

School Commission Meeting Minutes Date: October 4, 2018

Attendance: Kelly Roche, Julie Foley, Katie Johnson, Paul Germann, Jacquelyn Grauel, Rob Jensen & Chris Markov

Topic	Presenter	Notes	Actions
MISC	Kelly Roche	<ul style="list-style-type: none"> a) Positive feedback about new staff b) PA system has been a huge success c) Looking at family restaurants for Give to the Max Day 	
I. School Staffing Updates	Kelly Roche	<ul style="list-style-type: none"> a) Hiring for an Assistant Preschool Teacher for 3's class <ul style="list-style-type: none"> a. Possibly looking into an Aid. b. Will be posting job soon b) Interviewing preschool substitute teachers 	No Action Items Identified
II. Fundraising Options	Paul	<p>Promotional materials sent to commission prior to meeting.</p> <ul style="list-style-type: none"> a) Shoparoo <ul style="list-style-type: none"> a. Looking at different marketing tactics b. 1 app per household c. No admin work for school staff 	<p>-Look into putting Shoparoo in Greenwave & Church Bulletin</p> <p>-School Store push for Black Friday?</p>

		<p>b) School Store</p> <ul style="list-style-type: none"> a. Focus on merchant aspect instead of magazine subscription offers. b. Some merchants have certain items that are excluded from 4% kickback. c. No admin support needed for school for merchant piece. (Incentive programs do require staffing support) d. Minima setup to allow for implementation <p>c) Shop with Script</p> <ul style="list-style-type: none"> a. Has capability to go only digital to limit staff admin work. b. Initial leg work required 	<p>-Commission reached joint agreement to launch Shoparoo.</p> <p>-Move towards Shop with Script for second rollout – going completely digital.</p> <p>-Identify an internal champion for contact on any questions.</p> <p>Kelly will coordinate with Volunteer Coordinator and align with Paul.</p> <p>Paul will work to get Shoparoo implemented and in Green Wave</p>
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III. L.E.A.F Update	Julie	<ul style="list-style-type: none"> a) Trying to identify why people are leaving/not attending church at Saint Joseph's. b) Working on workbook from Archdioceses that focuses on enriching hospitality at the Church. c) How can L.E.A.F get new parishioners in and to also have their children attend Saint Joseph's school. d) Identified Tasks <ul style="list-style-type: none"> a. Inventory Existing Programs b. Prioritize Programs c. Meet with impacted commission (s) to seek alignment e) Identify opportunity to hang art signs within the church to raise awareness. 	No Action Items Identified
IV. Marketing Committee	Kelly Roche	<ul style="list-style-type: none"> a. Formation continues <ul style="list-style-type: none"> a. No committee has been formed. b. Outreach continues c. School Facebook page launched d. Professional photographer came out to take pictures of website. e. Designing of postcard for mailing. 	Kelly getting second quote.

		<p>b. Immediate need: review and approval of fall bulk mailing</p> <ul style="list-style-type: none">a. First quote on process and printing with all District 196 Names with families of children 2-6 years old. Total of 6,100 Names. Cost is \$2,500 dollars.b. Identifying costs for all marketing projects.c. Reach out to get a smaller radius to lessen expense.d. Assess other needs and priorities<ul style="list-style-type: none">i. Family Fun nightii. School Lettering on Buildingiii. Mailingse. Look at mailing by end of October.f. Looking at 10k impact grant and/or 50k match to help with fundraising and special projects.	
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V. 2019 Enrollment and Retention Plan	Kelly	See Section IV, Item b	No Action Items Identified
VI. Strategic Plan as part of the MNSAA Accreditation	Katie	<ul style="list-style-type: none"> a. Strategic plan timeline for 2018-2019 school year (see attachment) b. School Commission focus (see attachment) 	No Action Items Identified
Home & School Updates	Kelly	<ul style="list-style-type: none"> a. HSA Committee -Formed b. Gala Committee - Formed c. Track It Forward progress report – Progressing well, families are starting to track. 	No Action Items Identified