



ST. JOSEPH CATHOLIC SCHOOL

Minutes for Meeting on April 18, 2024

Began at 6:30pm

Attendees: In Person: Fran, Pat, Phil, Angela, Yung, Daniel

Online: Andy, Beth, Kevin, Maria, Meredith

Opening Prayer

Introduction (Daniel)

- Review and approve February meeting minutes. One Update was given by Phil with the numbers for Bathroom update. Minutes were updated by Daniel with that change. Minutes approved with the change: Pat – 1st, Phil – 2nd, All in Favor
- Upcoming Events and Announcements
 - St. Joseph Parish Ministry Fair—May 5th after morning Masses: Fran will have a table in the Dining Hall after the 8:30 and 10:30 Masses for visitors to come by and ask questions. Fran asks for any members of SAC who might be available to come hang out at the table and answer any questions visitors might have.

Principal report (Ms. Thompson)

- 2024 Auction Update:
 - Auction was awesome! Silent auction item distribution went well.
 - Just barely under the goal for paddles up. Just under \$40k. Everyone who is on the school payroll, teacher and office staff, about 35 people, will get a bonus.
 - 2025 Auction—Chairperson needed: Grandville is already booked for March 29, 2025. Father gave approval to have the auction during Lent. Auction chair is needed. Could be a group of people. Auction chair gets to decide the theme and is in control of most of the details of the event.
- Scholarship Opportunity:
 - End of Life gift around 1million dollars from a parishioner is still in development, regarding the specifics. Parishioner is currently 95 years old.
 - She originally wanted the money to help Hispanic families, but after further conversation regarding the demographics of the school and the percentage of Hispanic families, she now wants the money to be for tuition assistance.
 - 20% of it needs to be just for parishioners of SJCC. Could possibly allow \$100k annually to give.
 - The Catholic Foundation is helping work with the parishioner and Ms. Thompson to complete all the necessary steps.
- Updates on faculty & staff for 2023-2024:
 - Leaving at the end of this year: Janie Pouttu, Linda Hale, Julie Bozarth, Maddie Ortega, Lauren Curfman, and Debbie Bush



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- Marc Holmes will be moving to Janie's position, but with more of a general operations and Tech for school and church. Possibly also Safe Environment.
- Jennifer Clay is coming for BL to teacher Social Studies.
- Ms. Bozarth's position will be Toni Lang a former GPISD teacher.
- Mrs. Ortega's position of communications will be Tricia Whorton.
- Andrea Ramirez is coming from St. Patrick's to teach PreK-4.
- The technology position will be posted tomorrow.
- Ms. Thompson has a good lead on a new EDP director.
- Ms. Melian is going to be a new content mastery coordinator for middle school students to help with some of the academic needs at the middle school level.
- Still looking for a part time Middle School Literature Teacher.

Ms. Thompson put a graduation ad in the upcoming Texas Catholic.

- Enrollment Dashboard (Phil):
 - 227 Current students have registered for next year. 19 current students reenrollment is still not complete.
 - 280 is the projected enrollment to date based on applications started and in process and current students.

Pastor report (Fr. Stephen) – Father Stephen is in Italy, therefore unable to attend.

Finance (Phil)

- Financial Report
 - Currently trying to push some budget things through this year, since we have been favorable in budget, somewhat due to certain budgeted items being able to be paid for with GAPS money instead.
 - Some of the textbooks for next year might be able to be pushed through GAPS.
 - The Internet is running less than planned.
 - Running about a half million favorable right now
 - A couple CDs will be maturing soon, one this summer and one in the fall. Phil will start looking in to current rates to continue those.
 - Current cash status: Cash Surplus of 1.4million. 660K is set aside for 3 months of expenses. Rainy Day fund of 715K.
 - Notes about 30k available for tuition assistance in 2024-25 and some funds leftover from an auction a few years ago that are still not allocated.
- Technology Replacement
 - 315K is budgeted for future technology replacement.
 - School has some iPads nearing end of use in 2024-25. Looking to replace by running it through GAPS funds, if possible.
 - 34 teacher laptops will reach end of life this summer. Idea is to buy extended warranty for them to give them two more years of use. These were purchases in 2021 with EANS money.
 - Replacement of some Dell laptops 31/90 latitudes – push through GAPS



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- Still waiting on IT Goat network update to go through GAPS, it's a half million dollars.
- Fran found out she might be able to use GAPS money though the end of September now and she still wants to see about getting the film on the glass of the west doors.
- Phil motions to accept bid from Dell to extend warranty of teacher Laptops and use 20K for iPads too. Kevin – 2nd, All in Favor.

Capital Project Updates

- Network Refresh over Spring Break (Fran)
 - Some issues are still being worked out, was a huge amount of work to put in all the new things needed for network update.
 - A Backup battery was added to Verkada, so it was 400K + 100k added to the purchase.
 - Marc Holmes will now be the point person for IT Goat. IT Goat has been great to get someone out here next day to address any issues.
- Bathroom remodel (Meredith)
 - Still getting quotes, Finance council still needed more information for the quotes.
 - Might also have to go to the diocese for approval depending on the amount the quotes come in at.
 - Trying to do 4 bathrooms: 2 upstairs and 2 downstairs
- Security Enhancements (Fran)
 - New cameras will be put in all over the entire complex by Verkada. They do all the install. They work hand in hand with IT Goat. Once it's approved they will immediately contact IT Goat and get working on it.
 - New Door controls are also part of it. These will be more secure than what we currently have.
 - Everyone is ready to go, just need the money approved.
- Learn It after school Tutoring program (Fran)
 - Unfortunately, this tutoring is not approved to begin until next school year.
 - 4 teachers are confirmed to teach after school tutoring.
 - About 50 students K-8th grade – all are currently being served through JLab, this would be in addition to the JLab support during the school day.

Community Vitality

- Parent Engagement (Beth)
 - Beth made a list of all clubs and organizations at the school with the contact/liaison for each group. She would like offer all a booth/table at the back-to-school picnic.
 - May 10th is May Crowning and possibly a time for parents to gather after mass.
 - Emily White has started a Catholic Daughters group through the church



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- Discussion about getting new incoming parents connected on a parent GroupMe. Have a flyer at the back-to-school picnic and try to get information out to them here at the end of this year, if possible, especially for Kindergarten parents.
- Virtual Tour Video (**Maria**)
 - Maria has received permission to borrow camera equipment from the church.
 - They are close to getting the video done, just need to secure a date to complete all the filming.
 - Ms. Haecker, who is taking over PSIA, might be able to record something in place of old footage of Ms. Durant.
 - Also, need to schedule Father Stephen for filming.
 - Maria will get with Coach Compton to get any updated still photos to use.
- Teacher Survey (**Kevin**)
 - Discussed the type of survey we feel would be best: not more than 10 questions, allow for some comments for answers if teachers wish to provide more explanation.
 - Look into Survey Monkey or Microsoft forms as possible options for survey platform.
 - Ask questions about discipline support, admin, etc.
- Reachmore Program (**Yung**)
 - Allison Hsu is teaching a 12 week program to train volunteers.
 - The program aims to help volunteers learn how to create their own interest groups within their community.
 - It is aimed to help motivate people in discipleship through volunteering.
 - It is just for parents and can be advertised in Jaguar Tracks.

2023-2024 Deliverables Review (Daniel)

- Planning for 2024-2025 school year
 - Daniel will send out the current deliverables and strategic plan so everyone can think about what things we want to extend into next year at our deliverables for 2024-25. What action items or goals do we have for next year?

Around the room – Highlights/head-ups feedback

- Recommendations/Nominations for new SAC members
 - Think about anyone you know who might be a great asset. Let Daniel know if you want to nominate anyone and he will contact them to see if SAC might be for them.

Closing prayer

Adjourned at 7:49pm