

**St. Joan of Arc Parish School  
School Advisory Board  
Meeting Minutes  
October 19, 2010**

**Members Present:** Bill Sturm, Brian Gilmore, Timm Goodmanson, Bill Burg, Del Sarajian

**Members Absent:** Maggie Koltermann, Becky Schoenauer

**Ex Officio Members Present:** Holly Cerveney, Dan Mowbray, Todd Clausen

**Guests:** Barry Shuck, Elaine Hills

**Meeting Start Time:** 6:30

- I. **Opening Prayer:** The Lord's Prayer was recited by all.
- II. **Review of Minutes:** Minutes were reviewed and a motion to accept as written was made by Timm and 2<sup>nd</sup> by Brian and approved by all.
- III. **Old Business**
  - A. Signage Update: Task completed per Brian.
  - B. Goals 2010 - 2011
    1. Enrollment – 111 by 2010.
      - a. Current enrollment is at 93 students; lost one gained one
      - b. Holly is giving school tours to two perspective families this week
    2. Promotion of School
      - a. Holly has compiled a Media Contact List to easily send information on events as they come up.
      - b. JK-SK play Jeb Scarecrow's Pumpkin Patch is coming up on 10/29/10, one group of 40 children have confirmed. Parents have volunteered baked goods. Guests will be given some sort of take-home items with the school information for perspective families.
      - c. Archbishop's visit coming up on 11/1/10, we are expecting a great turn out from school, parish, and public. Barry suggested hiring a photographer to record the day's events. Bill suggested he may have a relative that can do that.
      - d. Middle school dance and retreats upcoming. Schools from our district, including St. Charles are open to collaboration.
      - e. Superintendent of Catholic Schools will be speaking at our next Parent/Teacher Home & School Meeting.
      - f. Holly has reserved November as SJOA month to display school spirit items at the Delafield Public Library.
      - g. SJOA student's pumpkins will be on display in Delafield.

- h. Holly announced a middle school video testimonial contest. Children will interview students and parents, testimonials will be posted online, whoever gets the most “clicks” wins!
- i. Print Portal: most items available to us are promoting Catholic education, not directly aimed to SJOA. Holly did order Baptism folders
- j. “Future Student of SJOA” t-shirts will be purchased to gift to baptism children in size 2-3 so that children will have them to wear for several years.
- k. Baptism Buddies: Baptism children will be paired with First Communion children, who will write cards and notes over time to establish a relationship. Holly will talk to Communion families.

### 3. Solidifying Middle School

- a. Middle school retreat with St. Charles. Girls will to St. Charles and boys from St. Charles will come to SJOA.
- b. Middle school dance: Holly has invited schools from our district. Most schools seem open to collaboration on a rotating schedule of dances and rec. nights.
- c. 10 Service hours will be required of 7<sup>th</sup> and 8<sup>th</sup> grade students. Student Council will be keeping track of hours earned.
- d. Student Council elections are coming up.

C. Website: Not officially addressed; discussed at new business.

## IV. Principal’s Report

- A. Barry Shuck has accepted the chairperson position for the Marketing Committee
- B. Smart Boards: Money from 2009 Auction Funda will allow us to purchase 2-3 boards for school use. Holly has researched the best options and found that Mimeo is the way to go. With Mimeo we would be able to have a board deliver and use for testing prior to purchase. Cost per Mimeo is approximately \$1,200 each.
  - 1. Brian suggested bringing display board to dinner auction to show how money was spent; a better idea would be to bring to Home & School Meeting.
  - 2. We do have one used Smart Board that Ty is working on repairing; there is a problem with the power source.
- C. Teachers are now using email communication, parents will be notified.
- D. Holly is currently working out glitches with Web Grader. It will be fully functioning soon and parents will be notified soon. Holly is working with teachers to come up with some guidelines on parent and student expectations as far as timelines for content to show on Web Grader.

V. **Pastor’s Report: Father Mike absent due to funeral, Holly’s update per Father Mike is that the meeting with the Superintendent went very well.**

## **\*\*Dinner Auction Update**

- Invitation responses at this point; 70 yes, 26 no
- October 26, 2010 is the deadline for the \$50 fee, will go up to \$75
- Auction Committee needs parish support; Reach out to anyone and everyone to come to our auction. Bring other people's money!
- African Queen Raffle: Single raffle item this year. Over \$2,000 value includes dinner at Andrew's, overnight stay at Delafield Hotel and gift certificate for room service. Gift certificates for many Delafield area shops including salons, restaurants, flowers, jewelry, chocolates, car wash a month for a year, plus more. ALL items were donated by local businesses. Tickets are \$100 for 15 tickets.
- Advertised on Relevant Radio.

## **VI. Home & School Update: Given by Holly for Julie Kneiser**

- A. Grandparents day on Oct. 29, Jodi Ritter is chairperson
- B. \$8000 in Home & School account
- C. Kathy Keleher as taken the VP position
- D. Next Home & School meeting is Thursday at 6:30pm
- E. Middle school dance November 5<sup>th</sup>, Rob Warren has agreed to dj and we have two volunteers to chaperone
- F. Dec. 11<sup>th</sup> Social for school families, NOT a Christmas Party per Father Mike.
- G. Possible St. Nick activity for Dec. 11<sup>th</sup>. Invite the children to hear a story, get them to remove their shoes, fill them with chocolate coins.

## **VII. Budget**

- A. Timm asked Holly if they could discuss any questions she may have with this year's budget.
- B. Timm is working with Frank on next year's budget. They need 2011 enrollment then all will fall into place. We should see some budget models for next year by the next SAB meeting.

## **VIII. Marketing: Barry Shuck has accepted the chair for this committee.**

## **IX. Athletic**

- A. Golf outing was a smashing success. Kudos from Joe Simonis, Todd received a letter from the Larkin's with raves. Profit is \$5,500, would have been more but committee was not aware appetizers were not included in price.
- B. Volleyball is wrapping up.
- C. Basketball is starting soon. Brian is working on coaches, players and game times.
  1. Need to set date for parent/player informational meeting. Possibly 11/3/10 after the Home & School meeting.
- D. Brian working with Angie Inloes on volunteer opportunities. Would like to use middle school students to fill service hours
- E. WACC annual meeting is on 11/9/10 or 11/11/10.

## **X. Parish Council Report: Dan has nothing to report**

## **XI. New Business**

- A. Website
  - 1. Faculty Website; Bill S. requests to list by means other than alphabetical
  - 2. Del needs sports committee list to update website
  - 3. Bill S. requests newer photos on main page of the website
- B. December SAB meeting; Bill S. would like to reschedule meeting from December 21<sup>st</sup> to December 14.

**XII. Adjournment: Motion to adjourn by Brian G., 2<sup>nd</sup> by Timm and approved by all.**

**Next Meeting: November 16, 2010**

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.**