

MISSION STATEMENT: A Destination to... Serve. Learn. Love. Lead...as Disciples of Christ.

**St. John XXIII School Advisory Commission
MINUTES – February 2021**

Members Present: Nikki Kiss - President, Mike Linstroth - Vice President, Dave Didier, Julia Spankowski, Cindy Becker, Kevin Bichler, Jenny Gaskell, Gene Boyer, Kristen Cook, Joe Koch, Lauren Koch (Home and School)

Ex Officio: Kristi Klein – Principal, Fr Pat Wendt, Laura Galitz - Faculty member

- 1) Call to order & Roll Call 6:35pm.
- 2) Opening Prayer/Mission Vision Statement-Jenny Gaskell
- 3) Review & Approve January Meeting Minutes
 - a. Mike Linstroth Approve + Kevin 2nd.
- 4) Parking Lot Monitor-Kevin
- 5) Public Comment
- 6) Discipleship Theme (February 13th reminder)
- 7) Preliminary Budget Review 2021-22
 - a. 3% Tuition increase for K5 - 8
 - b. 5% tuition increase for Pre3
 - c. Average Teacher increase 5.4%
 - d. Average Non-Teacher increase 2%
 - e. Calendar Sale is back in for H & S
 - f. Key Event budget is back at \$90,000
 - g. Hot Lunch back
 - h. Annual Fund stays at \$25,000
 - i. Parish Subsidy is flat
 - j. Big things that will change = enrollment and # of choice and # of special ed, teachers that plan to return

- k. Blg Thing - There are going to be changes!
- l. This has been presented at both parish and finance councils and all approved

Motion to approve the 3% tuition increase K5 - 8
Approve - Joe Koch and 2nd - Gene Boyer

8) Strategic Goal Number 1 Review (Rachel/Mike)

- a. Lg Goal - Embrace a welcoming culture...
- b. Sub Goal 1 - Implement the enrollment management plan - Scholarship for new families and surveys. For teachers - reaching out to teachers with a survey. New 3-D tour.
- c. Sub Goal 2 - Develop community partnerships - This took a hit this year b/c there weren't any community events to take part in.
 - i. We should try to be consistent with the time of year we survey teachers. This time is good - After Christmas break and a few weeks/month+ before spring break.
- d. Sub Goal 3 - Pursue electronic signage for school - We have a new committee on the pastoral council that has the sign on their radar too. Our \$\$ we would make from beer gardens did not happen this year. We still need \$\$ and full buy-in from the pastoral council.

9) Key Event Updates/Needs

- a. Hopefully in the future we can have tasks laid out ahead of time. Maybe a volunteer section in the Phoenix Times for upcoming volunteer opportunities.
- b. Maybe move the Main Raffle or rethink it.

10) Principal Update

- a. Not much. Just happy to have the tuition figured out. It would be nice to figure out tuition before Catholic Schools week, so tuition for next year rolls out then.

11) Pastor Update

- a. We are still at 25% and will probably stay there till summer time.

12) Recommendation for Teacher/Commission joint meeting

- a. Hopefully have this in April.
- b. This has been a challenging year - Maybe we bring in a nice lunch in April and enjoy them and keep it light and show some appreciation. Maybe we try to do that on an early release day.
- c. When we talk to the teachers still have some structure and find out from the teachers what are the top 3 things they would like.
- d. We'll do this on April 14th and flush out details at our March meeting.

13) We have a number of members whose term will be up this year. We need to talk about their replacements

14) Closing Prayer –Jenny Gaskell

15) Motion to adjourn 7:46pm
Approve - Kevin Bichler 2nd - Cindy Becker

DRAFT

SJ23 Strategic Plan Summary Document 2019-2020



Strategy Area: Building the Community

Overarching Goal: Embrace a welcoming culture St. John XXIII will enlarge its enrollment by reaching out to future families seeking a community that cares and responds to needs across a wide spectrum of families.

Three Year Strategic Goals:

1. **Implement the enrollment management plan**
2. **Develop community partnerships**
3. **Pursue electronic signage for school**

Measure(s):

Increase enrollment by X%
Teacher retention rate x%

Implement the enrollment management plan

1. Personalized for new families with school ambassadors.
2. Assess current school families for satisfaction.
3. Assess teachers for satisfaction and opportunities for improvement.
4. Implement a Welcome Scholarship

Measure(s):

SJXXIII a recognized name in community through community perception survey.

Develop community partnerships

1. Building a community presence (at parades, outdoor mass, etc)
2. Define a service project for the community.

Measure(s):

Participation rate at parades
Service project identified and completed.

Pursue electronic signage for school

1. Build the proposal and estimate for electronic sign
2. Build a list of potential donors
3. Establish signage spots for donors.

Measure(s):

Completed Proposal
Sign built by 2021

Strategy Area: Governing and Leading the Community

Overarching Goal: Embracing a transparent governing and administrative structure, St.

John XXIII will develop essential partnerships with the parish and the larger communities.

<p>Three Year Strategic Goals:</p> <ol style="list-style-type: none"> Determine formal structure, frequency of meetings and finalize by-laws for school advisory commission. Develop a process to better align the school finance, school advisory commission, and home and school committees. Formalize a volunteer structure and leadership. 	<p>Measure(s):</p> <ol style="list-style-type: none"> Completed By-laws by May of 2020 Completed Commission handbook by May 2020
<p>Determine formal structure, frequency of meetings and finalize by-laws for SJXXIII school advisory commission.</p> <ol style="list-style-type: none"> Update by-laws to reflect best practices Create an organizational chart to share with stakeholders Define the committees and support needed to fulfil strategic plan. Include on organization chart to help reflect alignment to priorities. . Create Charters for committees to align to strategic plan . Update the processes (ie. grievance, addressing commission) 	<p>Measure(s):</p> <ol style="list-style-type: none"> Completed committee charters, by May 2020. Updated processes on grievance, addressing commission by May 2020.
<p>Develop a process to better align the school finance, school advisory commission, and home and school committees.</p> <ol style="list-style-type: none"> Develop a process that engages all parties identified in planning for SJXXIII future. Increase communication and sharing between committees Align priorities of committees Create a monthly milestones/timeline for committees identified. 	<p>Measure(s):</p> <ol style="list-style-type: none"> Establish a joint committee meeting frequency and rotation by May 2020. Milestones completed and process for setting priorities completed.
<p>Formalize a volunteer structure and leadership.</p> <ol style="list-style-type: none"> . Define the needs of revenue generating volunteer roles. Gather feedback from school families, staff and other schools. . Determine and find creative ways for types of support to be added. . Work with finance committee to add funding into 	<p>Measure(s):</p> <ol style="list-style-type: none"> Volunteer support role defined by 2020. Budget approval, if needed by March 2020.

future budgets.

Strategy Area: Growing & Innovating our Catholic Education for the Future

Overarching Goal: In educating all God’s children St. John XXIII will promote a whole child approach to education that redefines a successful learner as one that is knowledgeable, emotionally, spiritually and physically healthy, civically inspired, engaged in the arts, prepared for work and economic self-sufficiency and ready for the world beyond the classroom to build God’s Kingdom.

Three Year Strategic Goals:

Goal: 1. Create a Graduate Profile (what do we want a student to look like when they graduate from SJXXIII.

Goal 2: Determine how we are Educating the Whole Child (academically, spiritually, socially, and emotionally). Develop a plan to address “gaps”.

Measure(s):

1. Published Graduate Profile- part of future Marketing Plan.
2. Increase by X% of positive school climate among all stakeholders. (need baseline Year 1)

Goal: 1. Create a Graduate Profile (what do we want a student to look like when they graduate from SJXXIII.

Tactics Year 1-2:

- 1a. Brainstorm with faculty
- 1b. Benchmark other school profiles
- 1c. Draft and share with SAC and faculty

Measure(s Year 1):

1. Completed Graduate Profile Draft.Date?

Goal 2: Determine how we are Educating the Whole Child (academically, spiritually, socially, and emotionally). Develop a plan to address “gaps”.

Tactics Year 1-2:

- 2a. Inventory teachers
- 2b. Understand gaps and identify strategies for changes and new implementation

Measure(s Year 1):

1. First round of surveys completed for analysis.
2. Teacher Inventory completed (2/2020).