**St. Joseph Education Commission**

**May 19, 2016**

St. Joseph School, following the Mission of 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 Faculty Lounge of the school.

The meeting began at 5:30 PM.

**OPENING PRAYER:** Fr. Andrejek.

**MEMBERS PRESENT:** Fr. Andrejek, Fr. Potthoff, Shannon Rogers, Tammy Abts, Aindrea Balagna, Pat Fort, Heather White, Troy Miller, and Larry Spialek.

**MEMBERS ABSENT:** Dan Campbell, Beth Martin, and Jenny Sevier.

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

**APPROVAL OF MINUTES:** A motion was made by Larry Spialek. Aindrea Balagna and Troy Miller approved the motion.

**PASTOR’S REPORT:** N/A.

**PRINCIPAL’S REPORT:** See attached report. Shannon Rogers mentioned that we had three kids go to the State Track Meet this year. Also, see attached Funded by the Church spreadsheet.

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

Larry Spialek asked how many families applied for and received the Spalding Scholarship. Shannon Rogers said that she does not have that information. Father Andrejek noted that the interest/gain was not as much so maybe only seven families. Father Potthoff asked how many applied for this coming year and Father Andrejek said he does not know, but maybe Ann Hart would have that information.

*Catholic Identity*: Shannon Rogers said that they are meeting on May 30 and in June to carry out the K-8 religion piece; writing is good, and they are still working on Fisher and Frey.

*Academic Excellence*: Nothing to report.

*Enrollment Management/Marketing*: Larry Spialek noted that at the last meeting they finalized the marketing calendar. Shannon Rogers said that she took the calendar to the staff and they only had one concern. They said that for parent conferences in November each family only gets a 15 minute block of time and that wouldn’t be enough time to complete a conference and a survey. They suggested having them go to the computer lab to complete the survey. Besides that the staff is on board.

*Development*: Heather White informed us that Dan Campbell is stepping down; his term is up. She met with Dan to discuss where they go from here. Should they do their own fundraising or go with the Diocese. She’ll need to get together with Fr. Andrejek to discuss this further. Fr. Andrejek said that we will need a new council member and they’ll sit down and talk about where to go. Also, Debbie Oberle is working on an Alumni database.

*Facilities/Finance*: Aindrea Balagna met with Shannon Rogers and finalized spreadsheets of the next five year forecast. They may need to wait and see enrollment for next year before completing it. Fr. Andrejek wouldn’t feel comfortable sending out this report yet to the Diocese because the numbers don’t seem realistic. Aindrea noted that Ann Hart should be the one to do the numbers because she and Shannon don’t really know how to do it. Fr. Andrejek is hopeful that we can send this out by the end of the school year.

Fr. Potthoff informed us he would be leaving in three weeks.

**OLD AND NEW BUSINESS:** Larry Spialek asked for any old business. Heather White asked if we needed 15 kids for the all-day PK class because right now we have 11. Shannon mentioned that they still have three months to register and that we are ahead of registration at this point in the year. Fr. Andrejek asked if we were working on a script for Parent Ambassador phone calls. Shannon said that someone will be coming to train Colette Willoughby this summer; hopefully the first part of August. She added that the Student Ambassadors have done a phenomenal job. In regards to terms for the committee, Shannon asked who is still committed. Aindrea Balagna is done with her six year term. Dan Campbell has completed his six year term. Pat Fort’s term is up. Beth Martin’s term is up. Troy Miller has completed three years and will not do another three. Jenny Sevier is on until 2018. Ali Sours had stepped down. Larry Spialek is on until 2018 as well as Lisa Stolz and Heather White. So we do have some openings that need to be filled. Tammy Abts and Pat Fort said they would do another three year term. Members may email Shannon Rogers thei family recommendations regarding new members. Fr. Andrejek said that the members could even only do the sub-committee meetings. Shannon Rogers noted that the handbook has been approved by the committee. The staff wants to change the PE clothes; wear blue shorts with a gray shirt instead of a white shirt. Also, in regards to homework and vacations they’d like the students to get their missed homework when they return instead of getting it before they leave for vacation. Fr. Andrejek would like to see the old policy plus the changes in an email sent out to the committee so they can mull it over and then decide. Shannon noted that as we move towards a Google classroom there will be a change in turning in homework, etc. Pat Fort said that we’ll need to know how that’s going to work because it will change the new vacation/homework policy. Fr. Potthoff asked if someone could explain Google classroom. Shannon said that it’s done through Google Docs. Kids can access only their classroom and can see their assignments; it’s like Word, Excel, etc but it’s online. Fr. Potthoff asked what this fosters. Shannon replied that they use it to teach technology and that it’s a safe environment. Shannon also brought up Smart Watches and said that the policy now states that students may wear a watch but it doesn’t mention Smart Watches so they will be treated as if it were a cell phone.

There was no New Business. Fr. Andrejek thanked everyone for their hard work.

**NEXT MEETING DATE:** The next meeting will be Thursday, September 15, 2016 at 5:30 PM.

**CLOSING PRAYER:** Fr. Andrejek. 6:20PM

**ADJOURNMENT:** The meeting was adjourned at 6:20 PM.

Respectfully Submitted,

Ally Finger

School Secretary

Students, staff and family

Joining together

Serving Jesus and one another

 ~ St. Joseph School Vision Statement