



# ST. JOSEPH'S CATHOLIC SCHOOL

EXCELLENCE IN CATHOLIC EDUCATION

## St. Joseph's Catholic School Advisory Council Meeting Minutes November 16, 2016

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

**Members Absent:** Sherri Jones

The meeting was called to order at 7:00 pm, and was opened with a prayer led by Fr. Vasquez.

**PTO:** The president of PTO, Melissa Schoeder, joined the meeting and shared that the totals for Fun Run came in at \$35,014.99, with 140 students earning the "morning of fun" and 110 students earning the special prize T-shirts. The Trunk or Treat event brought in \$280, which was down a little from the year before. They are looking at possibly doing a Halloween Carnival in place of the Trunk or Treat next year. The Barnes and Noble fundraiser is coming up on December 10th and Carol Hattemer is looking for volunteers. As mentioned in other meetings, the PTO is looking at giving Art and Wine tickets to full-time staff members as well as a scrip card for gifts – which is little bit different than in years past when they gave cash – in order to bring down costs. The Winter Ball, scheduled for January 20<sup>th</sup>, 2017, is a community builder. The tickets for this event may increase in price. In hopes of keeping logos and any "branding" information the same, Amy Hunkapillar attended the October PTO meeting and was able to discuss this with the committee. As a result, they were able to resolve any conflicting information and have a plan as they move forward to ensure congruency. The addition of community outreach/rewards was discussed- i.e. Yokes, Target, Fred Meyer. Melissa requested that any information relating to this be shared with PTO so that they may follow up, asking if Amy could possibly look into this and provide the information.

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

Kathleen and Perry shared that this had been the last day for the catechetical classes for the teachers. They shared that they felt it had been a great experience for the teachers and that they would continue with weekly discussions.

**Parish Business:** Fr. Vasquez shared that he was working with the finance committee to separate income/expenses for the church, school and childcare center. As Caroline Patnode is no longer with the parish, Marcela (Marci) is now taking care of the office duties inclusive of the deposits, bulletin items and correspondence. The bookkeeping has been contracted out on a temporary basis, staffed by Lucinda – who would be the one to contact for bookkeeping and financials. He asked that check requests be made with some lead time given as these items do take time to generate. He directed



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Michele Farthing to speak with Lucinda and Marci regarding questions about receiving money for Scrip as it related to the purchase of pizza for the Hot Lunch program.

**Marketing:** Amy Hunkapillar opened up with the marketing committee's decision to place new signage for Art and Wine on hold for a year in order to look closer at the campaign and its branding for the event, aimed at creating consistency. The Family Expo 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 in and out and get a little treat in the end with open house information for the school. The canned food drive will be in January, some ideas to increase involvement include: the creation of a coloring page of the event as a reminder for families, displaying books about hunger, read and discussed during library, and placing a shopping cart in the church entrance- instead of the table- as a visual reminder and invitation to the parish to participate. Lastly she mentioned that the Annual Report has been posted on the website and that the Finance Board was very impressed.

**Fundraising:** Michele stated that she had nothing more to add to what had already been previously mentioned.

**Finance:** Kathleen and Perry stated that the books are being reviewed and audited by the new bookkeeper to separate the school, childcare, and church budgets. This will help the school and in developing future budgets. Pete Wilhelm was asked to attend the next finance meeting as a SAC representative, which is thought to be scheduled the 2<sup>nd</sup> Wed. of each month – although this has been subject to change. Perry and Pete are also looking to get started on looking at the last 7 years of data.

## **Other Business:**

**Review Parent Handbook Policies :** There was discussion about the addition of allowing boots to the girls' dress code between November 28<sup>th</sup> and January 31<sup>st</sup>. Language for this change was proposed as follows:

*Boots may be black, grey, red, brown, navy or red in color and of solid colored fabric (no sequins, plaids, etc.). Boots must come up no higher than the low calf of the leg. Warm SHEARLING winter boots only, no fashion boots will be allowed.*

Those for the change felt it wasn't a long period of time for wearing them and thought it reasonable. Others had concerns, feeling there would be difficulty in enforcing the dress code due to variations and the potential for this becoming a distraction. Other options proposed to keep feet warm and dry included: finding and approving boots from Lands End or other location which would ensure uniformity or, allowing the policy to stand as is, which allows students to bring boots to change in/out of before/after recess. The committee decided to table the discussion until the following meeting.



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**School Annual Appeal:** The committee viewed options and approved the mailer for the school annual appeal. The suggestion to add language stating “in honor of” for the donation was made. Fr. Vasquez spoke of his shared desire to get more students to attend SJS. He asked if there was a way to have the school more visible in the parish community by having them participate more in the masses – maybe doing some of the readings or having the children’s choir sing. Kathleen responded saying that the school has made attempts to do this but that it has been difficult in scheduling with variance of schedules for families however, the choir has been singing once a month during the school year at the 11 o’clock mass.

**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.

**The next SAC meeting will be Thursday, December 15, 2016 at 7:00 p.m.** in place of the regularly scheduled meeting date of December 14<sup>th</sup>, due to the scheduling of the school Christmas Program.

Meeting adjourned at 9:06 p.m.