounts for Twitter and Facebook were made, but now we are working on figuring out how to with Instagram.

Anna McMahon joined the conversation by applying the “Evangelizing” about the Angel Fund that her Club 3:16 is doing. Then, the conversation turned to asking why we aren’t recruiting more from CCD. Anna mentioned that CCD can start promoting events. Anna will start emailing the CCD parents flyers for our events. Anna explained her hours, so if announcements are sent out on a Friday, she doesn’t see them until Tuesday. She also explained more on Club 3:16 and how they are a great source of recruitment. They have both CCD and school kids that are friends through the program.

This then turned to talking about marketing SJS more generally. Taste of Pekin is an event that Colette and Lisa are putting together to help market to a bigger crowd. Colette asked if we should have a table there about the investing in kids act and our other scholarships to go to school there. We want to make SJS affordable for everyone. Taste of Pekin had a packed house in 2017, and they expect big numbers again this year.

**Facilities:**

The Facilities sub-committee consists of Daniel Brian and Jay Wendelin. Pat Fort said he is going to be in touch with an old client of his to check on windows. Jay volunteered his time to meet with survey person in looking over the building. Roof and windows are of main concern. They will look for things they could do short term to save money. Daniel brought up points that we need to know what is urgent or nice-to-have.

Shannon and Fr. Andrejek mentioned they had Lt. Rogy, who is hired by the Diocese, walk through the school and give us suggestions on changes we could make to create a safer school. He made very good and simple observations and some were not expensive. He also talked to us about church safety when the kids go to mass on Friday. Shannon explained that all staff has had intruder training and are very vigilant. The school has added red pipe to keep doors shut, added curtains to all windows on the doors, and have made a new rule for playground duty. On duty outside, one volunteer is to watch the perimeter outside the gates to make sure nothing is coming in from the outside. Lt. Rogy made a suggestion of two way radios for recess.

Daniel, Jay and Colette brought up a wish list of some sort for things we need. Jay believes that is an untapped resource we should be using. Amazon has an easy way to make a wish list. We decided crowd funding, such as GoFundMe, is not a good way to go about funding because they take a percentage out of the donations made. Fr. Andrejek mentions this is where the specific donations would be helpful. Lisa mentions that some teachers have had a board full of post-it notes with things they need for the classroom as their wish list.

**Development:**

Lisa Stolz volunteered herself to be the development committee. Jay also said he wouldn’t mind helping with that. Larry and Fr. Andrejek explained that it will be mostly working with Spring Festival coming up and increasing the Angel Fund. These objectives are trying to reach the same goal. Getting applications for the Invest in Kids Act will also be a part of the development. Bill Craig called SGO and we only have 3 specified donations to SJS. Jay suggested getting a list of top donors and following up with them.

**Finance:**

Larry is the chairperson for finance. Thursday, January 25th is the next Parish Finance Meeting. Father Andrejek stated that the church and school split 50/50 for Spring Festival. Lisa also mentioned that we let people know what their donations went to last year and give them a wish list for this year before Spring Festival.

Jay also asked if we would be seeing any other grants come in. This we stated would be more towards the development side of the mission. We will also discuss tuition and salary increases for next year at the next meeting.

**OLD AND NEW BUSINESS:**

Larry asked if there was any other new business. No old or new business that needed to be further discussed at the time.

**NEXT MEETING DATE:**

The next meeting will be Thursday, March 15th at 5:30pm.

**CLOSING PRAYER:**

Father Andrejek closed the meeting in prayer at 7:13pm.

**ADJOURNMENT:**

The meeting was adjourned at 7:13pm.

Respectfully Submitted,

Lauren Blondell

(Sub) School Secretary