



# St. John the Baptist School

## Site Advisory Council Monthly Meeting Minutes



May 16th, 2018

6:00 pm

Fireplace Room

Invitees:	Present	Invitees (cont'd):	Present	Invitees (cont'd):	Present
Lisa La Count	X	Sarah Butler		Dan Tooley	
Eric Guzowski	X	Robyn Wright		Valerie Atkinson	X
Andrew Mulloy	X	Kristin Barnhart	X	Sarah Baye	
Ally Tomey	X	Karen Tooley	X	Tiffany Schroeder	X
Kitty Luedke	X	Kimberly Bergemann	X	Melissa Ferm	X
Melissa Schwiner	X	Kelly Williams		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	
Lisa La Count	Approval of Meeting Minutes & Agenda.	April Minutes & May Agenda Approved.
<b>Reports</b>		
Andrew Mulloy	Principal's Report	1 – Mr. Mulloy shared his 2018 SJB Annual Report – fantastic! Lots of great information, education, and most importantly recognition. Keep up the great work. Annual report is available on SJB website.
Lisa La Count	Treasury Report	1 – Richard Herlache voted as new treasurer! Congrats and thank you for your leadership! 2 – TASK * - Ad hoc meeting needed to train Richard on new treasurer duties and financial reports
Robyn Wright Kristin Barnhart	Fundraising Chair Report & Auction Update	1 – Brat Fry huge success – thank you! 2 – Book Fair huge success – thank you! 3 – Walk to Mary huge success – thank you! 4 – Discussion about paper drive becoming a more consistent and regular schedule (i.e. 1 <sup>st</sup> Friday of every month). Discussion on duration – trim back from 10-11 days per occurrence to about 5-7 days? 5 – Fall Harvest planned for October 5 <sup>th</sup> , 2018 6 – 2019 AUCTION scheduled for March 2 <sup>nd</sup> , 2019 7 – New fundraising idea – partner with La Java? Eric to plan meeting with Mr. Mulloy and rep from La Java to discuss potential options. Launch concurrently with Yankee Candle which is Nov 1-16 <sup>th</sup> 2018? 8 – SJB end of year dance huge success as family community night. Plan again next year – absolutely!

Sarah Butler Valerie Atkinson	Volunteer Report	<p>1 – Popsicles for end of year was huge success! Thank you!</p> <p>2 - Kindergarten faculty helped and assisted with donuts and coffee after May 6<sup>th</sup> mass – thank you teachers!</p> <p>3 – All parent days have been completed – thank you Val &amp; Sarah!</p>
Karen Tooley	Marketing & Recruiting Report	<p>1 – Flyers for end of the year SJB school family dance in gym was super helpful! Recommendation to elevate language specifically so parents do NOT drop off kids, must be supervised at all times</p> <p>2 – Misc. final auction wrap app</p> <p>3 – Continue to create marketing material to promote paper drive</p> <p>4 – Karen – could you please create 1 pager before the new school year for ALL families for the new signup tool before school starts?</p> <p>5 – New marketing duties :</p> <p>*Recommendation to celebrate 1 or 2 successes to share on website or in bulletin?</p>
Dan Tooley & Eric Guzowski	Finance Council Update Pastoral Council Update	<p>1 – No recent finance meeting in May. Alpha 11 week program continues with both Finance and Pastoral Council meeting weekly on Mondays &amp; Tuesdays (about half way).</p> <p>2 – Next meeting is semi-annual pastoral &amp; finance councils together JOINT on June 12<sup>th</sup> 2018 at 630 pm commons</p> <p>3 – Eric will no longer will be on finance council, last meeting June 2018. New liaison from finance to SAC – recommendation Kelly Williams? ☺</p>
Melissa Schwiner & Kitty Luedke	Sign Up Tool & SAC reporting review	<p>1 – Melissa – thank you for your leadership and partnership with Sign Up Tool! Super excited for the enhanced features and benefits for all parties involved. *TASK – Need to enter ‘place holder’ for all 2018-19 upcoming annual events by August before school starts in signup tool and then copy/paste on website</p> <p>2- Suggestion for creating TASKS (instead of events) for misc. volunteering items (auction prepping baskets for example). Discussion on volunteers that cancel last minute – required to find their own replacement?</p> <p>3 – Suggestion to meet June 19<sup>th</sup> – AD HOC MEETING AT LEGENDS IN HOWARD 6 PM – to continue to work on fundraising hours language for handbook, bi-laws, discuss open positions, officer descriptions, etc. PLEASE JOIN US!</p>
Lisa La Count	New Business Update	<p>1 – CAFETERIA TRAYS – Vote to purchase new cafeteria trays approved up to \$900.</p> <p>2 – SAC OFFICER POSITION UPDATES –</p> <p>*Eric Guzowski voted as new President of SAC</p> <p>*Richard Herlache voted as new Treasurer of SAC</p> <p>*Welcome new teacher representative Ms. Tomey – Thank you!</p> <p>*OPEN – VICE CHAIR</p> <p>*OPEN – SECRETARY</p> <p>*2 GUESTS – Welcome Melissa Ferm and Kimberly Bergemann for coming! Hope you continue to join us for next school year ☺</p> <p>3 – New duty for secretary - TASK – add completed minutes on website after every meeting</p>
ALL	Closing Prayer	

**Next Steps**

Action Item	Responsible	Due Date
*Recruiting for open positions	ALL	Ongoing
*Add next year events into sign up tool. Start and continue to transition record keeping process from School Office Staff to newly appointed SAC record keeper officer.	ALL	Ongoing
*Define Duties & Responsibilities to assist with future transition of new members; Review bi-laws with all members	ALL	Ongoing
*Present recommendations for improvement for fundraising service hour requirements at next upcoming SAC meeting. Review drafts of enhanced appendix, website improvements, consistent language, buyout clause, etc.	ALL	Ongoing

**Future Key Dates**

Date	Topic	Comments
06/21/18	GOLF OUTING	
10/5/18	FALL HARVEST	
11/1/18 - 11/16/18	YANKEE CANDLE & LA JAVA?	
03/02/2019	SJB AUCTION	
05/18/2019	PLANT & BRAT SALE?	
08/15/2018	NEXT MEETING 8/15/2018 @ 6 PM FIREPLACE ROOM	

*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.*