



St. John the Baptist School

Site Advisory Council Monthly Meeting Minutes



September 18th, 2018 6:00 pm SJB School Library

Invitees:	Present	Invitees (cont'd):	Present	Invitees (cont'd):	Present
Eric Guzowski	X	Sarah Butler	X	Colleen Vanegeren	
Lisa LaCount		Robyn Wright		Valerie Atkinson	X
Andrew Mulloy	X	Jessica Perez		Sarah Baye	X
Ally Tomey		Karen Tooley		Tiffany Schroeder	X
Kitty Luedke		Kimberly Bergemann		Melissa Ferm	X
Melissa Schwiner	X	Kelly Williams	X	Richard Herlache	X
Melissa Warden	X	Jenn Warinski	X	Katherine Nelson	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.	August Minutes & September Agenda Approved.
Reports		
Andrew Mulloy	Principal's Report	1 – See attached report
Richard Herlache	Treasury Report	1 – Deposits from apparel, fall harvest, and popcorn doing well. Approx 50% surplus/carryover towards new annual target. Need to follow up on paper drive deposits, and follow up with GRACE to obtain an updated financial report. 2 – Discussed potential 'profit sharing' proposal to share surplus with school on annual basis at end of school year. Decided to table this discussion until end of school year with understanding that if Mr. Mulloy & School has special requests we can discuss as council throughout the year.
Tiffany Schroeder Melissa Schwiner Kitty Luedke	Fundraising Committee Report	1 – Popcorn volunteer spots are full, fall harvest is approx. 75% full. Sign up tool is working great, feedback has been very positive. 2 – Paper drive is going well – nice profit margins and low effort. Continue to over communicate which dates bin will be available, and work with vendor that when bin is full to get a new one as soon as possible.
Robyn Wright	Auction Report	
Sarah Butler Valerie Atkinson	Hospitality Report	1 – Middle School Parent Day is 10/17/2018 2 – Book Fair upcoming 10/19/18-10/25/18

		3 – Will start tracking expenses this year for the committee for all volunteer events
Karen Tooley	Marketing Report	1 – Working on banner over Velp Ave 2 – Assisting with marketing flyers for both La Java coffee & Yankee Candle 3 – Communication effort and assistance with paper drive 4 – 1 item to share on website for recognition (i.e. what we are working on as a council for public announcement?)
Kelly Williams	Finance Council Update Pastoral Council Update	1 – Parish Mission planning continues to identify strengths, opportunities and discuss next steps 2 – Capital campaign put on hold diocese-wide until beginning of next year
Eric Guzowski	Old Business	1 – debriefed open house – Overall very positive experience, especially for new families – information on tables very helpful 2 – TASKS: Create SAC table billboard for next year, and discussion to improve ‘check out’ process to reduce writing multiple checks, leverage GRACE tablets for ability to start using debit/credit cards (no processing fees if we use GRACE tablets), etc.
Eric Guzowski	New Business	1 – Discussion on packer booths. Great news – over 90% of spots already filled. Need back up option for athletic contract school families if the ability to work a packer booth is not available – (suggestion is to work booyah as 2 nd option). Also need to decide if all, part, or no hours related to booyah are eligible towards fundraising service hour requirement. Tabled for next meeting. 2 – APPROVED new online bidding software and checkout system – “Greater Giving Online Bidding System” for \$1650 for year 1. \$1995 for years 2 through 5. Feedback and recommendation from GRACE has been very positive including 3 other schools already using the same checkout system of Greater Giving. SJB will be the 4 th school within the GRACE system to adopt the software/checkout process for their annual auction events. 3 – SAC OFFICER POSITION UPDATES – *OPEN – VICE CHAIR *OPEN – SECRETARY *OPEN – MARKETING COORDINATOR Thank you Jenn Warpinski & Katherine Nelson for coming! Hope you can continue to join us this school year 😊
ALL	Closing Prayer	

Next Steps

Action Item	Responsible	Due Date
*Recruiting for open positions – VICE CHAIR, SECRETARY, MARKETING COORDINATOR, AUCTION CO-CHAIR?	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 and new officers; Enhance language, policies, guidelines, and procedures within bi-laws	Eric	03/01/2019
*Finalize details regarding packer booth and booyah service hours	Eric	Next Meeting
*Continue to celebrate 1 success from recent meeting and distribute through approved SJB communication channels	Karen	Ongoing
*Finalize details and next steps for La Java coffee fundraiser	Eric	10/20/2018
*HOMEWORK ITEM - Discuss and explore any additional new and efficient fundraising ideas for upcoming school year	ALL	Next Meeting
*Motion and approve new members/officers	Eric	Next Meeting

Future Key Dates		
Date	Topic	Comments
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	
11/1/18-11/6/18	PAPER DRIVE	
11/1/18-11/16/18	YANKEE CANDLE & LA JAVA FUNDRAISER	
11/7/18	1 ST GRADE PARENT DAY	
11/14/18	4 TH GRADE PARENT DAY	
10/17/18	NEXT MEETING 10/17/2018 @ 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.