



St. John XXIII School Advisory Commission
September 12, 2017
Meeting Minutes

Members Present: Kristi Klein, Colleen Jentges, Nikki Kiss, Ed Muento, Wayne Chrusciel, Lynette Melin, Erin Lackovic, Rachel Lorier, Mike Linstroth

Members Excused: Fr. Pat Wendt, Jen Rodgers

Members Absent:

- I. Call to Order at 5:31 PM.
- II. Opening Prayer
- III. Mission Statement Recital
- IV. Rachel Lorier motioned to approve the June 2017 meeting minutes, seconded by Lynette Melin. Motion Passed
- V. Open Comment
 - a. Dave Didier will join the school advisory Commission.
- VI. Principal Report
 - i. Enrollment count is 181 with 4 more students expected in January.
 - ii. School is finalizing the accreditation steps.
 - iii. Kristi asked the commission to register for legislative updates, which will impact our school. This system will notify us when key legislation is up for vote and allow us to provide input.
 - iv. Kristi invited school advisory members to attend a workshop on 9/27 regarding enhancing development plans.
 - v. 9/16 there will be an early childhood picnic for families at SJ23.
- VII. Pastor Report
 - a. None
- VIII. Discussion of SPARK Planning Meeting
 - a. Wayne reviewed the drafted goals from the SPARK planning meeting.
 - b. Next meeting, we will use a scorecard and assign members to champion each goal.
- IX. Committee Reports
 - a. Finance Committee
 - i. Mike Weiland provided a one page finance report for the school.
 - b. Marketing/Development
 - i. Key Event mobile bidding will be established soon. Volunteers will be able to start uploading pictures and descriptions.
 - ii. Next item to complete is the Annual Report. Plan is to go home with students in folders and mail to alumni, grandparents and parishioners.
 - iii. Joe Dean published a book about childhood cancer and will be reading to the 4th grade class and the Ozaukee Press will be there.
 - iv. Friday, 9/15 the archdiocese will be on site taking pictures of our students. SJ23 will have access to use the photos for marketing purposes.
 - v. Commission reviewed the marketing plan established last year and the newly appointed development committee will update this plan moving forward.
 - c. Christian Formation
 - i. None, committee hasn't met this year yet.
 - d. Home and School
 - i. The group is looking to form a hospitality committee to help guide teachers and classes for special events such as Early Childhood nights, First Communion and 8th grade Graduation.
 - ii. Soles for Education fliers went out last week and this date is 10.21.17 and the commission requests that the Council members attend this event for our school.
 - iii. Next event is the Halloween Family event.
 - iv. Raffle Calendars will be sent home to families on Friday, 9.15.17.

- v. Ford Drive for your School event on 10.8 at St. Peter's parking lot after mass on Sunday.
- vi. Minutes from Home and School will be provided to Wayne who will include in the agenda for the commission meetings.
- e. Athletic Committee
 - i. Need to determine if the athletic director will attend this meeting.
 - ii. Apparel orders were due yesterday and another round of orders will be in November.
- X. Unfinished Businesses
 - a. None
- XI. New Business
 - a. Communication Plan for parish included an annual financial plan in the past and this year the group will enhance that piece to include a year-end report. Within this communication piece, the parish would like to include information about the school as part of this plan. Mike Linstroth will follow up with deadlines.
- XII. Motion to adjourn 6:15 PM, Motion Passed.

Closing Prayer

- XIII. **Meeting ended at 6:15 PM.**