

MINUTES

St. Joseph Parish School Advisory Committee

October 7th 2019 6:30PM | Meeting called to order by Amanda Matthews

Attendees

Amanda Matthews, Principal | Jenny Marquardt, Chair | Shannon Morgan, Facilitator | Lyn Schaez, Secretary | Christine Weeden, Member | Yvonne Wolfe, Parish Council Liaison

Approval of Minutes

Committee reviewed and approved September 9th, 2019 meeting minutes.

School Advisory Committee

- I. Principal, Amanda Matthews opened with greeting and prayer.**
- II. Jennifer Marquardt confirmed meeting agenda approval.**
- III. Safety & Security**
 - a. Continued efforts in improving SJPS student and faculty safety.
 - i. Successful installation of security and surveillance system.
 - ii. Visitor sign-in process in place.
 - iii. October 4th students and faculty participated in lockdown drill.
 1. Principal Matthews and Officer Radtke reviewing drill results for continued process improvements.
 - iv. Principal Matthews in process of adding new members to existing Safety & Security Team
- IV. Soles For Catholic Ed: October 19th 10:00a to 12:00p**
 - a. Participation low. Need to improve event marketing. Transportation cancelled as a result of low participation.
 - b. Team Captain: Principal Matthews (still participating).
- V. Standard Based Grading**
 - a. Committee provided feedback that more information needs to be provided to student families.
 - i. Principal Matthews will coordinate Standard Based Grading information session(s) for families to receive more information about this new process.
 - ii. Staff is diligently working to successfully transition students into understanding standard based grading as well as transitioning their own academic processes.
- VI. Report Cards**
 - a. At this time the online grading system is not ready due to system configuration across the archdiocese. SJPS is not isolated with this delay this is affecting many of the schools across dioceses.
 - b. Teachers are tracking student performance and families are encouraged to check-in with teachers if they would like student performance updates.
 - c. Principal Matthews has plan in place to provide families with paper report cards if needed in November.
- VII. Reviewed By-Laws**

- a. Committee completed final review.
- b. Currently in final editing process.

VIII. Meeting Minutes Process Improvements

- a. Principal Matthews advised the as part of future accreditation process, meeting minutes will be added to SJPS website.
- b. 10 minutes will be allocated to the end of the meeting in which the meeting minutes will be reviewed and approved by the committee.
- c. Additional discussion to transition agenda to SJPS website.

IX. Accreditation

- a. Principal Matthews and staff diligently working on accreditation preparations
 - i. 2019-2020 school year is a self-assessment/self-study
 - ii. 2020-2021 school year full accreditation process begins

Open Discussion

- I. The Committee should continue to think of continual goals.
- II. Continued efforts to encourage committee membership.
 - a. Ways to improve succession planning.

Principal's Report

- I. Direction from Archdiocese to refer to SJPS Parish School Advisory Council as Committee vs. Council. Efforts will be made to update documents (change to committee).
- II. Looking for feedback on "Why SJPS?". Principal Matthews would like to feedback/quotes on why families choose SJPS.
- III. Continued efforts to maximize on "green" initiative and continue decrease on paper waste.
- IV. Continued efforts to looking for feedback and suggestions all encompassing; students, parents and staff; open communication.

Announcements

- I. No School October 11th & 14th
- II. Red Ribbon Week October 21st

Next Meeting

November 4th, 2019 | 6:30 PM | St. Joseph Parish | Conference Room A

Motion to adjourn was made 8:15P and was passed unanimously.