

**St. Joseph Education Commission**  
**August 2, 2021**

The St. Joseph Education Commission met in the Teacher's Lounge.

The meeting began at 6:00 PM.

OPENING PRAYER: Fr. Andrejek.

MEMBERS PRESENT: Fr. Andrejek, Daniel Brian, Jay Wendelin, Gabe Hart, Al Johnson, Colette Willoughby, Bill Craig, John Shallenberger, Christa Larkner, Lori Behrends, Kari Schaer, Mary Hudson, Amy Mefford, and Brigette Sullivan.

MEMBERS ABSENT: Mary Jo Sarff

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

APPROVAL OF MINUTES: Minutes Approved by the Commission, no changes noted.

Introduction of New Members: Welcome Mary Hudson, Kari Schaer, Lori Behrends & Christina Larkner. We went around the room and introduced ourselves.

PASTOR'S REPORT: Fr. Adrejek spoke of how important it is to have the Education Committee & it's the important role it plays for our school. He explained how the Education Commission will work together for the common good of the school and it's policies. He explained how outside help & involving others from outside the committee will help to achieve our goals. More hands means more help. This commission serves as an advisory board to him & Mrs. Sarff. Per Daniel Brian's request Fr. Andrejek gave a brief summary of the hierarchy of the church.

PRINCIPAL'S REPORT: Mrs. Sarff was absent. Colette reported that we have 125 PK-8 students. We lost 2 students due to the mask mandate. They chose Faith Baptist due to that school not following the mandate & not requiring masks. We have been giving tours to prospective preschool students. Brigette told the committee about the issues that we are experiencing with late bus routes in the morning & evening. The school is working with the bus department to fix the issues. Time to learn the route & a shortage of bus drivers has been causing the issues.

FINANCE REPORT: Bill Craig explained that our biggest expense is the school. We need to look at the financial aspect of students/enrollment. Getting new students to come & stay. If anyone has any specific finance questions please email him and he will be happy to answer it for you.

DRE REPORT: We are in the process of getting a new DRE.

MARKETING REPORT: Colette said we need to evaluate the different fundraisers we have used in the past to see which was most successful. Ann ran a report so we could see which fundraisers generated the most money for our school. There is a billboard ad on Channel 25 on the 10 pm news. It is a 7 second segment advertising our school. This is a good way to get our name out there. Our Family Fun Day is on Saturday, September 25th from 11am - 2 pm. There will be food & activities for families. We encourage everyone to spread the word about this event. Church families & the public are welcome. The more dollars we get from outside of our school is helpful. A parent that has her own Country Companies insurance business offered to donate \$20 to the school for any family that gets a free quote from her. We will be participating in the Marigold Parade. We will have a car in it & walkers promoting our school. We will be having our Vendor Fair this year on November 13th. Collette also reminded the committee to share our school Facebook posts. This is a great way to share the things our school is doing with others.

Congratulations to our 5th Grade teacher Mrs. Natalie Wendelin. She won a recliner & a \$250 Gift Certificate for her classroom from Steger's Furniture.

#### UNFINISHED BUSINESS:

A. Survey Commission Results: The Education commission was given a handout with the Education Commission Survey results taken at the end of the school year. Mr. Brian went over the results with the committee.

B. Subcommittee Changes: Structure of Committee. The Structure is made up of Core Members - Commission Members, Advisors - Fr. Andrejek & Mary Jo Sarff & Resource Members - Staff, Teachers, other boards etc...

Core Members lead & execute the Subcommittees: Direction set in conjunction with Advisors ( what is needed), Meetings as needed ( in addition to the 30 minutes before each commission meeting), & report -outs during the Commission Meetings such as progress updates , minor inputs & discussion points.

C. Subcommittee Chairs And Members:

**Catholic Identity/Academic Excellence** - Al Johnson (chair), Mary Hudson, Amy Mefford, DRE (liason) & SJS Teacher (liason)

**Enrollment/Marketing/Development** - Gabe Hart (chair), Kari Schaer , Lori Behrends, Christa Larkner & Colette Willoughby (liason)

**Finance** - Daniel Brian(chair), Father Andrejek, Mary Jo Sarff, & Bill Craig (liason)

**Facilities** - Jay Wendelin (chair), John Shallenberger, Bob Small (liason)

NEW BUSINESS:

A. Subcommittee Reports

CATHOLIC IDENTITY/ACADEMIC EXCELLENCE - A lot of things are in process. We are comparing our substitute pay compared to other schools. We continue to look for substitute teachers. We have some good substitutes in the works. This will and can be an ongoing process. Our teacher's have researched new math curriculums. They started iReady Math this school year. It is more student/teacher friendly. We are doing Lucy Calkins Reading & Writing for 3rd-5th grade. We will be implementing Jump through OSF & Stem labs through ISU. We will continue to foster the religious involvement with our school families.

ENROLLMENT AND MARKETING- Ann ran a spreadsheet of our fundraisers for the committee so they could see which fundraisers were successful and which were not. We are working on a fundraising calendar so that fundraisers do not overlap. We need to promote the Caterpillar matching program. The Caterpillar match program is a year round program in which employees, retirees and the board of directors contributions up to \$10,000 are matched and given to our school. Amazon Smile, Kroger Community Rewards & Empower Illinois are good ways of raising funds for the school.

FINANCE: We need to look at tuition vs. the budget. We need to push Scholarships, Empower Illinois & Angel Fund Donations. In November, they will be seeking input from the committee for tuition matters to report to the Finance Committee.

FACILITIES: We do repairs on the roof and boiler system as issues happen. Heating, Cooling & Electrical are a pick and choose area. The boiler was serviced in October.

A new sound system is going to be installed. Mrs. Stolz at the high school has a contact that can do an assessment of our building.

#### COMMISSION MEMBER "ROUND TABLE"

Lori Behrends: questioned about the fire door replacement. It was explained how in the past the Tazewell County Health Department used our facility for on site Pre/After Care and the doors were an fire/safety issue on a Fire Marshall report. Not having on site County Pre/After Care alleviates us from having to replace the doors in the building.

Christa Larkner: Families have contacted her about the need for Pre & After Care.

Gabe Hart - Staffing of Aftercare. We should do an enrollment survey to get parent feedback.

Al Johnson: We have a full staff. We have a new 6th Grade & P.E. teacher. The 7th /8th classes are combined. Mrs. McConnell will be retiring at the end of this year.

Bill Craig: We can't afford to lose any more families. We need to figure out how to fix this.

Kari Schaer: We need to look at the structure of the subcommittees. We need to set a goal fundraising number. More opportunities to give feedback. Give our Parent's more of a voice.

Mary Hudson: Aftercare - can we provide it. Can we charge for this service? The demographics of substitutes. Where are we pulling from, other potential sub pools. Do we have any parents with the proper credentials that could sub for us.

Amy Mefford: Appreciates the analysis of the commission survey.

Jay Wendelin: Welcome to the new committee members and thank you. Make sure all messages that go out about the church & school are a united front. We are stewards of the Parish.

NEXT MEETING DATE: The next meeting will be Thursday, September 9th at 6:00 PM, in the Teacher's Lounge. Subcommittees will meet at 5:30 p.m.

CLOSING PRAYER: Fr. Andrejek.

ADJOURNMENT:. The meeting was adjourned at 7:40 PM.

Respectfully Submitted,

Brigette Sullivan

*St. Joseph School following the Mission of Christ, Where we Learn our Faith and Prepare for the Future.*