

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

**November 15, 2011**

**Members Present:** Bill Sturm, Becky Schoenauer, Jason Dvorak, Todd Clausen, Timm Goodmanson, Janet Chupka

**Members Absent:** Sandy Dill and Brian Gilmore

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

**Guests:** Delmita Sarajian

**Meeting Start Time:** 6:30 pm

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**I. OPENING PRAYER:** Bill Sturm led all in prayer

**II. APPROVAL OF PREVIOUS MINUTES:** Timm motions to approve, Jason 2<sup>nds</sup>. Approved by all.

**III. OLD BUSINESS**

1. Parish Council goal setting; Parish Council wishes to help “build the bridge” between the parish, school and the community and has asked the SAB to communicate the goals of the school so that the parish may have related goals. Michele will be communicating these goals at the next Parish Council meeting set for Tuesday, 11/22/11.

a. School goals are:

i. Provide quality education

1. Obtain financial stability

2. Increase numbers

ii. Increase enrollment

iii. Improve religious curriculum

b. SAB goal is to facilitate these school goals

**IV. PRINCIPAL’S REPORT**

A. Current enrollment is holding at 118; Holly is still seeing interest from new families, answering questions and giving tours.

B. Enrollment goal for 2012-13 school year has not been set yet, but should maintain the 118 students.

- C. Holly has seen interest shown in providing a 3-year old kindergarten program. She would love to offer, but at this point we do not have the space or capability. It would be a positive to capture that head-count, could possibly be outsourced. Capacity at SJOA is 220. This could possibly be a consideration in the future.
- D. Considerations in staffing requirements for next year
  - 1. Larger 5K group moving in to first grade may be difficult to apply multi-age learning.
  - 2. Large class moving into the middle school.
- E. St. Nick event is set for this year.
- F. Unique opportunity for school families and SJOA marketing; Girl Scout troop leader, Laura Gerovac has been in contact with Door County Dog Sleds to provide a presentation and/or dog sled rides at our school. There are a limited number of people that the company can accommodate, so the opportunity would be open to first the scout families, then the school, then open parish wide.
  - 1. Holly is waiting on approval from Father Mike in consideration of possible issues with allergies and floor damage.
  - 2. Event would provide many positives for the parish.
    - a. Have a photographer on site to help in advertising.
    - b. Show a movie like "Snow Dogs" in the multipurpose and serve hot drinks for families awaiting their turn on the dog sleds.
- G. Religion texts to be updated with the new Roman Missal.
- H. Holly is working with faculty on writing goals.
  - 1. Materials to enhance the program have been purchased.
  - 2. Six writing traits should be included in each writing piece.
- I. Middle school library time will be used as study hall period.
- J. The archdiocese and the nation maintain "Common Core Standards" where everyone is held to the same standards. The state of Wisconsin is analyzing where these standards should be.
- K. Our permanent Spanish Teacher, Julie Collins, has been hired through Futura Language Program. Julie is a member of the parish.
- L. New computers are here and starting to be used beginning with the middle school.
- M. With a full 8 basketball teams this year, Father Mike has asked the school to address protocols for the use of offsite facilities for basketball practice. Protocol is now in place and will continue to be followed. Father Mike asks us all to remember: "God, then family, then academics and others."
- N. Holly continues to address issues with parking. The following was discussed but Holly will continue to talk with school families to get a better feel on if and how to handle.

1. Do we need a drive through drop-off and pick-up procedure in place? SJOA is a highly social group and requiring parents to remain in their cars would destroy that unique atmosphere. Possible have a drive through area (away from the main school doors) for those parents who prefer.
  2. Should a policy be instituted where parents are required to park and walk in and out with their children?
  3. Do we need better control of children waiting outside? There is concern with children running through and around the parking lot, also with playing ball.
  4. Do we need better training for our crossing guards? Holly trained guards last year with the aid of AAA Safety guidelines/videos. Now that she is more in tuned with the environment, she will conduct training again.
- O. Holly would like honest feedback from new school families to be sure that they are happy with their choice to join our school and address concerns or issues to make families stay. Members discussed best method to reach new families whether best way would be via survey, face-to-face with Holly or neutral HR from church, buddy families or room moms.

## V. HOME AND SCHOOL REPORT

- A. Kathy would like to get more of our new school families involved with Home & School. She has asked buddy families to contact.
- B. The dinner auction was a great success.
  1. Committee has received mostly positive comments and those that have been negative have been very constructive.
  2. 180 people attended.
  3. Approximate gross is estimated at \$40,000. Jodi will be meeting with Frank this week to go over numbers. Kathy will bring to next meeting.
- C. Bill asked Kathy if she could bring Home & School account update to next meeting.
- D. The company that put on the carnival last year will be putting on a "Christmas Shop". This is not a fundraiser; it will allow children to buy gifts for their families. Will be open for two days in December.
- E. "Helping Hands" display will come out next week. Items needed for classrooms will be placed in pockets on the display for families to donate.
- F. Pasta fundraiser brought approximately \$2000 profit for the school.
- G. Schoola Moola is available for use. Holly will ask Mrs. Zwick to send out a school-wide email including graphics and details so that school families can forward to friends and extended families. Money raised for the school to date \$68.37.

## **VI. BUDGET REPORT**

- A. Timm is currently working on the 2012 budget; he is waiting for additional info from Frank. Will have numbers at December meeting.

## **VII. MARKETING REPORT**

- A. Barry has obtained enough commitment to participate in the Oconomowoc Christmas Parade on December 3<sup>rd</sup> from 3-4pm. The antique fire truck is available for our use and St. Nick will be on board.
- B. Funds should be available for a generic banner we can re-use. Cost is approx \$135. Home & School can help cover cost.
- C. SJOA Carnival during Catholic Schools Week is in the planning stages.
- D. Barry would like to advertise our school face book page. We could use a “fan” page vs. a “group” page as a tool to broadcast school news.

## **VIII. ATHLETICS REPORT:**

- A. 8<sup>th</sup> grade volleyball team was invited to participate in the Seton Tournament
- B. Basketball
  - 1. With 8 full basketball teams, the basketball practice schedule is challenging.
    - a. Todd has found off-site gyms to use and is working to complete insurance forms.
    - b. It is likely that we will face similar challenges in years to come so committee is working to record and set these policies.
    - c. Todd is working on week 3 practice schedules.
  - 2. Short on jerseys, athletic committee working to decide whether to buy new.
  - 3. Athletics has sent open dates for gym use to the YMCA in efforts to host “Y” basketball games at SJOA.
  - 4. Currently all teams have coaches.

## **IX. PARISH COUNCIL REPORT**

- A. Parish Council goal setting has been a focus.
- B. 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.

C. Mary Mertz spoke about “evangelization”. What can we do on a daily basis to bring our community closer? What are everyday opportunities to welcome?

1. The dinner auction was a very good example.
2. The ecumenical service and dinner next week is a good opportunity to spread the word throughout the entire community.
3. The adult formation program is another example. Father is proud of our middle school students for grasping the concept of the Roman Missal and would like adults to do so as well.

**X. NEW BUSINESS**

A. Highway Sponsorship on Valley Road between Mission and Sawyer Roads.

1. State/County requires that SJOA clean up trash on roadside twice per year.
2. Holly will check with Kathy Zwick to see if we have guidelines.
3. Becky Schoenauer will check state/county websites for guidelines .
4. Becky and Del offered to chaperone a few third graders to clean up before the first snow.

B. Parents have expressed concern with school office coverage with the possibility of Barb Dunn retiring at the end of the year. Holly has been working to train parent volunteers on certain aspects of Barb’s duties, such as the lunch program, but Barb has not yet announced her plans.

**XI. ADJOURNMENT:** Becky motions to adjourn at 7:59p.m., Timm seconds and approved by all.

**NEXT MEETING:** December 20, 2011

Respectfully submitted,

Delmita Sarajian