

# School Advisory Commission Meeting Agenda



**DATE:** September 9, 2025 | 7:00 PM

**LOCATION:** School Conference Room

**MEMBERS IN ATTENDANCE:** Daniel Hubacek, Barb Worzalla, Randy Jerome, Sarah Karasch, Sandra Pessaro, Bill Lundgren

**EX-OFFICIO:** Marie Lippe, Fr. Pat Wendt, Erin Brewster, Adam Chilinski

1. Call to Order 7:10 PM
2. Opening Prayer
  - a. Why we chose “Let Your Light Shine” as the theme - Let everyone’s light shine and tap into their gifts and talents.
3. *Mission Statement: A Destination to SERVE. LEARN. LOVE. LEAD...As Disciples of Christ.*
4. Review & Approve Minutes
  - a. Sandy Motion to Approve
  - b. 2nd Randy
5. Marie Lippe: Principal Report
  - a. Gifts Grant: Educational Innovation
    - i. Mr. Chilinski and Mrs. Lippe applied for the Grant and received \$10,000 for Innovation | New Laser Engraver and 3D Printer
  - b. [Volunteer Checklist](#)
    - i. Used to align all volunteers and staff (checks and balances)
  - c. Mass Safety & General Safety Updates Protocols
    - i. Marie met with the Deanery yesterday and they went through different protocols that each school is doing.
    - ii. SJ23 moved forward with letting guests in through the School Office/Ramp Entrance and signing in through Raptor.
    - iii. Marie and Erin did a walk-through with the local Police Department and set standards moving forward.
    - iv. This morning we did an evacuation drill with all faculty, staff and students in the church (for the first time).
    - v. Meetings scheduled soon for logistics on Grandparents Day, Ash Wednesday, etc.
    - vi. Is it worth it to contract a permanent SRO?
    - vii. Wish List Items: 2 additional cameras inside and 2 additional outside, VOCERA
    - viii. Safety Bags in the back hallway of Church (include rosters)
    - ix. What does the School Staff need from the Parish and SAC?
      1. *Middle School Door has no locking mechanism*
    - x. Timely action and streamline the process to make decisions more efficiently
      1. No decision-makers on Parish Safety Team

- 2. Make proposal to Finance on Safety line item
- d. Student Personal Technology Devices
  - i. A parent came to Marie requesting that her children are able to wear Apple Watches throughout the day at school. Requesting an Official Vote (no cell phones, no digital devices, etc. currently in Handbook) - SAC overall vote is No - Stick to the Policy (Deanery and Port Washington High School/District all agree)
- 6. SAC
  - a. Strategic Goals for October Meeting - Will be addressed at the next meeting
- 7. Pastor Report (not in attendance)
- 8. Committee reports
  - a. Bill Lundgren: Parent Teacher Organization (PTO)
    - i. Bingo: Monthly Teacher Clarification (someone to clarify their roles and where you need help) - Teachers to send information earlier to parents to get involved for [volunteering](#)
      - 1. Good crowd and opening night to the “season”
      - 2. \$1,683 net profit
      - 3. SJ23 Band made roughly \$800
    - ii. Oktoberfest - Oct. 11th (12-4 - Polka Band, Custom Steins, Games) | Mass and Parish Dinner to follow
    - iii. PTO Meeting: September 23
  - b. Finance - No report (Dave)
  - c. Athletics/Miss G.
    - i. Fall Volleyball - First games this Friday (*mandatory 2 hour volunteer hours for parents*)
      - 1. Parents asked to donate one item for concession stand - Is it possible to have PTO donate items moving forward so we don't have to ask families
  - d. Erin Brewster: Development/Marketing
    - i. Enrollment Update - 196 (current) 4 students starting in January (Pre-3) = 200  
*\*Tour tomorrow for K4*
    - ii. Annual Report/Upcoming Fundraising & Event Update
    - iii. Exemplary Award Recognition
      - 1. Tuesday, Sep 23, 2025 (9 - 10:30am) After Mass
  - e. Parish Updates - Adult formation opportunities (great upcoming events)
- 9. New Business/Open Forum
  - a. Patriots Pen
- 10. Closing Prayer

---

This year, we embrace the theme: **“Let Your Light Shine – Living Out Your Purpose.”** This theme encourages each member of our school community to recognize the unique gifts God has given them and to use those gifts to make a difference. We will be exploring what it means to live with purpose — in the classroom, in our homes, and in service to others.

## **Prayer:**

Loving God,  
We thank You for gathering us here today as a school community united in Your love.

Bless our work, our conversations, and our decisions, that they may reflect Your wisdom and guidance.

Help us to see each other with patience and kindness, and to always keep the needs of our students at the heart of all we do.

May Your Spirit inspire us to serve with joy, to lead with faith, and to support one another as we walk this journey together.

We ask this through Christ our Lord.

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.*