

**St. Joan of Arc Parish School  
School Advisory Board  
Meeting Minutes  
February 15, 2011**

**Members Present:** Bill Sturm, Del Sarajian, Bill Burg, Brian Gilmore, Maggie Koltermann

**Members Absent:** Becky Schoenauer, Timm Goodmanson

**Ex Officio Members Present:** Holly Cerveney, Father Mike

**Guests:** Julie Kneiser, Barry Shuck, Dan Mowbray, Todd Clausen

**Meeting Start Time:** 6:34pm

- I. **OPENING PRAYER:** Bill S. led all in prayer.
  
- II. **REVIEW OF MINUTES:** Minutes were reviewed and a motion to accept as written was made by Bill S. and 2<sup>nd</sup> by Maggie and approved by all.
  
- III. **OLD BUSINESS:**
  - A. Feedback on Catholic Schools' Week.
    1. Many tours were given during the Open House on Jan. 30<sup>th</sup>. 5-6 families showed genuine interest in registering their children for the 2011-2012 year. One family has already registered their 3<sup>rd</sup> grader and another family (K4 student) is coming in for discussion with Judy K. on 2/16/11.
    2. The Pancake Breakfast on Jan. 30<sup>th</sup> was a great success! The dads showed a \$130 profit and the quantity of food was just right. Barry reported that there were many new faces and many positive comments. Bill B. suggested a run-through prior to future events would make it even more successful. Joe Kwiatkowski offered to chair future food-related events, possibly a fish-fry. More research will be done to see if SJOA facilities can support more of these events in the future. Father mentioned a possibility of 2 masses on Ash Wednesday with a fish-fry held before and after each.
    3. Student Council ideas were a hit, especially white-board shirts. Peaceful Penny Collection was also a hit. All classes had negative amounts, but the 4<sup>th</sup> grade won the competition.
  
  - B. Parent Teacher Home & School Meeting coming up on March 3<sup>rd</sup>.
    1. Web Grader will be introduced; user name and passwords will be assigned.
    2. Upcoming Carnival will be discussed

3. Holly will announce registration discount registration was Feb. 28<sup>th</sup>. Possibility of extending discount was discussed but not decided. Holly will send another notice in Wednesday letter as well as an email blast.
4. Committee members needed for 2011-12 school year will be announced.
5. End of year picnic will be announced. Father Mike suggested picnic time to be right after school so teachers and faculty can attend; this was discussed but not decided.

#### **IV. PRINCIPAL'S REPORT:**

- A. Enrollment holding at 94. Holly received phone call for 8 prospective students just today. The 8 students represent 4 families; one family is new to the area and has 4 children.
- B. Holly would like events scheduled well in advance and booked on the calendar. Bring any ideas to next few meetings, at least by the May meeting as Holly and Father will have their Calendar meeting in June.
- C. SJOA has been featured in print in local newspapers, etc. for the last 4 weeks!

#### **V. PASTOR'S REPORT:**

- A. Father commended Holly for all the positive feedback he is receiving. He feels we are building a significant and positive reputation.
- B. The bankruptcy situation is very serious. The parishes are being updated only shortly before news is released to press, causing difficulty for Father to advise parish members. All parishes will be represented as one by one law firm. It is important to stay positive during these difficult times, be alert to what is going on.
- C. The Easter Triduum marks the one year anniversary of Father Dave's administrative leave from St. Catherine's Parish. Father Mike asks us to please keep including parishioners from St. Catherine's to give them the sense of family.
- D. Father Mike has discussed the possibility of St. Catherine's parishioner's participation in SJOA athletics. St. Catherine's will be forming an Athletic Committee to comply. Father Mike will be meeting with staff members of St. Catherine's Parish on 2/16/11.
- E. Maggie asked Father Mike about a possible day trip to Green Bay to visit the shrine. The event should be community-driven.
- F. Julie asked Father Mike if he could think of possible venues for middle-school service hours to be earned; yard work, etc. He will advise.

## **VI. HOME & SCHOOL UPDATE:**

- A. Post auction budget report was given; Commitment to parish from school has been fulfilled. A portion of the funds left over in Home & School budget will be given back to the parish, allocated to help fund another half-time staff member.
- B. Kathy Kelleher will chair the Parent Teacher Home & School Committee next year.
- C. There will be a Home & School meeting on Thursday 2/17/11 at 6:30pm.
- D. Julie asks that anyone who can, please go to "Google maps" and find SJOA, then report that our location is incorrect on the map.
- E. Family game night was announced for Saturday, Feb. 19<sup>th</sup> from 5:30-9:30pm, hosted by Holy Name.

## **VII. BUDGET REPORT: No Report**

## **VIII. MARKETING:**

- A. Details on the upcoming Carnival (3/4/11, 5-8pm) was given
  1. Cards will be sent out to local daycares, grade schools as well as 6,000 flyers to be distributed in grocery bags at local Pick N'Save, Pig, and Sentry.
  2. Advertised as a Community Event
  3. There will be subtle hints regarding new enrollment; tours will be available, several faculty members will attend.
  4. Candy Bar Sale; specially wrapped SJOA candy bars, 10 candy bars will contain "golden tickets" offering a chance to win a drawing for \$1500 off next year tuition. \$1500 funded by Home & School budget.
  5. The event is not fully funded; however the goal is to promote attendance for the 2011-12 school year, for return on investment.
  6. Dan suggested that we find the email contact list for those enrolled in the summer Christian Formation program.
- B. Dad's Night Out (Feb. 11<sup>th</sup>) was a huge success; Barry received rave reviews and positive feedback.
- C. Lake Country Community Fest at Arrowhead HS coming up on Mar. 19<sup>th</sup>. SJOA Marketing Committee will be present to promote SJOA.
- D. Delafield quarterly newsletter and Community Guide will feature SJOA.
- E. Car Wash and Hot Dog Sale at Piggly Wiggly will be planned for spring. Representative from Piggly Wiggly reported that sales typically range \$800-\$1800. Another event involving the middle-school students is possible during the summer.

F. YMCA Games was a great event for promoting SJOA. Pep Band got rave reviews plus one negative comment. Brochure racks were low after the event.

G. Possible future events: Vintage Prom Night, Scavenger Hunt, More Dad's Night Out.

H. It was noted that any event using the SJOA "name"; must be sponsored or backed by one of the SJOA committees.

I. More communication is needed between committees to avoid duplicate events.

J. Barry will be recruiting individuals for assistance in marketing tasks.

**IX. ATHLETIC REPORT:**

A. Received great feedback on YMCA BB day at SJOA.

B. All BB teams in tournaments except one more 6<sup>th</sup> grade boy's make-up game.

C. Todd is working on budgets and a list of items to add to current and next year.

D. Todd has received quotes for a new sound system for the gym.

**X. PARISH COUNCIL REPORT:**

A. The bankruptcy filing was discussed

**XI. NEW BUSINESS:**

A. There is a need for better protocol within committees.

B. The 2011 Dinner Auction will be discussed at the Home & School meeting and next SAB meeting.

**XII. ADJOURNMENT:** Motion to adjourn at 8:25p.m. by Bill S., 2<sup>nd</sup> by Brian and approved by all.

**NEXT MEETING: March 15, 2011**

Respectfully Submitted,  
Delmita Sarajian

**Reminder: If you are unable to attend a School Advisory Board meeting, there is a folder with your name on it in the school office for you to pick up meeting materials.**