

**St. Joan of Arc Parish School
School Advisory Board
Meeting Minutes
December 14, 2010**

Members Present: Bill Sturm, Brian Gilmore, Del Sarajian, Maggie Koltermann, Becky Schoenauer, Tim Goodmanson, Bill Burg

Members Absent: None

Ex Officio Members Present: Holly Cerveny, Dan Mowbray, Todd Clausen, and Barry Shuck

Guests: None

Meeting Start Time: 6:40pm

I. Opening Prayer: Prayer was recited by all.

II. Review of Minutes: Minutes were reviewed and a motion to accept as written was made by Becky and 2nd by Maggie and approved by all.

III. Old Business:

- A. Full-day JK is a real possibility. The need is there. It is very expensive to place your child in daycare for a half-day after school. We would need 4-5 children to break-even with the costs. We could make the program optional full or half-day to attract as many people as possible. Holly is looking into making the program a reality.
- B. Print Portal: Holly will order pens, pencils, water bottles, etc. using the \$500 voucher we have with the Print Portal.
- C. Catholic Schools Week
 - a. The Theme is “A+ for America”
 - b. Holly and Barry is working on an activity for each day of the week to involve/benefit the community; visit to Open Door Café, Schoolhouse Players, Student Council event (ex. “Wacky Hair Day”), etc.

IV. Principal’s Report:

- A. Current enrollment: holding at 94
- B. St. Nick Event: Approximate attendance 52 children including kids from SJOA school and parish members and St. Catherine’s. It was a good opportunity to get the kids together and enjoy. This will very likely become an annual event.
- C. Tech Committee:
 - 1. At the meeting last week the Technology Committee discussed additional logins for the website for an additional level of security for our children and families.
 - 2. Also discussed the transition of the weekly Wednesday packets going paperless. Holly assures this will happen during this year. She also

mentioned that the savings on paper for the Wednesday packet alone is approximately \$3000 per year.

3. Holly is working with Chris Hugi to build a “Technology Replacement Plan” to regularly cycle and replace tech equipment to avoid scrambling when items break-down.
- D. Webgrader: Glitches with the program should be corrected and the parent’s side of the program will be up for the next report card.
- E. Events for Catholic Schools Week (Jan 30-Feb5)
 1. School Dance inviting Christian formation students, Jan 28
 2. Wednesday, Feb 2, Talent Show
 3. Friday, Feb 4, Half-day
 4. Need ideas on topic for next Parent & Teacher Home School meeting

IV. Pastor’s Report:

- A. Father expanded on the meeting with Superintendent Kathleen Cepelka. She presented a “map of the parish” which includes Queen of Apostles, St. Joan of Arc, St. Bruno, St. Paul and St. Jerome Schools. The goal is to find common ground between the parishes. They are looking for ideas to find common ground and to promote Catholic education. Why would people want to choose Catholic schools? There are large numbers in each of the parish’s religious education programs. Why is the word not being spread? Each parish provided challenges for the superintendent to consider.
- B. Athletics: St. Catherine’s participation in the SJOA Athletic Program is a possibility. St. Catherine would have to form a separate Athletic Board for next year. Brian Gilmore suggested we follow-up and pursue the board. Father will speak with Bill Fredericks from St. Catherine to contact our athletic board.

V. Home & School Update: No update

VI. Budget Report: Timm has been working with Holly on the 2011-2012 budgets.

- A. The school budget will be presented to the Parish on the week of Jan. 19th
- B. The budget is based on enrollment of 100 children
- C. 2nd, 3rd and 4th child discounts have been considered
- D. Discounts on registration fees for registration by certain dates have been considered.
- E. Tuition increases have historically been 7% in 2010 and 12% in 2011
- F. Inflation of 1.5% has been considered
- G. Ideas to promote, improve and run our school will be presented along with the budget.

VII. Marketing: Barry Shuck gave updates on marketing plans

- A. Catholic Schools Week (week of Jan 31st)
 1. Pancake breakfast put on by the school dads during Catholic schools week. Barry arranged to buy supplies at cost from Sam’s Club. Tentatively planned for Sunday of Open House.
 2. Barry asked for any parents who still have “Open House” signs from last year, please return them. They were meant to be reused; the printer we used can print a sticker to replace the date.

3. Marketing has decided against placing an ad for our open house alongside all other schools on the Catholic Schools Week ad. We will market on our own; will blanket the area with flyers, place ads in the SJOA and St. Catherine bulletin
- B. SJOA Week (week of March 12th)
 1. A-Capella group “Cats Pajamas” from the Madison area will be coming the last part of February or early March. Promotes fine arts in schools. The group works with the kids during the day, then give a concert at night. 40% of the proceeds go to the school. Date confirmed for March 12.
 2. School Dance on Friday
 3. Open Gym on Saturday
 4. Fat Tuesday
 - C. Children’s Play Gallery: Barry is looking into sponsoring the gallery for a 2-hour, free-play event. The last event Barry attended was a full-house. What great exposure.
 - D. Ali Schweitzer, Kristina Mirada and Mary Schermitzler have volunteered as our carnival committee. There are discussions of a possible “Willy Wonka” theme.
 - E. Holly attended the last meeting of the Delafield Chamber. We will be listed on the “Delafield Map” that is distributed by the chamber. We will also be listed with the Waukesha Chamber.
 - F. Marcus Cinema: Bill S. was not able to extend the length of the run-time for the on-screen advertisement to include Catholic schools week, but the ad will run on every movie screen, every showing, from Dec. 31st through Jan. 31st. Marcus has allowed us to advertise in one of their kiosks in the theatre lobby beginning Friday, Jan 17th. It will include flyers and a possible raffle for discounted tuition for new school families. We would need volunteers to check in on the kiosk and replenish supplies.
 - G. Middle School Play (March 25): There is a possible date conflict. For now it has been approved. Holly will look into inviting area day-cares for a day-time preview.

VIII. Athletic Report

- A. 5th-8th Grade Basketball in full-swing. There were several cancellations last weekend, 7th grade girls did not receive notice in time.
- B. Frostbite Run (Feb. 27th): Brian Borkowski has started to promote at local gyms and has arranged for several ads. Need to move to the front page of the website. Barry will work with Brian B. to additionally promote. Fundraising from this even covers along with the golf outing covers most of our athletics costs.
- C. YMCA kids will be coming in for “Y Games” on Feb. 22. Father Mike has given Brian G. several forms that the YMCA must complete. Nine teams are expected for play non-stop basketball from 8am-4pm. Brian G. would like to add a few attractions; he is speaking to the Ibric family about a possible pep band. He will also make team introductions and play music between games and would like some good food in the cafeteria. Dan Mowbray promises that the info board will be set-up by then.

- D. Possibility of adding a sound system in the gym? There are several questions to resolve before we can go ahead with purchasing a sound system. Is there a quote? What exactly do we need? Where will the controls be kept? Suggestion was made to speak with Kathy Keleher and Leisha Smith to see what our needs are regarding arts. Funda Funds from this year's auction can be used toward this purchase.
- E. Pictures in the hallway getting fixed.
- F. "Stache for Cash" was a success last year. Possibility again for this year.

IX. Parish Council Report: See Pastor's report as there were no minutes.

X. New Business: No new business was discussed

XI. Adjournment: Motion to adjourn by Brian G., 2nd by Becky and approved by all.

Next Meeting: January 18, 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.