

**St. Joan of Arc Parish School
School Advisory Board
Meeting Minutes**

September 20, 2011

Members Present: Becky Schoenauer, Sandy Dill and Timm Goodmanson

Members Absent: Bill Sturm, Brian Gilmore, Jason Dvorak and Todd Clausen

Ex Officio Members Present: Holly Cerveny, Barry Shuck, Kathy Keleher and Michele Burg

Guests: Steve Manne

Meeting Start Time: 6:36pm

- I. **OPENING PRAYER:** Kathy Keleher led all in prayer

- II. **APPROVAL OF PREVIOUS MINUTES:** Timm motions to approve, Sandy 2^{nds}. Approved by all.

- III. **OLD BUSINESS**
 - A. Email List has been updated with new families.
 - B. SAB members will vote by email to appoint a replacement for SAB Secretary, Maggie Koltermann's term.

- IV. **PRINCIPAL'S REPORT**
 - A. Enrollment is currently at 118 students.
 1. 33% increase from enrollment at the beginning of the 2010-11 school year.
 2. SJOA was recognized at the archdiocese annual welcome back meeting for school principals as having the highest increase in enrollment as well as great achievement in marketing efforts.
 - B. Staffing Update
 1. Kathy Keleher has stepped in as our Technology Teacher until the position is filled. Holly is currently interviewing candidates.
 2. Spanish teacher position is open again. Mrs. Nickolaus has accepted a full-time position with another school. Her last day will be Wednesday, 9/21/11. Holly has contacted numerous local colleges as well as Futura Language Services, part-time positions have proven difficult to fill. Holly is prepared to sub for a few weeks.

3. Ms. Rein has been moved with 4K to a full-time, the need has come from our higher enrollment in JK-SK.
 4. Mrs. Klapperich is due to return on 11/7/11 as our SK teacher. Mrs. Olsen is set to stay for the first quarter. Mrs. Klapperich has been in to assess the SK students.
 5. Mrs. Halverson is continuing as our middle school language teacher as well as math and reading for 2nd grade.
- C. New parent advisory meeting to be held on Wednesday, 9/21/11 at 8:00am in the multipurpose room. Holly and veteran parents will be available to address questions that new parents may have as well as cover the basic governing structure of the school
- D. Meeting minutes for any committee meetings will be posted on the bulletin board near the JK classroom and possibly on the website in the future.
- E. Holly will be back officially on Tuesday, 9/27/11.
- F. The Lamont family (new to our school this year) along with their company Helms Briscoe and Marcus Theaters and Hotels were involved in a fundraising event recently. The event raised funds for 4 charities, SJOA Parish School being the largest recipient, \$15,000 to be used for our new portable computer lab. Thank you so very much!!

V. PASTOR'S REPORT

- A. Father Mike will be attending future meetings only if specifically asked or required to attend. He has confidence in the SAB and encourages our future efforts.

VI. HOME AND SCHOOL REPORT

- A. New parent coffee/Q&A session on Wednesday, 9/21/11. (See principal's report IV.3.)
- B. Home and School wishes to increase attendance at their monthly meeting. Host families will be personally contacting new parents to invite. Kathy is considering changing the times from 1:00 pm to 10:00am in an effort to attract parents picking up children from ½-day JK.
- C. October 14th is grandparent's day. In planning stages.
- D. "Fun Pasta" fundraising effort
 1. \$5,000 goal
 2. Students would be asked to sell at least 7 items
 3. Online option will be available for out-of-area relatives and friends.
- E. "Schoola Moola" is a pilot program for online photo processing (like Shutterfly)
 1. Order prints
 2. Create photo books or Christmas cards

3. School receives 12-40% of proceeds
 4. Reps will demo at school, date TBA
- F. Evening Open House is being planned scheduled for Oct. Format would be a general informational session for all, then parents invited to go to classrooms to hear from teachers.
- G. Dinner Auction
1. A "giving tree" will be placed in the lobby for donation ideas. Students will announce during masses and at Christian formation.
 2. "Funda" items will be more general this year. Proceeds cannot be spent until the school commitment to the parish is met.
 3. Class art projects are a big hit for the live auction
 4. Profit last year was approx. \$60,000

VII. BUDGET REPORT

- A. Timm is currently working on the 2012 budget; he is waiting for June financials from Frank which should be ready by end of September. Will have numbers at October meeting.
- B. 118 enrollment means school carries 57% of their own costs.

VIII. MARKETING REPORT

- A. SJOA is registered for the Arrowhead Parade on 9/30/11 starting at 4:45pm.
1. All is invited to join, rsvp at sjoamarketing@gmail.com.
 2. Wear spirit wear.
 3. Barry is looking for a vehicle as the antique fire truck he planned on using is not available with short notice. He is hoping for something eye-catching, possibly a fancy car, tractor or horse.
 - a. Steve Manne has contacted the Township of Concord to use their "military-humvee type vehicle". They are currently discussing.
 - b. Kathy has a brother with a horse that she could ask.
 4. Flyer will come out in Wednesday letter.
 5. School banner will be carried.
- B. SJOA is also registered for the Oconomowoc HS Christmas Parade, more info to come. Holly has a St. Nick costume.

IX. ATHLETICS REPORT: Steve Manne stood in with an impromptu report

- A. Nine, Wine and Dine deadline for registration has been extended to 9/21/11, they have enough volunteers but are lacking on donors for the events.

- B. St. Catherine's Athletic Board has presented athletics opportunities to Christian formation families. Parents filled out a general information sheet with varying degrees of interest. Steve will be meeting with the kids on Sunday and has sent information home.
- C. Steve is working with Dawn Rowe, Brian Gilmore and Todd Clausen for basketball merger forms due on Monday.
- D. Brian and Todd working on YMCA games, 800 kids are involved, waiting for notice from the Y. Concessions will be offered if given enough notice.
- E. Working on entertaining events (bands, dancers, cheerleaders) for before, after and between games. Barry Shuck will contact Just for Kicks.

X. PARISH COUNCIL REPORT

- A. Michele reports that Parish Council spent their last meeting discerning officers.
 - 1. Chairperson: John Jenson
 - 2. VP: Jo Doran
 - 3. Secretary: Lori Hughes
 - 4. Recording Secretary: Kevin Greene
 - 5. Trustees: Jim Hoover and Gene Maurer
 - 6. SAB Liaison: Michele Burg
- B. Council is scheduled for a retreat on Saturday morning to discuss goals.

XI. NEW BUSINESS

- A. In discussion with other parents, Kathy Keleher finds that the current scheduling for the Parish Festival (August), Nine Wine & Dine (September) and the Dinner Auction (November) falls too close together to adequately find enough donations and volunteers for all three events.

XII. ADJOURNMENT: Sandy motions to adjourn at 8:03p.m., Timm seconds and approved by all.

NEXT MEETING: October 18, 2011

Respectfully submitted,

Delmita Sarajian