

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

**October 18, 2011**

**Members Present:** Brian Gilmore, Jason Dvorak, Todd Clausen, Sandy Dill and Timm Goodmanson, Janet Chupka

**Members Absent:** Bill Sturm, Becky Schoenauer

**Ex Officio Members Present:** Holly Cerveney, Kathy Keleher and Michele Burg

**Guests:** Delmita Sarajian

**Meeting Start Time:** 6:35pm

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- I. **OPENING PRAYER:** Timm Goodmanson led all in prayer
  
- II. **APPROVAL OF PREVIOUS MINUTES:** Sandy motions to approve, Timm 2<sup>nds</sup>. Approved by all.
  
- III. **OLD BUSINESS**
  - A. Scheduling of Parish Festival, Nine Wine & Dine, and Dinner Auction
    1. Too difficult to move the dinner auction date.
    2. Athletics has been discussing moving the Nine, Dine & Wine event to late spring. The annual Frostbite walk is expected increase in number of participants in February with additional advertising and qualifying the event as a "Series Run" bringing many serious runners from WI and surrounding states. Profits may be enough to carry athletics requirements over to 2013.
  
- IV. **PRINCIPAL'S REPORT**
  - A. Updated accreditation requirements for this year
    1. SJOA would have to apply for "exemplary" status once every two years.
      - a. We could be considered for the marketing category
    2. Holly has a list of standards that were set by the accreditation team, Principal Rudella and Holly.
      - a. Setting up Web Grader was on that list.
      - b. Suggestions on the WRISA accreditation report

- i. SAB needs to complete a study of the greater community in regards to how to better meet the needs of those with physical and developmental limitations. How do we go about completing this study?
- ii. A development director is needed for the entire Lake Country area.
- iii. Holly and faculty are currently working on standards for curriculum.
- iv. Automated Library System
- v. A Learning Resource Teacher for students with learning disabilities at SJOA will be discussed.
  - 1. Does the state provide any funding for special needs?
    - a. All Lake Country students are evaluated for special needs by Lake Country.
    - b. The only services provided for private schools are speech and language.
  - 2. Holly will be meeting with the St. Anthony on the Lake principal to discuss servicing children with special needs. St/ Anthony's does an exceptional job of providing for children with special needs.

B. SJOA was chosen to participate in a radio ad running throughout SE Wisconsin a few weeks prior to Catholic School's Week. Three schools were chosen by Superintendent Cepelka, SJOA being one of them. A parent was chosen to speak in the ad as well. Huge perk for our marketing efforts!

## **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. This section will be omitted from future SAB agendas.

## **VI. HOME AND SCHOOL REPORT**

- A. Grandparents/Special Friends Day was a great success. Turnout at mass was better than we have seen in the past.
- B. Outdoor Movie Night did not bring a great turnout, but Kathy will try again.
- C. Open House Oct. 19<sup>th</sup> all parents urged to attend, child care will be provided. Colleen Warren will speak for Kathy Keleher along with Father Mike and Holly. Parents will be invited to the classrooms where they can get acquainted with their kid's environments. This event would normally be held at the beginning of the school year, but with Holly's maternity leave this date was chosen.

- D. "Fun Pasta" fundraising efforts are being tallied. Profits go toward commitment to the school budget.
- 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 at Open House Oct. 19<sup>th</sup>.
- F. Halloween Dance for JK-4<sup>th</sup> scheduled for Friday, Oct. 21<sup>st</sup>.
- G. Middle School Dance scheduled for Friday, Nov. 4<sup>th</sup>.
- H. Dinner Auction rsvp's are coming in. Oct. 19<sup>th</sup> is the deadline for the discounted ticket price.

## **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 November meeting.

## **VIII. MARKETING REPORT**

- A. Holly met with the marketing committee last week regarding upcoming events.
  - 1. Christmas Parade, Oconomowoc
  - 2. St. Nick's Evening.
  - 3. Catholic School's Week
- B. SJOA was chosen to participate in a radio ad running throughout SE Wisconsin a few weeks prior to Catholic School's Week. Three schools were chosen by Superintendent Cepelka, SJOA being one of them. A parent was chosen to speak in the ad as well. Huge perk for our marketing efforts!

## **IX. ATHLETICS REPORT:**

- A. Cross Country and Volleyball is winding down.
- B. Fall Sports Banquet is schedule for November 7<sup>th</sup>.
- C. 8<sup>th</sup> Grade Girls Volleyball team has been invited to participate in the Elizabeth Anne Seton Tournament, the equivalent of basketball's Sierra Padre.
- D. Brian Borkowski and the Athletics Committee is working hard planning the 2012 Frostbite Run.

1. Increasing marketing efforts
2. Working to meet qualifications to make our Frostbite Run a "Series Run" where serious runners from all over can participate in our event to qualify for other races.
  - a. Could take participant enrollment from current 300 to 800+.
  - b. Would need to set a specific back-up date in case of bad weather.
  - c. Will need all hands on deck, full volunteer participation, to run event.
  - d. Entry fee covers t-shirts and the accurate timing system (electronic).
  - e. May need tents and portable potties to accommodate participants in addition to the gym and multipurpose room.

E. Athletic committee meeting Oct. 18<sup>th</sup> to discuss plans for Basketball

1. SJOA will have a team to represent each grade with many athletes participating from Christian Formation as well as our combining efforts with St. Jerome.
2. Basketball practice begins the second week of November.
3. Basketball games begin the week after Thanksgiving.
4. We are in need of the following volunteer:
  - a. 6<sup>th</sup> Grade Girls, Head Coach and Assistant Coach.
  - b. 6<sup>th</sup> Grade Boys, Head Coach.

F. The final Cross Country was the Greenfield Invitational.

1. 3 Boys Qualified
2. 4 Girls Qualified
3. Out of 127 girls and 18 teams, our girls took 8<sup>th</sup> place.
4. Tess Hills made the top 25!

**X. PARISH COUNCIL REPORT**

- A. Michele reports that Parish Council is working on development of the church website. Dave Maurer has asked all asked PC liaisons to work with their respective committees to write-up the description and goals of each committee.
- B. PC is gathering information from committees throughout the parish on 2012 goals in an effort to identify ways the council can help/support committees in achieving their goals. SAB is one of those committees.

**XI. NEW BUSINESS**

- A. Parish Council goal setting, Please bring your ideas to the Nov. 15<sup>th</sup> SAB meeting.
- B. Computers
  - 1. New Laptops are being loaded with software; locked cart will be kept in the library. Tech classes will be held in the library.
  - 2. Holly working with a parent donor for newer-used pc's for the computer lab. These will be spaced out better and used for project work and research.
  - 3. Extra pc's will be used to update older stations throughout the school.
  - 4. There are many costs associated with the upkeep and maintenance of our new laptops.
    - a. We have a contract for service and repairs with ETA.
    - b. We have warranties for parts.
- C. Parent question brought by Timm Goodmanson; Is it possible for students to use the computer lab after school? Holly advises that there are many considerations, like staffing and janitorial concerns, but she will give it some thought.
- D. Homework Club for those students who need a little extra help will be starting up soon. Becky Kaehny will run program.
- E. Jason Dvorak suggested we look into funds available for non-profits through the Oconomowoc Area Foundation. Possible for our special needs program. Jason will get more information for Holly to pursue.
- F. Holly has applied to several foundations for funding of our school, such as the Wal-Mart Foundation for non-profit. She has had difficulty with the electronic verification process due to our tax identification number being combined with the Archdiocese. Holly is working on a solution.
- G. Local school districts buy the parents out of bussing services. Arrowhead and Kettle Moraine pay certain parents in their districts (if they live in specific boundaries) to not take the bus.

**XII. ADJOURNMENT:** Sandy motions to adjourn at 7:49p.m., Brian seconds and approved by all.

**NEXT MEETING:** November 15, 2011

Respectfully submitted,

Delmita Sarajian