

# SAC Chairs Goals Meeting

Aug 13, 2019 at 5:00 PM - 8:00 PM

**Attendance:** Principal Dull, Frank Law, James Perry, Tom DeKeyser, Carla Egan, Shamus Skelly, Karen Law, Carley Dunphy, Kelly Bowers

**Start Time: 5:25pm**

**Welcome**

**Prayer**

## **Principal's Report**

- Understanding the purpose of the SAC and review of the stated purpose statement
- Updates on academics:
  - Catholic Identity and Professional Learning Communities (PLC's) were two things that the last site visit pointed out as things to work on
  - PLCs require a change in schedule and a tightly aligned curriculum to get the most out of it; this year, 2019-2020, we will work on curriculum alignment in order to launch PLC's next year.
  - 5 Early release Fridays and Tuesday mornings are being targeted for additional teacher development times, with a focus on curriculum alignment
  - New Science Teachers who are bringing in the new science standards
  - Character/Virtue Formation - this year, we will be more intentional about character formation, the seven classical virtues will reviewed throughout the year, one a month
    - How do they overlap with the three R's?
      - St. Pat's has a holistic/whole child view of education, in which we form the child academically, spiritually, morally, physically, socially, and emotionally.
    - PBIS at St. Pat's - e.g. a school culture built around "Reverence, Respect, and Responsibility", was introduced about five years ago, but not necessarily monitored. We will do a thorough launch of PBIS this September, and have consistent follow-through afterwards.
    - September is culture building for the whole school:
      - Teachers will be doing the retreat and 2 days of in-school meetings prior to school to all get on the same page.
      - PBIS launched in Middle School and Lower EI.

- Spiritual Discipleship - There are 8th graders who were trained 2nd semester of their 7th grade year to be leaders in the Middle School Discipleship Program (MSDP).
  - Will connect our MSDP to the Faith Formation, new Youth Director being hired by the Church
- New Liturgical Musical Director who will be helping out with Mass
- Meeting minutes will be approved by Principal Dull and SAC and published for the public after approval

## Goal Review

### Christian Services - 6:00pm

#### *Mission*

- Ensure that service is ingrained into all aspects of the school and its activities
- Seek outreach programs into the community
- Coordination with teachers to include service into classroom activities

#### *Committee Update*

- PJ O'Leary is the teacher advisor, and will be a great resource. Jill Holton will co-chair the events and is a sacristan, and an entrepreneur. Carol Brenner is a well of institutional knowledge, and leads Catholic Schools Week. Jane Larson leads Angel Foods. Ginger Bosn is a great resource especially for Mary Magdalene and a former project manager. Nancy Coffee is leading the sacristan and wonderful girl scout leader. Kathy Gotschalk is the gleaners leader.

#### *S.M.A.R.T Goals*

1. To develop a fundraising and budget tracking document, as well as track progress each month of Christian Service Events.
  - a. Because of shifting out of Moms' Club, there needs to be more process and organization around budgets
2. Meet with the new Teacher Chairperson by the end of September to make a plan of her role and document her input about adding grade-level specific outreach events in the local community that correlate with the Religion curriculum.
3. Plan and deliver an exceptional Catholic Schools Week series of events within budget
4. Integrate the Corporal Works of Mercy into the planning and communications of events to expose the children to a variety of services they can give.
  - a. Important to be aligned with Paul's new virtues training
5. Improve Parish Connection by contacting Parish Christian Service Committee by October to request a list of Family-friendly Christian Service events throughout

the year and communicate them to the families in the school website or newsletter

- a. Service Faire was a little overwhelming, and not necessarily conducive to family events, list for families as a resource to find service opportunities
6. Define a large annual school-wide event (such as Kids Against Hunger and typically during Catholic Schools Week) for the next school year.
  - a. Committed to doing kids against hunger
7. Investigate starting a database of information about Christian Service opportunities the school families are already involved in, as well as family-friendly Christian Service activities happening at St. Mary Magdalen and St. Patrick by the end of the school year.
8. Decorate the school grounds with Religious visuals according to the Liturgical Calendar
  - a. Left over money from the past few years have been used to purchase more visuals

#### *Additional Notes*

- Add a specific goal around a full service day out in the community
- Middle school service hours are coming back and will be managed. Families will be encouraged to do 2 hours of service over lent.
- Principal Dull would like the kids to go out more into the community vs. doing and collecting in the school and dropping off.
- Start traditions where the grades do the same projects every year. Another option is a service day.

#### *Resources*

- Moms' Club is funding, Dads' Club should be pulled in, and each SAC committee gets \$500

### **Facilities - 6:30pm**

#### *Mission*

- Coordinate an overall strategic plan for the future of School's building and grounds
- Anticipate the near term and long term maintenance needs
- Responsible for a yearly review of the facilities and building audit
- Review the state of the grounds and work to maintain and improve them

#### *Committee Update*

- The committee needs to first figure out the building and what we have, in order to know where to go. Did a complete tour of the entire facility, inside and out to get an idea of the needs.
- Paul Cavanaugh landscaping professional as well as education background. Heather Smigliani is an architect. Father Mathias will possibly be more involved.

#### *S.M.A.R.T Goals*

1. Develop a preventative maintenance plan for Mr. Pope
  - a. plan to give Mr. Pope a guide to where to focus, and know when and what to check.
2. Improve the Instructional/Play/Activity Spaces of the Property
  - a. timeline to begin in Sept.
  - b. need teacher input for instructional space
  - c. would need a survey to gather that information.
  - d. need to understand the funding of these changes.
  - e. most spaces in the school have some sort of need for update or improvement
3. Expansion of facility
  - a. plan would be to start reviewing options so that realistic proposals could be put together.

### **Marketing - 6:40pm**

#### *Mission*

- Identify opportunities for outbound marketing
- Determine strategic direction for social marketing
- Assure the consistency of messaging and branding
- Drive participation and interaction of current and future families to help recruitment / Open House
- Outreach and maintenance of alumni relations

#### *Committee Update*

- Tina Casoli will be handling coordination of the stories for parish bulletin. Mona Shand will be reaching out to local news outlets. Rana Augustine will be helping with Alumni relations,. Erica El-alayli, Jenna Wilk, and Jill Vandenberg will be assisting with Open House and reaching out to gather content. Mrs. Moore and Mrs. Hayduk are the teacher advisors.

#### *S.M.A.R.T Goals*

1. To create one central and consistent process to capture information and photos from school events, organizations, and teacher achievements to be used for social networking, branding, retention, and growth.
  - a. Working with Tech committee to understand a single platform for all sending information.
  - b. A single calendar of events of everything happening.
  - c. Can we subscribe to calendar so everyone gets it automatically?
  - d. Handbook for parents?
2. To help to distinguish the St. Patrick School brand from competitors by aiming to create a lasting impression in the minds of our families and potential customers with paid media and content to drive over capacity for each classroom.
  - a. Need to standardize the message
  - b. Get a branding idea for the school
  - c. Help add content for the newsletter
  - d. Cost analyst of cost of media to get the best utilization of advertising.
  - e. Open House Date - January 26th, Sunday
  - f. Add relationships in the community where we can promote business while getting sponsorship
  - g. Ministry faire presence
3. To create more awareness for St Patrick School to the local community, county, Diocese, Southern Michigan and eventually a national presence.
4. To enhance a sense of community with the school so families feel heard, appreciated, connected, and inspired which will increase volunteerism, evangelism, and financial support.
  - a. More information prevents incorrect information and rumors
  - b. Need someone that can expertly answer questions before people make up their own incorrect information
5. To foster and grow our relationship with Alumni and gain their time, interest, support and participation in the school.
  - a. Rana and Tina will be working on getting contact information for alumni, including a database so we can do surveys.
  - b. Need to explore Instagram.
  - c. Doing this fills the void of no activity during the summer because Alumni can be engaged in this timeframe.
6. To leverage data to produce actionable insight that improves enrollment performance and drives results.
  - a. Use data to understand what is working and what isn't working

### *Resources*

- Need immediate access to Facebook and accounts to publish information
- Need content from teachers
- Potential budget for rebranding and paid marketing initiatives

## **Safety and Security - 7:10pm**

### *Mission*

- Keeps up with potential security issues facing the school or the community at large
- Audit current security measures and processes

### *Committee Update*

- Colleen Dosch whose husband is a DEA agent. Charlie Rozum is a police officer. Lisa Fusik whose husband is a police officer. Tom Stillwell is also on the committee.

### *S.M.A.R.T Goals*

1. Developing a means through procedural and technological upgrades to limit access to the grounds of St Patrick School by identifying and verifying the need for individuals to be on property.
  - a. Controlling access into the property
  - b. Need a vetting process and consistency around training and checks
  - c. Need to change the process for giving people access to the building
  - d. Shutting down access of the cards, and limiting access to only necessary parts of the building
  - e. Giving more information about those that get into the building through badge
  - f. Do vendors have background checks of those coming to service the building?
2. Enhancing the physical security of the campus during potential emergency situations through placement of locking mechanisms, camera systems, and other barriers.
  - a. Improvements are needed in the emergency bags and cameras.
  - b. No control of access to the kids during recess
  - c. Potentially lunch duty folks park their cars as a barrier
  - d. Look into a fence to section off the recess area with a gate
3. Empowering staff and faculty through strategy discussions and regular hands-on training in the critical areas of First Aid/ CPR/ AED and emergency action drills.
  - a. Helps the staff become confident for emergency
  - b. have drills to get people muscle memory
  - c. Run, Hide, or Fight - should be covered so people are aware.

### *Additional Notes*

- Difficult to measure the goals because it is almost all preventive work so you really do not know when things are working, only when they potentially fail.

- Tour was really helpful to get an understanding of the current processes in place and where potential issues will arise within and outside the building and surrounding area.

#### *Resources*

- Costs of some training, physical security measures and access controls

### **Technology - 8:05pm**

#### *Mission*

- IT infrastructure
- The use of technology of educational technology
- Security
- Advise on the technology implementation of staffing software

#### *Committee Update*

- Committee met to cover the goals for the year. Frank Law is a software engineer, Tracie Trupiano is in hardware supply chain and contracts. Todd Tobin is in educational software sales. The teacher advisor is Abby Anselmi who has volunteered to help be an advocate for new tech to other teachers.

#### *S.M.A.R.T Goals*

1. To audit and evaluate existing school technology and identify needs and deficiencies at the start and end of each school year by touring the school and interviewing staff.
  - a. This goal is actually already underway. James had met with 99Techs the vendor who is now servicing our IT needs.
  - b. Compiling a list of current needs and potential issues.
2. To provide recommendations to staff to improve the utilization of existing technology and streamline processes by locating and offering Professional Development on a monthly basis at staff meetings.
  - a. Could use 99Techs to do some teaching to help, as well as lead teachers or parents
  - b. Abby is going to survey the teachers to understand what the teachers are using.
  - c. There is no consistency from grade to grade of how the teachers communicate to the parents.
3. To increase access to technology for students and teachers which will be used to improve the learning experience by acquiring additional technological devices or learning software.
  - a. Would like to get the school to 2 to 1 devices, with the idea of getting to 1 to 1 by 2022.

- b. Having more device access allows the school to explore using software that development learning paths from NWEA Scores, such as Edmentum. ([www.edmentum.com](http://www.edmentum.com))
4. To identify sources of money for future tech purchases by communicating with the office and parish staff as well as other SAC committees, reviewing possible grant opportunities, and investigating additional ideas to fundraise

#### *Resources*

- funds to work towards increasing device access and education software

### **Whole Child - 8:20pm**

#### *Mission*

- Social and Emotional Healthy learning development
- Foster an exemplary co-curricular program for a well rounded student
- Encourage the acceptance of all people
- Increase coordination, development and overall awareness of non-athletic student development opportunities
- Develop and launch a Student Leadership Program
- Career exploration and future development
- Coordinate with the Whole Family Committee on sensitive topics

#### *Committee Update*

- Nancy Barta, Kristen Churches, Danielle Cory, Kathy DeKeyser, Lisa Fusik, Jill Vandenberg, Amy Holmes, Lisa Kocab, Jennifer Monacelli, Sheila Schmitz. Great mix of moms with younger and older kids. Mrs. Ford and Mrs. Rozum are the teacher advisors.

#### *S.M.A.R.T Goals*

1. Advise administration for staffing needs for support services.
2. Make explicit administration endorsed behavioral expectations to students and parents
  - a. It is important that parents know what the expectations are for the students and how best to carry those practices out in the home
3. Advertise co-curricular opportunities to parents and students
4. Identify 1-2 multicultural issues to focus on by November 2019
5. Research other catholic schools/feeder high school activities to ensure we offer similar varieties of programming
6. Expand existing leadership programs at school and provide a proposal by December 2019
7. Research existing options for career assessment, and create a list of career speakers



8. Coordinate with the Whole Family Committee

*Resources*

- People and Time given what is set to be accomplished

**Whole Family - 8:55pm**

*Mission*

- Research and collect the topics that are concerning families
- Foster a relationship between the parish, school, and family
- Develop a Parent Focused curriculum of trending and relevant pressing topics
- Coordinate with the Whole Child Committee on sensitive topics

*Committee Update*

- Committee had a great meeting, was really excited about the possibilities.

*S.M.A.R.T Goals*

1. We will seek input from all parish and school families about family-related topics in our culture.
  - a. Want a survey to find topics that are most relevant to the parents of the school and parish
2. We will use this information to plan two "Family Connection" nights throughout the school year.
  - a. Family connection nights, November and March, possibly at the PLC.
3. We also hope to add a "Family Connection" component to the Facebook page and possibly to the newsletter that would align liturgically to assist families in living out our faith more intentionally in our homes.

*Additional Notes*

- Follow the liturgical calendar
- Work with Moms and Dads Club directly

*Resources*

- will need a budget for the connection nights

**Closing**

**Come with the next set of action items**

**Next meeting - Sept 9th, 7-8:30**

