



St. John the Baptist School

Site Advisory Council Monthly Meeting Minutes



August 15th, 2018

6:00 pm

Parish Office Conference Room

Invitees:	Present	Invitees (cont'd):	Present	Invitees (cont'd):	Present
Eric Guzowski	X	Sarah Butler		Colleen Vanegeren	
Lisa LaCount		Robyn Wright		Valerie Atkinson	X
Andrew Mulloy	X	Jessica Perez	X	Sarah Baye	X
Ally Tomey		Karen Tooley	X	Tiffany Schroeder	X
Kitty Luedke		Kimberly Bergemann	X	Melissa Ferm	X
Melissa Schwiner	X	Kelly Williams	X	Richard Herlache	X

To Be a Visible Sign of the Risen Jesus!

Owner	Topic—including purpose and related links	Minutes/Notes – key decisions, points, messages
ALL	Opening Prayer	
Eric Guzowski	Approval of Meeting Minutes & Agenda.	May Minutes & August Agenda Approved.
Reports		
Andrew Mulloy	Principal's Report	1 – Library renovation completed – space is beautiful! Thank you and God bless to our donors. Formal blessing upcoming October 2018 2 – Enrollment approx. 300 students, 28% increase since 2014. Thank you for your leadership Mr. Mulloy, and special thank you to everyone involved in consistent and organic marketing efforts! 3 – Reviewed two new documents – SAC communication protocol and SAC committee guidelines (see attached)
Richard Herlache	Treasury Report	1 – Richard & Eric met with GRACE this summer to obtain updated financial reports. Obtained better understanding on treasury duties. 2 – Received updated annual fundraising requirement from GRACE (about 2% increase YOY).
Robyn Wright Tiffany Schroeder Melissa Schwiner Kitty Luedke	Fundraising Committee Report	1 – Tiffany Schroeder and Melissa Schwiner voted in as new members to the Fundraising Committee! Congrats and thank you both very much for your leadership! 2 – New Sign Up tool for volunteers to sign up electronically via website, track and report hours off to a great start. Continue to upload events into tool and on SJB school website. Will share 1 pager of new sign up tool at upcoming school open house – Thank you Melissa for all of your hard work! 3 – Fall Harvest moved to October 5 th , 2018

		<p>4 – 2019 AUCTION scheduled for March 2nd, 2019</p> <p>5 – Reviewed event calendar for upcoming school year</p> <p>6 – Eric to follow up and ensure La Java details have been finalized. Recommendation to simplify purchase form for both Yankee candle and La Java.</p> <p>7 – SJB end of year dance huge success as family community night. Planned date again for next year – 05/17/2019</p>
Sarah Butler Valerie Atkinson	Volunteer Report	<p>1 – Popsicles for beginning of school year was huge success! Thank you!</p> <p>2 - Middle School Parent Day is 10/17/2018</p> <p>3 – Book Fair upcoming 10/19/18-10/25/18</p>
Karen Tooley	Marketing Report	<p>1 – Marketing prep for upcoming open house – Thank you Karen for your teamwork with creating handouts for school families at open house</p> <p>2 – Continue to recruit for new marketing coordinator to partner with Karen</p> <p>3 – Action Item – Marketing Coordinator to share 1 or 2 successes from recent SAC meeting and distribute on website and/or bulletin</p>
Kelly Williams	Finance Council Update Pastoral Council Update	<p>1 – Alpha completed for both finance and pastoral councils</p> <p>2 – Parish Mission planning continues to identify strengths, opportunities and discuss next steps</p>
Eric Guzowski	Old Business	1 – Eric to review, and recommend enhanced language within by laws (add Mr. Mulloy’s communication protocols, committee guidelines, and review officer descriptions)
Eric Guzowski	New Business	<p>1 – SAC OFFICER POSITION UPDATES –</p> <p>*Tiffany Schroder and Melissa Schwiner voted in as new officers of Fundraising Committee – Thank you & congrats!</p> <p>*OPEN – VICE CHAIR</p> <p>*OPEN – SECRETARY</p> <p>*OPEN – MARKETING COORDINATOR</p> <p>Thank you Jessica Perez for coming! Hope you can continue to join us this school year ☺</p>
ALL	Closing Prayer	

Next Steps

Action Item	Responsible	Due Date
*Recruiting for open positions – VICE CHAIR, SECRETARY, & MARKETING COORDINATOR	ALL	Ongoing
*Continue to add next year events into sign up tool and upload into school website. *Continue to transition record keeping process from School Office Staff to newly appointed SAC record keeper officer.	Fundraising Committee	Ongoing
*Define Duties & Responsibilities to assist with future transition of new members; Enhance language, policies, guidelines, and procedures within bi-laws	Eric	03/01/2019
*Review online bidding and checkout options for upcoming auction.	Eric	Next Meeting
*Continue to celebrate 1 success from recent meeting and distribute through approved SJB communication channels	Karen	Next Meeting
*Finalize details and next steps for La Java coffee fundraiser	Eric	10/01/2018
*HOMEWORK ITEM - Discuss and explore any additional new and efficient fundraising ideas for upcoming school year	ALL	Next Meeting
*Discuss profit sharing idea with council	Eric	Next Meeting

Future Key Dates

Date	Topic	Comments
9/6/18 -9/11/18	PAPER DRIVE	
9/6/18-9/20/18	MAGAZINE SALE	

10/4/18-10/9/18	PAPER DRIVE	
10/5/18	FALL HARVEST	
10/17/18	MIDDLE SCHOOL PARENT DAY	
10/19/18-10/25/18	BOOK FAIR	
09/19/2018	NEXT MEETING 9/19/2018 @ 6 PM PARISH OFFICE	

St. John the Baptist School provides an education that is centered in Jesus Christ and on the Gospel values through the intercession of St. John the Baptist. Our school is dedicated to knowing our faith, teaching our faith, and living our faith, while creating an environment that maximizes learning in all academic areas. Our students are provided with the necessary education to become faith-filled, independent, critical thinkers who are prepared to be active, responsible members of the Catholic Church and society.