



**St. John XXIII School Advisory Commission**  
**August 15, 2017**  
**Meeting Minutes**

**Members Present:** Kristi Klein, Colleen Jentges, Nikki Kiss, Ed Munte, **Wayne Chrusciel**, Jen Rodgers, Lynette Melin, Erin Lackovic, Rachel Lorier

**Members Excused:** Fr. Pat Wendt, Mike Linstroth

**Members Absent:** Lisa Schram

- I. Call to Order at 5:32 PM.
- II. Opening Prayer
- III. Mission Statement Recital
- IV. Wayne Chrusciel motioned to approve the June 2017 meeting minutes, seconded by Jen Rogers.
- V. Open Comment
  - a. Lynette congratulated Kristi for earning a rose award for school improvement. Our school was ranked #6 out of 109.
- VI. **Unfinished Businesses**
  - a. **Update on School Choice**
    - i. Kristi met with Terry Brown to move forward with school choice.
    - ii. Kristi will meet with him again to begin the application process and will begin in the 2018-19 school year.
  - b. Fundraising Request Form
    - i. Kristi updated the fundraising request form and as committees request to do new activities the school commission will approve this.
  - c. Development Committee
    - i. Wayne and Erin will discuss the launch of the development committee with the goal to launch committee in September
- VII. Reports
  - a. Principal
    - i. Kristi reviewed the new staff update that was shared in the Phoenix Times.
    - ii. The School added technology with addition of Ipads in lower campus and chromebooks in the upper campus. Middle school students will have a one device per student for chromebooks.
    - iii. Current enrollment is 181 with a prediction of 189, we did have 5 students move.
  - b. Finance Committee
    - i. Ended the fiscal year in the positive due to endowments and investments. Hit budget on expense side as well.
    - ii. Projected a flat budget for this year (fundraising, enrollment)
    - iii. Child care is revenue positive; lunch program is slightly below budget, but in a better position
    - iv. This year, finance would like committees to present ideas and financial numbers early (Nov) as planning for next school year starts in Dec/Jan.
    - v.
  - c. Marketing/Development
    - i. Yard signs are being set up around the city.
    - ii. Annual Fund has a timeline developed and will intertwine with the capital campaign
    - iii. Goal for the Annual Fund is \$30,000.
    - iv. Annual fund will have a promo night for November 10<sup>th</sup> and 20% of all sales will go to the campaign.
    - v. Pre-3, k4 and k5 will have a picnic on September 16<sup>th</sup>.
    - vi. Erin distributed folders to the realtors in town and to the baptism class attendees.
    - vii. Key event will have mobile bidding, which will allow families that are not able to attend to bid
    - viii. Key event will be Feb 24<sup>th</sup> at the River Club in Mequon.
    - ix. Phoenix Times will be sent via MailChimp.
  - d. Christian Formation
    - i. None

- e. Home and School
    - i. Back to School barbeque will consist of a family scavenger hunt. There will be 6 tables (Box Tops, Amazon Smile, Volunteer signup, Soles for Education, H&S, SJ23 Spirit wear). Each family will earn a stamp by doing something at each table to turn in for a cinch bag and SJ23 goodies. Each sign up for volunteering will give you a chance at an additional raffle item.
    - ii. Ford Drive 4 Your School – set for 10/8/17 at St. Peter’s.
    - iii. Culver’s Nights will be set for the Christmas program and Spring concert days.
  - f. Pastoral Council
    - i. None
  - g. New Business
    - i. New positions
    - ii. President: Wayne Chrusciel (Motion: R. Lorier, second J. Rodgers)
    - iii. Vice President: Lynette Melin (Motion: W. Chrusciel, second L. Melin)
    - iv. Secretary: Nikki Kiss (Motion: W. Chrusciel, second L. Melin)
    - v. Make a bulletin announcement for new members of the board. Need at least two people E. Lackovic will write and submit.
- VIII. SPARK Meeting: At the Port Exploreum for 9/12/17 5-8pm.
- a.

**Closing Prayer**

- IX. **Meeting ended at 6:50 PM.**