



# ST. JOSEPH'S CATHOLIC SCHOOL

EXCELLENCE IN CATHOLIC EDUCATION

## St. Joseph's Catholic School Advisory Council Meeting Minutes October 26, 2016

**Members Present:** Justin Baerlocher; Kathleen Cleary (Ex officio, Interim Principal); Michele Farthing; Kori Harrison; Perry Kelly (Ex officio, Principal Elect); Sherri Jones; Patrick Valdez; Pete Wilhelm; Fr. Vasquez

**Members Absent:** Theresa Kruschke

The meeting was called to order at 7:00 pm

Meeting was opened with a prayer led by Pelly Kelly, Principal Elect.

### **Principal's Report:**

Kathleen and Perry provided the principal's report. Enrollment numbers were given— 301 for the day, losing one Friday, will then be 300 -including the preschool. Plans are to send Perry to the National Catholic School meeting in the Spring. Almost finished with MAP testing. Computers in classrooms are outdated and do not support new MAP testing software so limited computers have been available for use. Chromebooks have helped in the elementary, but have limited use. Currently looking for computer grants from federal government. May need to look at updating every four years to keep current. Perry to check with Amanda Anderson regarding the licensing for Microsoft Office and other software for the Chromebooks.

Mr. Aitoro and Perry working on Emergency/Safety program to address the question of "what happens if there is a threat"? Officers from the KPD came to meet with them regarding how we can create a better relationship – so that in the event of an emergency, they are familiar with the school. Part of this may be having them tour the campus occasionally, having keys made for them and making sure they know our evacuations plans. Perry stated that he would contact the Kennewick School District to see what they have for evacuation plans. It is also important to know where we might go in the case of an emergency – possibilities include Kennewick High School or Westgate Elementary. Bottom line being that we want our kids to be safe but not be freaked out beyond what is necessary. The Diocese recommends a run, hide and fight approach – each classroom has a second exit. The Kennewick School District shelters in place – mostly hide. We currently lack the ability to communicate between the staff and parents during an emergency – we need a better communication system. The KSD has an app to alert people using Remind and the parent portal. Perry to look into other options available to the school such as Remind or Flocknote. He also noted that the KSD has only had their safety program in place for about 4 years.



# ST. JOSEPH'S CATHOLIC SCHOOL

EXCELLENCE IN CATHOLIC EDUCATION

**Marketing:** Amy Hunkapillar opened up sharing that Art and Wine, scheduled for February 4, was off to a great start. Signage is being created with the question of “what do we need to inspire people to come?” in mind. In the past it has been family and friends of the school and parish but what would bring in more of the community? Coming up this winter is the Family Expo. Katie Klut (sp?) is creating new signage with the hopes of bringing more name recognition for the school. The theme will be Candyland Adventure – along the lines of the Wizard of Oz, yellow brick road theme that was used for the preschool and kindergarten open houses. People would walk through the exhibit and gain more information about the school, at the end open house information would be available. As the canned food drive is coming up, Amy shared that she hoped to make this a greater success this year and would be looking to bring some regional statistics to share at the next meeting to bring greater awareness to this topic in our area. Lastly she mentioned that the Annual Report has been posted on the website and that the Finance Board was very impressed.

**PTO:** The president of PTO, Melissa Schoeder, joined the meeting to see if there were any questions on the budget and also to touch on the Trunk or Treat which was scheduled on the 28<sup>th</sup>. Melissa stated that they had done a potluck for the staff and teachers during conferences and that although they were not able to provide cash gifts to teachers this year for Christmas gifts, they were planning of doing gifts of Scrip. Plans are being made for the Winter Ball in January as a community builder. PTO was encouraged to continue its efforts in working with the SAC in providing reports and was also asked to send information along to Marketing in hopes of keeping logos and any “branding” information the same.

**Fundraising:** Fun Run wrapped up with the final totals still coming in – to be completed in a couple weeks with a final Fun Run rally at the school. At the time of the meeting, \$28,099 had been collected with another \$5,000 coming. The goal was \$35,000, with 98% of the students earning their Fun Run shirts. Michele Farthing reported that the scrip program is not at it was in the previous year – which was close to \$10K. She made the suggestion to consider including an amount, maybe \$100, to be purchased by each family each year – like the Art and Wine and service hour requirement- noting that it would not present any extra expense to the families, but would give them an idea of how the program worked. Other fundraisers coming up that were touched upon were the Christmas Wreath sales for Technology, McTeacher’s Nights and Dream Dinners in November (24 tickets). The desire for fundraisers that didn’t require as much participation and more money coming back was discussed.

**Finance:** Kathleen and Perry spoke again about the budget mentioning that they have been taking a look at the last 7 years and seeking ways to improve. They would like to have figures prepared for the following year once they have numbers after the enrollment to get a better handle on next year’s budget. It was shared that Kathleen’s salary was not part of the budget – but from savings this year so that is not included in the budget.



# ST. JOSEPH'S CATHOLIC SCHOOL

EXCELLENCE IN CATHOLIC EDUCATION

**Other Business:** The current teacher handbook, which was from Sr. Noreen, was given to Patrick, Sherri and Michele to review. Patrick, Sherri and Michele will work with Perry to identify any recommended changes to the handbook. The Diocese also has a Policies and Procedures Manual available online that will be used for reference. The question of whether St. Joe's could incorporate a program similar to the dual language program was brought up – citing that it is something that currently draws a lot of interest and those who do not get in with the KSD may consider St. Joe's if this existed. Perry stated that Alyssa St. Hilaire from the KSD has volunteered to be a resource to help with something like this. He continued on to say that there is a lot to consider – everyday or certain days, times of day, grades to include etc. On another note, he mentioned that there has been a lot of interest in orchestra, now available for middle school students, about 30 kids attend practice at least 2 days a week. It is the hope to have 2 string basses by Christmas which the Knights of Columbus have said that they would be willing to help with a contribution. Also, Patricia Schweppe is looking into the building of marimbas.

**Upcoming topics for discussion:** December/January – review tuition rates; March – Nominating of SAC members; April – following years Budget. Additional topics needed to be addressed include the ongoing need of reviewing current policies for the school and parents as we look to continuously improve.

**Meeting Schedule:** As a reminder, the SAC agreed upon the 4<sup>th</sup> Wednesday of each month to meet at 7:00 PM in the Middle School Library - with the exception of November and December (which will meet November 16 and December 14).

The next SAC meeting will be November 16, 2016 at 7:00 p.m.

Meeting adjourned at 8:55 p.m.