**St. Joseph Education Commission**

**March 15, 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, Bill Craig, Shannon Rogers, Larry Spialek, Lisa Stolz, Jay Wendelin, Colette Willoughby.

**MEMBERS ABSENT:** Tammy Abts, Kristen Copeland, Pat Fort, Anna McMahan.

**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 January minutes. Daniel Brian moved to accept the November minutes. Jay Wendelin seconded the motion.

**PRINCIPAL’S REPORT:** Shannon started by acknowledging that the Angel Fund is at roughly $11,000.00. Last year, there was a large donor that gave them $10,000.00 to have it at $21,000. We are not in a terrible spot, but we are not where we would like to be.

 Shannon had turned to the statistics and numbers. Our school funding is at 57% and the Church fund is 43%. Larry asked what drives income in January. Shannon said, tuitions that are paid twice a year drive the income. The money goes away in July due to orders and not being in session or getting any money in. Daniel asked how much we get from alumni and does that get included in the Angel Fund. Shannon told us about a 50th class reunion that was just hosted and they made a large donation back to the school for the Tech Drive. So it goes into a variance account and sits on its own.

 Catholic Schools Week was a great success. Thank you to those who helped organize the Taste of Pekin as well. We will be kicking off the Spring Festival activities with that again, as we already have sign-ups for vendors.

2nd Grade just celebrated their First Reconciliation on Saturday, March 3rd. They were all so excited and it was a joy to watch them.

 The K-3 Showcase is this Monday, March 19th. Please join us as we celebrate “Shout for Joy!” Our spring musical will be “Beauty and the Beast” on April 26th, please come and fill the gym. We are officially done with practices, games, and activities at the school. All seasons did well and Speech got all firsts in their declamations. Daniel asked if we have good numbers for these activities. Shannon stated we have pretty good number and lots of boys for the track team.

 Track is going on now and Daniel asked where they practice? They practice either in the gym when it’s cold, James Field, or PCHS track. Their 1st meet is on Monday. Daniel also asked if we pay PCHS to use their track. Shannon stated we do not pay them; Mr. Kestner has graciously given them opportunity to use the track at their convenience. We are also in search of someone who used to be a hurdler for helping with track.

 Student Council has a fundraiser for “I Hate Cancer” group on Wednesday March 28th. It is a $1.00 free dress donation and bake sale to raise funds.

 Spring Sports Recognition is April 15th at 11:00 mass.

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

**Catholic Identity:**

The ACRE tests went very well again. The teachers and Shannon decided that they need to go over more key biblical texts and add the Old vs. New Testament. K-3 needs more of the Old Testament. Miss Bogner and Miss Millburg have been doing more listening to stories in their classrooms.

**Academic Excellence:**

Shannon explained that the Teacher-In-Service went smoothly. Classrooms will continue working on computation. That is where we have trouble. We are better at accuracy and not the speed. Time tests are what hurt us in this area. Teachers decided that a goal for them would be targeting 3% above the average score. Daniel asked if we would be adding 3% each year or just the 3%. Shannon said we would try this goal for 5 years and see if it will work. Father asked if that was a reachable goal. Jay asked does it go with the national or local average. Shannon mentioned they use IOWA and Map Testing. Lisa asked if it was a financial decision to use IOWA. Shannon replied that only 3rd, 5th, and 7th take IOWA because it is mandated. Shannon is also worried that we will have to start taking PARCC with the new tax credit eventually. They would be switching between IOWA and PARCC.

 Daniel stated that math is important and we are already above. He does not want to see an indefinite percentage. He wants to see 3% targeted more each year. Shannon said we have Envision Math samples coming to try out. We want to add more of that to give us more resources. Daniel also asked if we have the ability to advertise our ACRE test scores to gain enrollment. Shannon said we put our scores in the bulletin, new family packets, etc. Daniel, Jay, and Bill both said to put these results in the paper. The issues that arose from this was that the paper is already short staffed, they barely come on a schedule when we do ask, and scores will be posted in November when it’s too late. Bill said to post an ad with our scores when the public scores come out with their scores.

**Enrollment Management & Marketing:**

 Once we were talking about the paper, this lead into our enrollment and marketing portion. Lisa had mentioned that Chuck Collins goes to different school to do the weather and we should be trying to get him at our school. This would be a great marketing tool. Jay said we should skip the paper and go straight to TV. Colette and Lisa said marketing will take time and more information, but we do have connections. Lisa also mentioned on how St. Vincent’s publicized their production last year and had a great turn out. We should do that with our production of “Beauty and the Beast”. Shannon said we have a marketing committee for “Beauty and the Beast” and can put them in contact.

 Colette mentioned putting the Principal’s Report in the paper. Bill thinks we should at least put the scores in the paper to compare to the public scores. Lisa also said that some of the other schools in the area have great commercials. We spent money on doing a commercial and have not used it. Shannon said it is on the website, but we can look into other areas.

 Colette had another opportunity of marketing for us as she got a booth at Kids Fest at the Dome on April 21st. All we need is volunteers for Fun on the Run. She wants to create and send out a Signup Genius to get some volunteers. Bill asked if we can put brochures out at our booth. We can do whatever we would like with our booth. Colette suggested making playdough since that’s what people know us for from other events. We could hand out pencils, playdough, and display our test scores and commercial.

 Lisa asked how the Preschool Information Night went. Colette said it was good, but we need a different theme to possibly get more people in the door. Shannon stated that it was packed for the informational meeting. The kids loved the cars and watching the movie. Bill asked how many signed up. Shannon said she couldn’t give them a for sure number. Lisa said we need to see who is signed up and rectify issues to reenroll in our school. Larry said the more touches you can get, the more you have them. If you already have had their foot in the door, they are almost there. The K-8 registration sign-ups are coming in, but we still do not have as many as we should. Shannon explained that a lot of families are having trouble with figuring the online payments that we implemented this year. We are having a few phone calls to help them get signed up. The transition is hard but it will be worth it. Daniel then mentioned that there is a donation button on Renweb that we could be pushing. The app is very comprehensive and easy to navigate. Colette added that parents are always using the app.

 Taste of Pekin was a huge success. We want to put more focus on information next year. The scavenger hunt would be a perfect opportunity to have kids and parents interact and get more information about the school. Bill said they should get them to write their email and names down to at least be able to send them information. Another focus we have is to retain the people we already have. Lisa and committee wanted to thank Shannon for all the hard work and effort she also put in to the event. They could not have done it as well without her.

**Facilities:**

 The Facilities sub-committee consists of Daniel Brian and Jay Wendelin. We began to discuss the banners on the school building. They are an eye sore to those who are passing the school says Colette. She suggested we put a new enrollment sign on the fence. Shannon replied that she had given Parents Club the job of starting a project for the fence with “Put-in-Cups”. These cups click in to the fence and are durable and create a nice, clean, and appealing look. Lisa said she could call to get some quotes on designs and to get that done. Daniel agreed to help with that development. Jay stated that the biggest thing is to get the banners down and get more appealing ones up.

 Jay gave the run down on the roof inspection from Kreiling. The good news is that the roof is good today, but it is getting toward the end of its life. We will need to replace it within the next 5 years. Kreiling gave us a budgetary number of $200,000-$300,000 to replace the roof. There are no chronic tears in the roof. Kreiling recommended more maintenance on the roof, but it is not at the top of our list of things to fix at the school. Shannon said that Ann is still looking to see when the last record of when the roof was fixed or redone.

 Jay then moved on to say that we should focus first on HVAC, boilers, etc. getting surveyed to see where priorities will be. Colette asked if there is a grant we could try for to get some of these things replaced or fixed. Jay and Bill both believe there are utilities grants we can and should apply for.

**Development:**

 Lisa Stolz researched what Development is for a school setting. She decided her job as the chair is to establish relationships, fundraise, and identify next steps. She would like to work with Miss Oberle for the alumni part and identify who are the stewards there. Lisa thought reaching to alumni to get their names somewhere on/in the building for a donation. Larry said spending time fundraising will lead to other things like bringing the alumnus kids to the school. Lisa believes we should reach out digitally, which Miss O has an alumni page on Facebook and Colette runs the school Facebook page.

 Jay asked who all is working on getting donations elsewhere. Colette believes St. Jude is a great example on development. They have great marketing tools and have the affiliation with St. Jude Hospital. Lisa gave examples of what St. Jude does to get donations. They make students make phone calls and labels sent to your house. Colette also thinks that letting people know where the money is going is a huge reinforcement for those wanting to donate. St. Jude gives them a list of what their money would be going to. Jay says we should tell them the Angel Fund and give them the details on it. Lisa stated we could also give people options of where they want the money to go. Daniel believes that will make opportunities easier for people.

**Finance:**

 Larry is the chairperson for finance. Shannon said they are giving the proposed budget with adjustments at the next finance meeting. The main issue is we have low enrollment and low money. Shannon reminded everyone that the Spring Festival will be huge for the school as the money is being split 50/50 with the church. Bill stated that we need to get more kids in the seats. Since we have a fixed cost it will not higher the cost, and it will bring more money in. Father also explained that the cost to go to school will go down if we bring more families in. Daniel asked if we knew our target enrollment rate. Father said it relates 25/75 or 50/50 and they would like to be close to 50/50. Daniel then asked when we reach 50/50, what will we do with the money. Bill stated that expenses go up every year. We still should aim for more students to solve the money problem. Lisa asked if we can get solid enrollment numbers for 2018-2019 school year at the May meeting. Shannon said yes, May 31st will tell who for sure is coming back or coming in. We do have parents that do not sign up until August. So be prepared for that number as well. Lisa suggested moving up the deadline for “early” registration so we can see who we need to talk to. Daniel stated it is too small of a window of opportunity to talk to families. He also asked if we should make phone calls or send post cards. Larry asked if we are making use of our Parent Ambassadors. We should be asking them to make contacts. Colette is a parent ambassador and said they are stretched to the limit a lot of the time. Father said that these reminders can be sent and started from the main office to get a feel.

 Shannon stated the Empower is back up and running. Families are signing up for the scholarships provided. Bill stated that only $2400.00 has been donated specifically to St. Joseph School through Empower. Colette said we did not educate well enough to get more donors on the Empower site. Shannon said we have begun to push the Spalding scholarship. Larry stated that through the Invest in Kids Act, 75% of your donation goes back to you at tax time.

**OLD AND NEW BUSINESS:**

 Larry asked if there was any old or new business. Lauren will be making web updates. The next meeting is still being determined due to Graduation being on the Thursday we would normally meet in May. New business, Larry’s term as President is done after this school year, as well as Pat’s term. We are interested in people to join the Education Commission.

**NEXT MEETING DATE:**

 The next meeting will be determined for May at Kouri’s.

**CLOSING PRAYER:**

Father Andrejek closed the meeting in prayer at 7:41 pm.

**ADJOURNMENT:**

 The meeting was adjourned at 7:41 pm.

Respectfully Submitted,

Lauren Blondell

School Secretary