**St. Joseph Education Commission**

**March 16, 2017**

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, Shannon Rogers, Tammy Abts, Larry Spialek, Lisa Stolz, and Colette Willoughby.

**MEMBERS ABSENT:** Kristen Copeland, Pat Fort, and Heather White

**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. Lisa Stolz and Tammy Abts approved the motion.

**PRINCIPAL’S REPORT:** See Principal’s Report. See Funded by the Church spreadsheet. Shannon Rogers noted that the Angel Fund has increased since Catholic School’s Week. Lisa Stolz asked about numbers regarding registration and Ally told her that as of today there are 37 kids registered in K-8. Shannon Rogers also spoke about the OCS Visit; it went well. We will be sending out the registration incentive via email and Blue Folders again. Colette Willoughby said that she had mentioned to Lisa Pallardy about doing a Facebook ad about the incentive. Shannon let us know that we are still moving forward with Deverman Advertising. They will be coming by to take pictures of the leprechaun traps in kindergarten, St. Joseph Day, as well as a couple of testimonial videos of two teachers and some families.

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

*Catholic Identity*: Shannon said that the students have completed the ACRE tests and it looks like they did well. We are just waiting for the Diocesan results now.

*Academic Excellence*: Everything is going well.

*Enrollment Management*/*Marketing:* Colette Willoughby stated she wants to get our ads for registration and the incentive out on Facebook and stress to people how important it is to also share the post and not just like it. She also sat in on a webinar about marketing in schools. The guy basically talked about all the stuff we are already doing. She mentioned that we shouldn’t treat our website as a tool for just our families, but that it should also be made for prospective families. Shannon said we need a secret shopper to check out our website. Colette would like to have a way where everyone can send photos to Lisa Pallardy to put on Facebook. It would be photos of what the kids are doing every day; not just special events. Shannon mentioned that we need to keep doing what we’re doing in regards to marketing for a few years to get real results.

*Development*: Shannon read Heather White’s email. She went to an Advancement Meeting and we need information on running an annual fund. She also hasn’t gotten the preschool mom group going yet. Shannon stated that she’d find out more information on an annual fund. Larry Spialek mentioned that St. Joe’s alumni could have a fund. Bill Craig said we should have an alumni list and then we’d be able to send them information about thing’s going on at the school. Father Andrejek mentioned sending out a packet bout Catholic School’s Week and have an option to donate in there.

*Facilities/Finance*: Father Andrejek said we need new windows and a boiler but that this cost a lot. It needs more discussion.

**OLD AND NEW BUSINESS:** Larry Spialek asked for any old business. Bill Craig asked if we had any new members yet. Shannon stated that we still need to recruit a few. Lisa Stolz said she talked to the Gilson’s and that Oriana is interested. What about Amanda Crouch? Larry asked if there were any other suggestions for new members. Larry Spialek then asked for any new business. Lisa Stolz brought up having our next meeting at a restaurant with food and drink to welcome new members. Kouri’s was suggested since they donated the money they earned from Taste of Pekin. All were in favor of meeting at Kouri’s May 10 at 5:30. We will have a new incentive for families to register for next year. The children of parents who turn in their tuition agreement and registration fee by March 29 will get to wear shorts/capris on Friday, March 31.

**NEXT MEETING DATE:** The next meeting will be Thursday, May 10, 2017 at 5:30 PM at Kouri’s.

**CLOSING PRAYER:** Father Andrejek.

**ADJOURNMENT:** The meeting was adjourned at 6:21 PM.

Respectfully Submitted,

Ally Finger

School Secretary

Students, staff and family

Joining together

Serving Jesus and one another

 ~ St. Joseph School Vision Statement