

St. Anne School Advisory Board Minutes

January 22, 2015

Meeting Called to Order - 7:00 p.m.

Attendees: Dawn Kapka, Margaret Graff, Tricia Rasmussen, Denice Peters, Nathan Perry, Hayde Federighi, Christine Jodoin, Colleen Kozak

Prayer and Reflection

November Minutes Approval - Voted on by SASAB and approved

PRINCIPAL'S REPORT

Catholic

- Advent Assembly – kick off on Monday, Dec. 1st FLITE committee
- Advent Reconciliation Services: 12/3/14 Grades 5-8, and Grades 3-4
- Christmas Concerts: Band – Dec. 4th , and Christmas Music Show – Dec. 15th
- School Liturgy during Advent: Dec. 17th
- Family First Reconciliation: 2nd graders and their families celebrated First Family Reconciliation – Saturday, Jan. 10th (2 celebrations) and Wed., Jan. 14th.
- Parent Meetings for First Eucharist – this week
- Catholic Schools Week 2015 -National Theme: Communities of Faith, Knowledge and Service, January 25 - January 31
- Sunday, Jan. 25th – 9am Mass followed by Open House until 1:00pm
- Monday, January 26th - Saint Anne Parish and School Leader Day
- Monday - 7pm – National School Choice Presentation, Barrington Area Library
- Tuesday, January 27th - Student Appreciation Day
- Tues. Feed My Starving Children SLC evening
- Wednesday, January 28th - Parent Appreciation Day

- Wed. Coffee and Coca-Cola Crawl - 8:00-9:00am
- Wed. 5:30-7pm Kindergarten Parent Information Night , Preschool & Kindergarten Open House
- Thursday, January 29th - Teacher Appreciation Day
- Friday, January 30th - Spirit of Service Day (Assembly at 2:00)
- High School Placement Tests – 1/10 - 24 of our 43 students tested at Catholic Schools. 23 at St. Viator, 3 at Carmel
- Parish Mission – Feb. 2, 3, and 4th from 7:00-8:30 nightly- Wise Fools and Happy Stewards, Sparough Team with Student Assembly on Monday, Feb. 2nd at 1:45 pm.
- Prayers for Father Bernie Procedure
- Monday, Feb. 2nd 8th grade Retreat at Bellermine Retreat House facilitated by Michael Hugo

Excellence

- Continued PD in ELA and Math Common Core, in addition... PD in AdvancED related to the Artifact Management Tool
- Continued PD on Technology initiative and new materials with tech-a-thon dollars
- Preparation for ISBE visit/accreditation
- Mid-year MAP(Measure of Academic Progress) in December
- School Trips – DC/8th in April, Springfield/7th and Chicago/6th both in May... 30 registered for DC
- Science fair this weekend (7th and 8th) – thoughts for next year
- Optional Parent Teacher Conferences - Thursday, Feb. 12th noon dismissal for students
- Parent University – Finding Kind – Alexian Brothers Parish Services
- Friday, Feb. 13 is also a noon dismissal
- Continued 8th grade lunches with Pastor and Principal
- Class Placement information will follow next month in CC

- Co-Curricular: Lego Robotics – Chasewood Learning, Sticky Fingers, Chess, Discovery Language, Every Day Engineering
- EXPLORE results –we opted to have our 8th grade students take it and the results will be distributed in early Feb.
- ASPIRE results will be distributed at the same time as EXPLORE
- Children in grades 4-8 have signed up for Annual District 220 Speech Contest scheduled for March

Vital

- We have been reviewing our Crisis Management Plan at St. Anne's. Annual Review Report requires School Board involvement. A meeting needs to be scheduled within the next month with a SAB representative (Margaret Graff).
- To date: Evacuation Drills – 4, Lockdown Drills – 2 (one with BPD present in August), Shelter-In-Place – 0, Bus Evacuation - 1
- We are collecting registration forms for the 2015-2016 school year from our current school families as well as several new registrations
- We are giving tours to prospective families at this time as well, as it is open enrollment.
- We are getting continued interest from our new website
- Our current enrollment to date is 420 (started the year off at 409)
- Marketing initiatives have been endless this year. Great growth!
- We have added a pre k and kindergarten information night to showcase our wonderful full day program
- Check out 365Barrington.com to see the great SAS spotlight
- In house videos will be made at this time with the support of Lauren Wolf
- Possibility of Bright Beginnings for 2 year olds in spring (2 one hour sessions a week – Literature based experience)

Reports by Committee

Marketing - Margaret Graff

- Routed and prioritized our hit list.
- We are digital! We have a piece on 365Barrington, a high traffic site. Great for people relocating and people looking for homes. SAS will have an ongoing presence, time sensitive and timeless piece there. We have an opportunity for social posts once a month.
- Cardinal Pride - Grassroots efforts. We will have a many more Spirit wear Days and a SAS car magnet will be given out to new registering families.
- Working on internal and external ways to build retention and recruitment. One way is to have grade level social events.

Marketing Strategies

- Cardinal Pride
 - Christine and Hayde - Grade Level Socials empowering rooms moms and families, to create that sense of community throughout the whole school, all grade levels.
- Cultivating Pride - Colleen Kozak and Robin Kelleher
- Brand Embassadors - Nathan Perry
- Alumni – Denice Peters
- Margaret Graff and Norm Yustin – Digital Footprint
- Tricia Rasmussen and Kim D’Amore – Zip codes, host coffees or something where we can connect with families within those zip codes

Alumni - Denice Peters

- Working on an Alumni Facebook Page. Currently introducing a “soft launch” while still introducing a good product. The goal would be to incorporate into the SAS Face Book page, then add events. The possibilities are endless; we can post old class pictures and even set decade groups.
- Working with Katie Parker and Claire Montrie, who have a good handle on alumni and connectivity.

- Mary McKenna and Denice will have a Facebook table in the gym on the Sunday during Catholic Schools Week, where parents and students can stop by and comment on the page.

Technology - No report at this time.

Athletics - Colleen Kozak

- Pack the Gym was not as extensive as volleyball, but still a great event. It was switched from a Wednesday to a Tuesday.
- There was discussion at the last Athletic meeting to update the policies regarding eligibility if you are failing in three of your classes. The language needs to be tightened up. Currently, it is a 2, but reads as 3. On Sunday, every student is given a week's heads up. It is revisited mid week. If the student is not off the academic list coach is informed. The student is not immediately suspended. There are exceptions for children who have learning challenges and are in need of extended time. A discussion needs to be had with teachers and Mrs. Lisa Torrence, since this is middle related and changes need to be made for the next school year.

Finance – Nathan Perry

- The catch up did well.

Home and School – Hayde Federighi

- Home and School hosting hospitality for Catholic Schools Week, and hosting a Teacher Appreciation Luncheon on Thursday.
- Preparations for the Father Daughter Dance and Father Son Event are under way.
- Currently looking into other companies to run a spirit wear website throughout the year, as opposed to once a year with the current company.
- Cardinal Pride days have been added to the calendar.
- Used uniform sale will now take place once a year, at the beginning of the school year.
- Magazine Drive is currently underway, we don't have numbers yet.
- Santa Secret Shoppe took place in December, along with Barnes and Nobles night. The Committee that runs Barnes and Nobles night, would like to move it back to its original Friday of Catholics Schools week. It was difficult to find volunteers to work both events during the same week.

- Our Wellness Committee is rolling out Try It Tuesday's one Tuesday a month.
- At the beginning of the school year, our Room Mom's are provided with Room Coordinator Guidelines. We will be working on some of the language and making some modifications for next year.

Parish Council – Christine Jodoin

- No scholarship update at this time.

NEW BUSINESS/COMMENTS

Teacher Appreciation Fund

- The Teacher Appreciation Holiday Fund was discussed. Donations were similar to years past. There was general agreement that the timing of both the eblast and the written letter to families was helpful.
- There was discussion about the timing and frequency of the fund. Two years ago, the SASAB decided to change our Teacher Appreciation Fund request to once a year at Christmas time. (In the past there had been two asks - holiday and end of the year). The goal in changing it was manage the frequency that SAS families are asked for donations. However, each year the question arises about the timing of the fund.
- Margaret expressed a need to be mindful of other “asks” throughout the year - Tech-A-Thon, Fall Catch Up, Christmas, the Scholarship Fund, Lent and Easter.
- It was also discussed that Students love the feeling of bringing something to their teachers at the end of the year and that we do not want parents to feel that they need to buy a gift and also donate to the teacher fund (it is a gift not an expectation).
- A discussion was had as to perhaps changing the time the request is made for the Teacher Appreciation Fund. There was no consensus by the board members to either change the frequency or timing of the fund.

Questions/Comments

School Surveys

- Discussion about the need/desire to survey SAS families on a myriad of subjects (similar to Viators, wherein they ask, “Why did you choose Viator?”). While no official surveys are planned, could be a successful marketing/feedback tool as it was for the technology effort. Discussion of not wanting to over survey.
- Discussion about need to bring back an “exit survey” when people leave SAS

Art Exhibit opportunity

- Denise Peters shared that there is an opportunity for SAS art to be exhibited in a local business. There are 16 spaces available. August link is on board. Perhaps we can have a Saint Anne's Night, with 10% off purchases. We can rotate through grades, and have two winners from each class. Denise to followup

D220 Kindergarten plans

- Brief discussion about the details relating to District 220's plans to offer a full day experience.
- Discussed the benefits/strength of SAS offering
- Discussed marketing plans and events in place to drive enrollment

Adjournment 8:50