

## **St. Joseph Education Commission September 9, 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, Mary Jo Sarff, Daniel Brian, Jay Wendelin, Gabe Hart, Colette Willoughby, John Shallenberger, Christa Larkner, Lori Behrends, Kari Schaer, Amy Mefford, and Brigette Sullivan.

MEMBERS ABSENT: Al Johnson, Bill Craig & Mary Hudson

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

APPROVAL OF MINUTES: No changes noted, minutes voted and approved by Commission.

PRINCIPAL'S REPORT: We currently have 100 K-8 students and 19 preschool students. Last year we had 125. So we are 6 students off of that number. All staff & volunteers are required to have a vaccine card on file or a medical/religious exemption with a negative test weekly. This covers all teachers, staff, volunteers, coaches, parent/lunchroom volunteers, Sophia Kitchen drivers & any person that will be in close contact with our students for more than 1 week. There are no travel restrictions at this time. Education Committee advised that all adults related to any school activity be vaccinated or have a negative test result on file in the office.

Parent's Club meetings will be starting up again. The first meeting is October 14th at 6pm. They will be discussing Trunk or Treat, Krispy Kreme Donut sales, Food Fundraisers & babysitting for future meetings. It is being discussed whether or not to serve food at the meetings. If food is served, a vaccinated parent/volunteer must be available to supervise children & they must be socially distanced in another room. The other option is to have the meeting with no children present. Other school meetings such as the Education Commission & Athletic Committee where children are not present will require masks but not the new vaccine/test protocol.

Family Fun Day is Saturday, September 25th. There will be Hamburgers, Hot Dogs, Kona Ice, Pottery Painting , Chalk Walk, Cake Walk, Ring Toss & an Obstacle Course. School

parents and school staff are running the event with food being provided by the Knight of Columbus.

MARKETING REPORT: It was reported under the subcommittee.

UNFINISHED BUSINESS:

A. Pre/Aftercare: Currently we have a family that is unhappy with our current pre/after care program, through TCHD housed at Washington School. Currently we have 2 children using the program. The pre/aftercare issue, cost of, staffing of and possible solutions was discussed at great lengths in the meeting. A survey is being sent out to all school families to seek feedback & if there is a need for the program in house.

NEW BUSINESS:

A. Subcommittee Reports

CATHOLIC IDENTITY/ACADEMIC EXCELLENCE - They are focusing on generating more possible substitute teachers. They discussed contacting mid year graduates in December for substitute teaching positions and teacher openings for the upcoming school year. Usually student teachers are required to have a vaccine. Anyone with a Bachelors Degree can apply for a State of Illinois substitute license.

ENROLLMENT/ MARKETING/DEVELOPMENT - 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. Some fundraisers have changed over time & the structure is different. We will be sending out an Enrollment survey in October. It is suggested we do a meet and greet or Q & A session with Fr. Andrejek and Mrs. Sarff. This would give parents a chance to get to know them and ask questions. There are some fundraisers coming up: Portillos, LaGondola, Krispy Kreme, Paper Shredding, Vendor Craft Fair, Paper Shredding, EmPower & Cat matching. We are participating in the Marigold Parade. We are still accepting candy donations. Parents will be walking with students and handing out referral cards.

FINANCE: Mr. Craig was not present. Daniel Brian reported that we need to look at tuition vs. the budget. We need to push Scholarships, Empower Illinois & Angel Fund Donations. In November, we will be seeking input from the committee for tuition matters to report to the Finance Committee. We are also seeking grants.

FACILITIES: Next month the committee is going to check in with Mr. Small and see what needs to be addressed in the school on a daily, weekly and monthly basis. We need to look into different grants available for our school for window replacement. We are looking

more closely at the fire marshal report to determine school needs. Mrs. Sarff received info from the Diocese about a donation of free LED lights. They are being delivered to the school. Mr. Small will install them. Lori Behrends mentioned that her husband could help him install them.

#### COMMISSION MEMBER "ROUND TABLE"

Lori Behrends: She mentioned that when her daughter did paperwork for enrollment in FACTS she hit credit card instead of checking. It charged her a \$100 fee and it couldn't be reimbursed. In the future we need to let parents know this.

John Shallenberger: How is the quarantine working this year. The Diocese quarantine is 7-14 days with a confirmed reported case from the TCHD. The TCHD will make the decision & send a letter for the student to return to school.

Kari Schaer: We need to nail down goals & objectives. Committees need to be updated in the Strategic Plan. Marketing/Enrollment word of mouth is our primary gain. Our key influence is a lot of connection with other parents.

Mary Jo Sarff: She appreciates everyone and the time they are giving to this committee.

NEXT MEETING DATE: The next meeting will be Thursday, October 21st 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 7:35 PM.

Respectfully Submitted,

Brigitte Sullivan

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