**St. Joseph Education Commission**

**September 17, 2015**

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 5:31 PM.

**OPENING PRAYER:** Fr. Andrejek.

**MEMBERS PRESENT:** Fr. Andrejek, Fr. Potthoff, Shannon Rogers, Tammy Abts, Aindrea Balagna, Dan Campbell, Beth Martin, Troy Miller, Jenny Sevier, Larry Spialek, Allison Sours, Lisa Stolz, and Heather White.

**MEMBERS ABSENT:** Pat Fort.

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

**APPROVAL OF MINUTES:** A motion was made by Lisa Stolz, second by Allison Sours to approve the minutes from the May 7, 2015 meeting.

**PASTOR’S REPORT:** Fr. Andrejek had a Power Point presentation. He discussed the Commission’s role in education.

**PRINCIPAL’S REPORT:** See attached report. Mrs. Rogers noted that GFS is affiliated with Market Day. She also let everyone know that there will be a vendor fair in November. Jenny Sevier added that there were ten boys and one girl on the baseball team this year. Dan Campbell had questions about how the amount raised for the Angel Fund compared to last year. He also asked if the current eight kindergarten students came from PK4 last year. Shannon Rogers said that seven of them did and one was a new student. Dan Campbell noted that retention held well with that particular class. There was then a huge discussion on how to attract new families to St. Joseph, how do we keep the families we already have, and what made the families already here choose St. Joseph. Father Andrejek stated that there was an increase in the number of pre- school kids this year and Shannon Rogers said that they promoted the afternoon class more thus attracting more families. Shannon Rogers sent out a survey to 172 families trying to see what everyone’s religion is and what made them choose to attend St. Joseph. There was then a discussion about how we previously offered a PK2 class and should we offer that again. Father Andrejek and Shannon Rogers both said there is not enough space or class time to offer a class for PK2. Father Andrejek was very adamant on not having children’s classrooms in the rectory. He prefers them to be in the school where they will feel like more of a part of the school family. The discussion continued about looking into past numbers and having someone do data mining to try and figure out what made families choose and then to stay at St. Joseph. Aindrea Balagna said we need to be asking the pre-school families if their kids will be staying here for kindergarten next year, and if not, why not? And also, what would be an incentive to make them stay. She stated that instead of going back to previous pre-school classes, why not work with the pre-school kids that we have now. Dan Campbell said that was an excellent point. Heather White said that making Blue Folders for PK3 and PK4 was a good idea and that it made them feel more welcomed and informed. Larry Spialek asked if all of our current pre-school kids are Catholic. Shannon Rogers said that no we actually have more non-Catholics than Catholics in pre-school right now. Father Andrejek brought up the post cards and said that we could be more adventurous in our approach to tuition. They may be doing away with the non-Catholic tuition. He wondered what would be the best thing for us to do to keep the pre-school kids here for kindergarten. Should we offer a full day for 4-5 year olds? Would that open it up to the families where both parents work an 8-5 schedule? Beth Martin stated that if both parents work, how easy would it be for them to switch to a full day schedule when their child reaches the 4-5 year old class? Should we start a full day with the 3 year old class? Jenny Sevier said that there would still need to be an option for partial day as well because some kids just won’t be ready for a full day at 3 years old. She asked if we could have a severely reduced tuition for kindergarten or even make it free. She said maybe if we make it easier for them to start it would be harder for them to leave. Father Andrejek asked when do the children become part of the St. Joseph family. Is it kindergarten? He had hoped that by moving pre-school to the school would help them to become a part of the school family. Father Andrejek is not sure that having a reduced or free tuition for kindergarten is the right solution. He wondered if they would leave after kindergarten because it’s not free anymore. He stated that we have the Angel Fund and scholarships for those families.

Father Andrejek excused himself at 6:30PM to go do something with the girls’ basketball team upstairs. Shannon Rogers noted that in regards to making the pre-school kids feel more a part of the rest of the school she’s started greeting them at the door each morning, started Blue Folders, and they are now on RenWeb. Lisa Stolz asked if we were allowed to advertise our kindergarten at other daycares? And Dan Campbell said that we’d be adding to the school and the pews. Tammy Abts posed a question about how many parents thing you can only go here if you’re Catholic. Larry Spialek said that we are having a hard enough time getting Catholics here, how do we attract non-Catholics? Tammy Abts asked what benefits her child by coming here as opposed to going to a public school? Maybe the tuition should be the same for everyone. Shannon Rogers asked what is Good Shepherd doing that we need to do. Allison Sours said that Good Shepherd has a new building and that some families are willing to pay for that prestige and she suggested that for future meetings we have a small team strategic plan and that she doesn’t mind tracking what’s to be done and who will do it.

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

**Catholic Identity/Academic Excellence**– made up of school staff, Mrs. Rogers, Lisa Stolz, and Tammy Abts

**Enrollment Management/Marketing** – Troy Miller, Allison Sours, Pat Fort, Larry Spialek, and Beth Martin

**Development** – Heather White and Dan Campbell

**Facilities/Finance** – Aindrea Balagna, Shannon Rogers, Father Andrejek, and Jenny Sevier

Dan Campbell noted that it would be a good idea to have someone in charge of each sub-committee and to know who is on what team. Father Andrejek suggested we divvy the roles up now. So the roles were divvied up. See above. The sub-committees meet every other month at 5:30PM. Dan Campbell said that on October 15 they need to come together and address what has been done. Father Andrejek liked this plan. Shannon Rogers said that Moriah Millburg wants to join the Marketing sub-committee.

Lisa Stolz left the meeting at 7:02PM.

Father Andrejek wants to make it a point that everyone is still doing work during the months that we are not meeting. Dan Campbell said that someone should be updating goals, etc and that we should have a new set by November. Allison Sours said that she could do that. Dan Campbell said that every second month there should be updates and that everyone needs to be more proactive. Allison Sours stated that in November they will let Father Andrejek know who is in charge of each sub-committee.

**OLD AND NEW BUSINESS:**

Shannon Rogers said that she is in the second year of doing Baptismal Birthday Cards. Jenny Sevier said that at the last meeting when the post cards were brought up that Aindrea Balagna and she volunteered their children to address them which saved them money. Shannon Rogers said that we need to figure out a way to communicate with the families. Heather White asked if their drafts were sent to Mr. Tesser and Shannon Rogers said no. And that she hasn’t heard a positive or a negative response to the post cards. Tammy Abts mentioned Postcard Mania. They have good prices and they’ll pull the demographic information for you. She said that she will look into it and let us know the cost and any other information she finds out. Troy Miller then talked about his Finance Commission. He said they were concerned with kindergarten, mentioned a tuition break for kindergarten and first grade, how many students are here on scholarship, and what the pre-school numbers are. Shannon Rogers said that she could get this information for him. Shannon Rogers was commended for her cost-cutting efforts. See attached analysis of school expenses. Larry Spialek asked if we can make Troy Miller’s finance report a part of every meeting. Shannon Rogers said yes we could, it could go under the Principal’s Report. Shannon Rogers said that the Diocese has mandated that we start a Parent Ambassador Program and Collette Willoughby has stepped up and will be incorporated into the Marketing and Enrollment Management sub-committee.

**NEXT MEETING DATE:** The next meeting will be Thursday, November 19, 2015 at 5:30 PM.

**CLOSING PRAYER:** Fr. Andrejek.

**ADJOURNMENT:** The meeting was adjourned at 7:25 PM.

Respectfully Submitted,

Ally Finger

School Secretary

Students, staff and family

Joining together

Serving Jesus and one another

 ~ St. Joseph School Vision Statement