



MISSION STATEMENT: A DESTINATION TO... SERVE. LEARN. LOVE. LEAD...AS DISCIPLES OF CHRIST.
PARISH IDENTITY: BE CHRIST INSPIRED, JOYFULLY LIVE OUR CALL


St. John XXIII School Advisory Commission Agenda
Tuesday, April 8th, 2025 | 6:30 PM – 8:00 PM | School Office

Members Present: Marie Lippe, Daniel Hubacek, Barb Worzalla, Erin Brewster, Sandra Pessaro, Father Pat, Nikki Kiss

Ex Officio: Marie Lippe (Principal), Fr Pat Wendt, Erin Brewster


- 1) Call to Order & Roll Call
 - a. *Call to order: 6:35 PM*
- 2) Opening Prayer/School Mission Vision/Parish Identity Statement
- 3) [Review & Approve February Meeting Minutes](#)
 - a. *Sandra - Approved | Barb Second*
- 4) Parking Lot Monitor: Barb
- 5) Public Comment
- 6) Pastor Update: Father Pat
 - a. *Next week is Holy Week - Special services and encourages everyone to participate*
 - b. *Alex Becker to be ordained next May*
- 7) Principal Update: Principal Lippe
 - a. School Update
 - i. *Current total for next year is 189 - Several tours in the last few weeks and a couple more upcoming*
 - ii. *Intercoms for outdoor space being installed (end of April)*
 - iii. *Parking Lot lighting has been updated*
 - iv. *Outdoor Classroom is almost complete*
 - v. *Two Pickleball Courts on new gym floor*
 - b. Accreditation Exemplary Visitation April 30th
 - i. *Full day visit with interviews (parents, pastor, etc.)*
 - c. 4th Grade DPI Policy
 - i. *4th Grade Promotion Policy - have a system in place of what we will do to get the child up to grade level expectations.*
 - ii. *Needs to be approved by July 1st*
 - d. 4th Grade Athletics
 - i. *Arch has approved this grade level to participate*
 - e. Milwaukee Archbishops Catholic Schools Dinner
 - i. *Attended the dinner with PTO President, Father Pat, etc. and it was a great evening. Happy to support this event.*
- 8) School Advisory Commission
 - a. Volunteer Appreciation Mass April 15th 9:00 AM
 - b. Parish Summit Meeting May 27th 4:45-7:30
 - i. *1-2 Attract Youth and Families to the School*

1. *Word-Of-Mouth (Family Referral Program)*
 2. *Where we are visible in the community:*
 - a. *Ozaukee Press (front page and headline stories)*
 - b. *Parades*
 - c. *Social Media*
 - d. *Events*
 - i. *Fall Fest*
 - ii. *Key Event*
 - iii. *BINGO*
 - iv. *Breakfast for Baby Jesus*
 - v. *Father/Daughter and Mother/Son Events*
 - e. *Banners/Yard Signs*
 3. *Goal: ~200 Students*
 - ii. *3-5 Top School Accomplishments*
 1. *Principal Transition (new staff retention)*
 2. *Outdoor Classroom in Progress (??)*
 3. *Functionality of the Greenhouse*
 - a. *Over 100 pounds of food to the local Food Pantry*
 4. *Student Service Work/Giving during Mass (sock drive, toy drive, food pantry donations)*
 5. *Safety/Security Features Improved*
 6. *BETA Club | Career Cafe*
 - c. *Teacher Appreciation Week May 5-9th*
 - i. *Led by Joni and Rochelle*
 - ii. *Dan, Dave and Randy (SAC Members) will be making breakfast for staff on May 5th*
- 9) *Committee Updates*
- a. *Parent Teacher Organization- Bill*
 - i. **See comment section →*
 - b. *Marketing & Development- Erin*
 - i. *Volunteer Checklist*
 1. *The goal is to streamline the process and make sure everyone is on the same page:*







St. John XXIII Catholic School

PTO VOLUNTEER Checklist



WE ARE HERE TO HELP AND ANSWER QUESTIONS ALONG THE WAY!
THANK YOU FOR TAKING LEAD ON A SCHOOL EVENT AND CREATING LASTING MEMORIES FOR OUR FAMILIES.

1. PRE-EVENT PLANNING

- Bill Lundgren (PTO President) & Erin Brewster will get you started!
- Choose the event date that works best for your schedule and a fun venue space that fits the needs of the event.
 - Confirm the logistics with Marie Lippe (Principal) & Bill Lundgren prior to promotion (date, location, etc.). We have a lot going on, and this will ensure nothing overlaps! If fundraising is taking place at the event, please discuss this prior to the event.

2. LOGISTICS & PREPARATION



- Once logistics are confirmed & approved, please work with Amy Jo (Parish Office) to reserve any necessary S123 rooms/building spaces.
 - If a certain room layout is needed or AV is required, please inform her of this as well so Todd and his team have everything prepared for you and other volunteers!
 - Send your schedule for the unlocking of building doors (when set-up/clean-up is taking place, and when guests will be arriving/departing).
- Please plan ahead! If cash is needed prior to the event date, a check request needs to be submitted to the School Office at least two week prior to the event date.
 - This allows time for all necessary signatures on the check and for you to go to the bank in time.

3. MARKETING & REGISTRATION

- Send all event details to Erin Brewster (date, time, location, purpose, etc.)
 - A flyer/invitation will be created and sent to you for final approval before promotion.
- Inform Erin if there is a cost for tickets/attendance and how payment will be accepted.
 - A QR Code or CCB Link will be added for guests to pre-pay and/or RSVP

4. EVENT DAY/POST-EVENT

- Ensure the room is cleaned up properly and all decorations, etc. are put away.
- If cash was collected at the event, please count it and bring to the School Office to be recorded.
- Getting Reimbursed: Please turn in all receipts to Seneca Graykowski. Note: We do not reimburse for tax, as s123 is tax exempt. Please ask for a certificate prior to any purchases, or work with her directly to place orders through our Amazon/Wal-Mart/Target account.

- ii.
- iii. Raffle Calendar 2026
- iv. Key Event Round-Up & Planning for Next Year
 1. Per what is recorded in Quickbooks through 3/31/25, along with one additional expense of \$48 paid out this month (April), this year's Key Event is netting out at \$88,520 (\$123,429 revenue vs. \$34,909 expense), \$8,520 beyond budget
 2. Next Event: March 7, 2026
- v. Annual Fund: \$34,180 (as of 2/28/2025)
- c. Pastoral Council- Sandra
 - i. Looking for volunteers
 - ii. Liturgy of the Word - Encouraging more people to attend
 - iii. Marcia Nosko should receive SAC minutes moving forward (please remove Tisdale)
 - iv. Mission Fair - Great to see all of the tables
- 10) Athletics Update - N/A
- 11) Closing Prayer
- 12) Motion to Adjourn - 8:00 PM

We were made to thrive

Heavenly Father,

O Holy Spirit, we come before you today, humbly asking for your presence as we begin this meeting. Fill our hearts with your wisdom and grace, so that our discussions may be guided by truth and love. Grant us clarity of

thought, respectful dialogue, and the strength to make decisions that honor You. May we be united in purpose, working together to achieve what is best for all involved. We pray this in Jesus' name, Amen

Closing Prayer:

Father, we want to thank you for being with us throughout this meeting. Your presence has been in this place from the start to the end, and we want to say thank you. Lord, as we leave this place, let us go out there and be the salt and light. May we put into practice what we have discussed and learned. Help us to make a difference in this world for the glory of your name. Lord, where we drifted and said things that do not bring glory to your name we ask you to forgive us. In Jesus' name, we believe and pray, Amen.